

# John Handley High School Independent Study Contract

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**Student Name:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Student E-mail Address:** \_\_\_\_\_

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

**Semester:**    1        2        Year    (CIRCLE ONE)    **Block:** 1    2    3    4 (CIRCLE ONE)

**Course Title:** \_\_\_\_\_

**Description of Course:** (If not currently in the JHHS curriculum, include activities and measurable outcome)

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

**Skills To Be Covered In The Course:**

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Counseling Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## John Handley High School Independent Study Guidelines

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1. Meet with your school counselor and discuss a plan
2. Find a teacher to agree to be the teacher of record for the Independent Study Course
3. Submit Proposal to your School Counselor
  - a. Proposal needs to include:
    - i. How the student plans to meet the criteria of 140 hours of instructions,
    - ii. Which is required to receive credit for the course,
    - iii. Expectations agreed on by the student and teacher
    - iv. Grading method (Letter Grade or Pass/Fail grade)
4. If the proposal includes job shadowing, internship, or other outside agency involvement, then they will need to be a party to and approve the proposal as well by signature.
5. Proposal is review by School Counselor
6. Counselor submits for approval by Director of Counseling
7. Director submits contract and documentation to Principal and Director of Secondary Instruction for approval.
8. At end of course, documentation is submitted to Director of Counseling for evidence of completion of 140 hours of instruction.
9. Grade for the course is submitted in PowerSchool to be put on transcript. Course title to be changed at end of semester.
10. All new courses must require a course request form to be completed and submitted to the School Board for approval.

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**Student Signature/Date**

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**Parent Signature/Date**