

INDEPENDENT STUDY PROGRAM  
2020-2021

ROXBURY HIGH SCHOOL  
INDEPENDENT STUDY PROGRAM  
2020-2021

Name: \_\_\_\_\_

Grade: \_\_\_\_\_  
as of September 2020

Counselor: \_\_\_\_\_

### **INDEPENDENT STUDY**

The wide variety of students' interests, motivations and responses to education makes it clear that no single approach to learning is best for all students. Learning takes place in a variety of ways, under a variety of circumstances; it is a highly individualized process.

If we are to approach our goal of providing a school which is responsive to the needs and learning styles of all students, we must make available a practical variety of education alternatives. Therefore, Independent Study is a program designed to afford a student the opportunity to pursue areas of study which are beyond the scope of curricular offerings. In order to receive credits, the independent study must be a non-paid, volunteer activity/internship. Students interested in this program must realize that independent study requires a great deal of initiative and responsibility.

### **ELIGIBILITY**

The Independent Study Program is open to any student in grades nine through eleven who:

1. has demonstrated sufficient academic proficiency, in the judgment of the Independent Study Committee, to assure that commitment to an Independent Study would not jeopardize his/her regular class work.
2. has already earned and/or is earning sufficient credit to advance in grade to graduate.
3. has not failed any subjects the year before initiating the study.

**(THERE WILL BE NO EXCEPTIONS TO ELIGIBILITY RULES.)**

### **INITIATION OF STUDY**

In order to initiate an Independent Study a student must:

1. choose a topic beyond the scope of the Roxbury High School curricular offerings.
2. arrange to have a mentor serve as his/her advisor.
3. Only unpaid/volunteer internships will be accepted.
4. submit completed application form and proposal to Mrs. Bacchetta before May 1st for a first semester or full year-study, and before December 15<sup>th</sup> for a second semester study. Pupils should submit proposals during the scheduling process (spring).

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Proposal

The typed proposal must be approved by the student's parents, advisor, guidance counselor, Director of Guidance, and Principal. The following elements must be included:

1. Objectives:

Clearly state what he/she intends to accomplish over the course of the study and upon its conclusion.

2. Activities:

State how and when he/she will attain the independent study objectives by indicating specific activities and accompanying timelines for those activities.

3. Proposed credits:

State the number of credits that he/she is attempting to earn.

4. Completion dates:

Indicate a completion date for the study. Any first semester study must be completed by February 1, and full-year or second semester studies must be completed by June 1.

The student should be aware that a proposal can be modified during the course of the school year with the approval of the advisor and the Independent Study committee.

5. Presentation:

For a 2.5 credit Independent Study a student is expected to make one final presentation before appropriate deadlines. For a 5 credit Independent Study, a student is expected to make one presentation at mid-year (*before Jan. 29<sup>th</sup>*) and one presentation at the conclusion of the study (*before June 1<sup>st</sup>*).

Grades/Credits/Restrictions

1. The advisor will assign a numerical grade for the student in accordance with the guidelines for Marking Period grading. Such grades will be based on the quality of the study and the adherence to the student's proposal.
2. Credits will be awarded based on the amount of time spent on the study as evidenced by the scope of the project. Students may not earn more than 5 credits.
5. If, for any reason, the study is not completed successfully, no credit will be awarded.

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Procedures

After acquiring the Independent Study booklet the following must take place:

1. Student returns completed packet and typewritten proposal to his/her Guidance Counselor. The proposal **MUST** contain parent's and advisor's signatures.
2. Guidance Counselor reviews Independent Study proposal, completes counselor portion and forwards proposal to the Director of Guidance.
3. The Director of Guidance reviews proposal and organizes initial meeting with Advisor, Principal, and student's Guidance Counselor to determine if the proposal is deemed academically suitable. The Independent Study committee may approve or amend the proposal.
4. Students may commence the Independent Study work upon final approval of the Board of Education.
5. Advisor is responsible for submitting numerical grades in accordance with the marking period guidelines.
6. Student is responsible for making a presentation(s) concerning status of Independent Study as follows:
  - a. For a 2.5 credit Independent Study a student is expected to make one final presentation. (*1<sup>st</sup> Semester: January 29<sup>th</sup> / 2<sup>nd</sup> semester: June 1<sup>st</sup>*).
  - b. For a 5 credit Independent Study, a student is expected to make one presentation at mid-year (*before Jan. 29<sup>th</sup>* ) and one presentation at the conclusion of the study (*before June 1<sup>st</sup>*).

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**ROXBURY HIGH SCHOOL**  
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**Student Application Form and Proposal**

NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

GRADE: \_\_\_\_\_ (as of 9/2020) DATE: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ and/or email: \_\_\_\_\_

TITLE OF INDEPENDENT STUDY: \_\_\_\_\_

PREPARE A TYPED PROPOSAL AND SUBMIT WITH THIS APPLICATION.

INCLUDE IN YOUR PROPOSAL:

1. Objectives of the study
2. Activities to achieve objectives of the study

Assessment of Activities – to be evaluated by Independent Study Advisors and Supervisors. (ex. portfolio, performance, pictures, research project, log, etc...)

Must be approved by the following:

Independent Study Mentor: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Mentor Signature: \_\_\_\_\_  
Signature

Mentor Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
(if outside of RHS)

Parent Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document I allow any member of the committee to contact the above mentor at any time during the school year as deemed necessary.

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TO BE COMPLETED BY THE STUDENT'S GUIDANCE COUNSELOR AND ATTACHED TO PROPOSAL

**ROXBURY HIGH SCHOOL  
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Guidance Counselor Recommendation Form**

NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_ COUNSELOR: \_\_\_\_\_  
(as of 9/2020)

TITLE OF INDEPENDENT STUDY TOPIC: \_\_\_\_\_

LENGTH OF TIME: ( ) 1<sup>st</sup> Semester ( ) 2<sup>nd</sup> Semester ( ) Full Year

Credits being undertaken \_\_\_\_\_

These questions must be answered by your Guidance Counselor.

1. What, if any, subjects did the student fail in High School?
2. How many credits did the student earn in the following grades  
9<sup>th</sup> ? \_\_\_\_\_ 10<sup>th</sup> ? \_\_\_\_\_
3. Do you feel that this student is sufficiently motivated to take on an independent study and keep up with his/her classes?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Do you recommend this student for an Independent Study?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Counselor's Signature

After signing, the counselor should submit this form to Mrs. Bacchetta who will contact the student for the next step of the process.

Date received by Mrs. Bacchetta \_\_\_\_\_