

INDEPENDENT STUDY CLASSES

All students registered for independent study classes (complete home study) will be required to follow one of the following methods for determining completion of course material.

1. A student who has a schedule conflict with another TOWLE class may opt to take a course independently. The student will receive the full syllabus for each course from the TOWLE teacher. The homework, exams and finals will be turned in to the teacher on the same due date as a student currently enrolled in the class. The teacher reserves the right to request that the student come in for oral presentations. It is the responsibility of the student to get the material to and from the teacher. Grades will be given quarterly by the teacher. If a quarterly grade drops below a "C", we will need to reassess this method of teaching. The student will need to attend classes or have tutoring. This course will **not** appear as Independent Study on report card.

2. Where the parent would like to design the course or use outside material for TOWLE credit, he/she will be responsible for supplying to TOWLE a curriculum list, syllabus, grading rubric and grades for their student. The parent is required to submit the syllabus and this form for evaluation and approval to the TOWLE Department Head by Week 3 of the school year in which the student is to receive credit. Once approval has been gained, a portfolio style of record keeping, which includes samples of work, tests and grade book, is to be reviewed quarterly and documented on page 2 of this form (Quarterly Review Sheet) by Department head and submitted to the office each quarter by grade submission deadline. **It is incumbent upon the parent to know the grade reporting deadlines and to submit portfolio for review to reviewer in time for reporting grades to office.**

Student Name: _____ Grade: _____

Parents' Names: _____ Phone Number: _____

Subject: _____ School Year: _____

Text title(s): _____

Author/Publisher: _____

Department Head checklist:

- Syllabus _____
- Grading Structure _____
- All needed materials (workbooks, lab materials, tests, etc.) _____

Suggestions: _____

Department Head Signature: _____

All completed paperwork due in office by Week 36 (except senior year which must be Week 33).