

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy IGB

Responsible Office: ADVANCED STUDIES AND PROGRAMS DIVISION/CURRICULUM AND INSTRUCTION DIVISION/SCHOOL COUNSELING OFFICE

INDEPENDENT STUDY PROGRAM

A. PURPOSE

To establish procedures for student participation in the Independent Study Program.

B. BACKGROUND

Students with strong self-discipline, special talents, and interests need the opportunity to undertake an individual project of exceptional depth, breadth, or pace.

C. PROCEDURES

1. Independent Study classes are developed by the student and sponsoring teacher who shall design a syllabus to specify outcomes, content, a work plan, and performances for assessment.
 - a. The appropriate content coordinator from Division of Curriculum and Instruction or the appropriate coordinator or teacher specialist in the Division of Advanced Studies and Programs shall assist the sponsoring teacher and student in designing and developing the required syllabus.
 - b. The program includes regularly scheduled student-teacher conferences and assessments of progress.
2. All sequential coursework in a particular curriculum discipline must have been successfully completed by the student prior to submitting an application for Independent Study.
3. A student may only take one independent study per semester.
4. Independent study shall not replace an available class currently offered at the student's school.
5. Students interested in the Independent Study Program must successfully complete the application process. The application shall be completed with final approvals by the Director of Curriculum at least two weeks prior to the first day of the requested semester.

- a. Interested students should obtain an *Independent Study Application* from a school counselor at their respective school.
 - b. The sponsoring teacher shall forward the above-referenced syllabus to the department chairperson for presentation to the principal. The syllabus shall be approved and signed by:
 - i. the sponsoring teacher;
 - ii. the department chairperson;
 - iii. the student; and
 - iv. the parent/guardian.
 - c. If the plan, as outlined in the syllabus, is approved by the principal it is signed and forwarded to the Director of Curriculum for his/her final approval. The Director of Curriculum shall consult with the Pre-K – 12 Advanced Learners Coordinator, as appropriate, regarding final approval and signature. If approved, the Director of Curriculum shall forward the application to the Office of Student Data. The Office of Student Data shall return all paperwork to the School's Counseling Office and inform the School's Scheduler.
6. Once the course is approved the student shall meet with the sponsoring teacher regularly. The sponsoring teacher shall keep a meeting log.
 7. Students shall be awarded a final unweighted grade of satisfactory (S) or unsatisfactory (U). This grade does not contribute toward the student's grade point average (GPA). Credit for Independent Study shall be assigned on a semester basis.

Regulation History: Developed by Superintendent 03/02/16.
 Reviewed by Board of Education 03/02/16.
 Issued 03/02/16.

Note previous regulation history: None