

| | | | | |
|--------------------------------------|-------------------------|-----------------------------|--|-----------------|
| POLICY NUMBER | POLICY SERIES | | | |
| 4510 | 4000: Academic Services | EFFECTIVE DATE: 04/15/13 | REVISION DATE: 04/15/13 06/24/14 03/26/18 08/21/18 | PAGE: 1 of 1 |
| SUBJECT: Independent Study | | | | |

Policy Purpose: To outline the Independent Study program

Policy Information: Interested 9th-12th grade students must meet with the administration and obtain an Independent Study Request Form; exceptions can be made by Academic Committee if ACS cannot provide a routinely offered course. Once completed, the family will submit it to the ACS Academic Committee for approval by August 1st for Fall semester, December 1st for Spring semester, or May 1st for summer term.

4510.1 The following information must be included in the form:

4510.1.1 Teacher & Mentor. The teacher is the individual who will instruct. The mentor (only needed if the teacher is not on the ACS staff) should be someone reasonably knowledgeable in the subject chosen to study.

4510.1.2 Description of the course. A course syllabus including content and schedule of instruction must be submitted. Course length must be equivalent to other ACS courses.

4510.1.3 Description of type of homework assignments. Testing procedures. Grading percentages. Grading percentages must be determined for homework, tests, and projects. Letter grades will be awarded based on the ACS grading policy.

4510.1.4 Description of end-of-course project. Each independent study is required to have end-of-course project or paper.

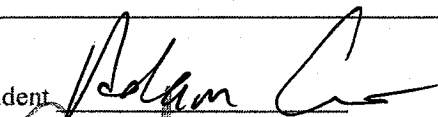
4510.2 The hours for an independent study translate to ACS credits as follows:

- ¼ credit for 30-59 hours per semester for core subjects
- ½ credit for 60+ hours per semester for core subjects
- ¼ credit for 15-29 hours for Fine Arts and Physical Education
- ½ credit for 30+ hours for Fine Arts and Physical Education

4510.3 Costs. Mentors will be paid by the parent a one-time designated fee. All additional expenses (teacher fee, curriculum, class supplies) will be incurred by the parent.

Signed by:

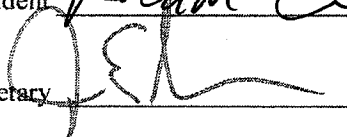
Board President



Date:

8-28-18

Board Secretary



Date:

8/28/18