

KPBSD Policy Manual

BP 6186

Instruction **INDEPENDENT STUDY PROGRAM**

1. Initiating an Independent Study Program
 - a. Who initiates? Students/parents may initiate a request for an independent study program by submitting a written request to the building administrator.
 - b. School liaison. Upon request, the school administration will attempt to identify a certified staff member who has an expertise in a field related to the proposed independent study and who is willing to volunteer as the teacher of record. A qualified staff member will be an essential part of the independent study program.
2. Components of an Independent Study Program
 - a. The independent study program will be developed between the school and the parent/student within the parameters of District policy, curriculum and procedure.
 - b. The independent study program must contain the following components: course description, performance standards and key elements, course curriculum, assessment procedures, and an agreement of responsibility (including supervision) between the school, student, and the parent.
3. Evaluation of Independent Study Student
 - a. Grades. The independent study program will be a pass/fail.
 - b. Evaluator. The teacher of record will be responsible for evaluating the student based on the course assessment criteria and the agreement of responsibility.
4. Assignment of Credit
 - a. Limitations. Up to 1.0 credit for an independent study, two-semester program may be awarded following successful course completion. No credit will be awarded beyond two semesters for an independent study program for any student. Independent study programs may be one or two semesters in length.
 - b. Graduation Requirements. Independent study programs may fulfill up to 1.0 of the credits needed for graduation. Students will be required to verify that a minimum of 67.5 hours was dedicated to the study for each 1/2 credit earned. Physical education electives will not apply to the independent study program however, students will have the opportunity to waive 1/2 physical education elective through the waiver process.
5. Approval of Independent Study Course
 - a. The request for an independent study accommodation will be initially approved by the building administrator.
 - b. After building administrator approval, the request will be forwarded to the Director of Secondary Education for final approval.

(cf. [-6146.1](#) High School Graduation Requirements)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
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