

INDEPENDENT STUDY PROGRAM  
2025-2026



ROXBURY HIGH SCHOOL  
INDEPENDENT STUDY PROGRAM  
2025-2026

Name: \_\_\_\_\_

Grade: \_\_\_\_\_  
as of September 2025

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

## INDEPENDENT STUDY DEFINED BY THE DISTRICT



The district defines an Independent Study as an inquiry-driven, learning experience that a student pursues under the supervision of a certificated staff member or otherwise professionally qualified individual in a topic of interest that is substantially different than and/or not offered in the program of studies in the district or through a college option. The Independent Study, therefore, differs from the Senior Option because an Independent Study is a course or course equivalent that requires a grade given by the advisor that is considered equivalent to other graded courses offered in the district. In other words, these differing requirements make an Independent Study both grade and credit-bearing in contrast to the Senior Option, which is credit but not grade bearing.

### **ELIGIBILITY:**

The Independent Study Program is open to any student who:

- is interested in pursuing a program of study, an internship, or an experience that extends beyond the school offered curriculum.
- has not failed any subjects the year before initiating the study. (THERE WILL BE NO EXCEPTIONS TO ELIGIBILITY RULES.)

### **INITIATION OF STUDY:**

In order to initiate a Independent Study proposal a student must:

- choose an area of study that extends beyond the scope of the Roxbury High School curricular offerings.
- arrange to have an advisor (inside or outside of the school) serve as his/her advisor for the experience.
- only volunteer/unpaid initiatives will be accepted.
- submit an Independent Study application form and proposal to Mrs. Huguenin before March 31st for a first semester or full-year study, and before December 15th for a second semester study.

# INDEPENDENT STUDY STUDENT OBLIGATIONS

## **PROCEDURES:**

After acquiring the Independent Study booklet the following must occur:

- Student returns completed packet and proposal to his/her School Counselor. The proposal **MUST** contain parent and advisor's signatures.
- School Counselor reviews the Independent Study proposal, completes the counselor portion, and forwards the proposal to the Director of Guidance.
- The Director of Guidance reviews the proposal and organizes an initial meeting with the Independent Study Review Committee to determine if the proposal is deemed academically suitable. The student's proposed advisor will be invited to the meeting, as well. The committee may approve or amend the proposal.
- Students may commence their program upon final approval of the Board of Education.
- Documentation indicating successful completion of the Independent Study experience must be submitted in accordance with the written proposal according to the deadlines noted below.

## **STUDENT PROPOSAL:**

The typed proposal must be approved by the student's parents, advisor, school counselor, Director of Guidance, Principal, and Director of Research Planning, and Evaluation. The following elements must be included in the typed proposal:

1. Type-written rationale supporting the value of the independent Study experience, as well as, why the experience can not be attained through courses offered in the district or local colleges/universities.
2. Explain in detail how the applicant plans to grow in his/her understanding of the topic of study.
3. Activities planned to achieve the Independent Study including but not limited to the following:
  - a. Action plan for acquiring desired skills and objectives of the independent study
  - b. Plans for addressing probable barriers logistic and academic in attaining your learning objectives
  - c. Evidence you are planning to collect to justify attaining your objectives
4. A verified scope and sequence and assessment plan provided by the certified staff member or professionally qualified supervisor agreeing to monitor and grade the Independent Study.

## **ROXBURY HIGH SCHOOL INDEPENDENT STUDY**

### **Student Application Form and Proposal**

INDEPENDENT STUDY PROGRAM  
2025-2026

NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

GRADE: \_\_\_\_\_ (as of 2/2025) DATE: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ and/or email: \_\_\_\_\_

TITLE OF INDEPENDENT STUDY PROPOSAL:

\_\_\_\_\_

PREPARE A TYPED PROPOSAL AND SUBMIT WITH THIS APPLICATION. INCLUDE IN YOUR PROPOSAL:

1. Type-written rationale supporting the value of the independent study experience, as well as, why the experience can not be attained through courses offered in the district or local colleges/universities.
2. Explain in detail how the applicant plans to grow in his/her understanding of the topic of study.
3. Activities planned to achieve the Independent Study including but not limited to the following:
  - d. Action plan for acquiring desired skills and objectives of the Independent Study
  - e. Plans for addressing probable barriers logistic and academic in attaining your learning objectives
  - f. Evidence you are planning to collect to justify attaining your objectives
4. A verified scope and sequence provided by the certified staff member or professionally qualified supervisor agreeing to monitor and grade the independent study.

Must be approved by the following:

Advisor: \_\_\_\_\_ (Print Name)

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Address: \_\_\_\_\_

Phone # \_\_\_\_\_ (if outside of RHS)

Parent Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ By signing this document I allow any member of the committee to contact the above mentor at any time during the school year as deemed necessary.

TO BE COMPLETED BY THE STUDENT'S GUIDANCE COUNSELOR AND ATTACHED TO  
PROPOSAL ROXBURY HIGH SCHOOL SENIOR OPTION PROGRAM

INDEPENDENT STUDY PROGRAM  
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**School Counselor Recommendation Form**

NAME: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_

COUNSELOR: \_\_\_\_\_ (as of 9/2025)

TITLE OF INDEPENDENT STUDY TOPIC:

\_\_\_\_\_ LENGTH OF TIME: ( ) 1st Semester ( ) 2nd

Semester ( ) Full Year

Credits being undertaken \_\_\_\_\_

These questions must be answered by your School Counselor.

1. Based on your experience with this student do you believe he/she is sufficiently motivated to undertake an independent study program and maintain appropriate attention to his/her other classes?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you recommend this student for an independent study?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ School Counselor's Signature

After signing, the counselor should submit this form to Mrs. Huguenin who will contact the student for the next step of the process. Date received by \_\_\_\_\_

Mrs. Huguenin \_\_\_\_\_

# INDEPENDENT STUDY ADVISOR OBLIGATIONS



## **THE ROLE OF THE SUPERVISOR:**

The Independent Study offers students a large array of topics to explore, which makes the role of the advisor extremely important in designing, monitoring, and assessing a student's progress towards attaining the objectives in the proposal.

### **Scope and Sequence:**

The adviser of the Independent Study is responsible for submitting an outline of the scope and sequence of what will be learned during the independent study. The scope and sequence outline should be constructed in consultation with students taking the independent study. This will allow the student to fully understand the rigor of the study, as well as, make the organization of the study better fit the learning objectives desired by the student.

### **Advising**

The advisor is expected to spend approximately the amount of time with his/her student that would be typical for a 2.5 or five credit course. This means that a mentor over the course of a semester should spend approximately 45 hours for a semester course and 90 hour for a full year course.

The advisor does not have to be directly instructing the student during all of the allotted time, but must be in a position to monitor the student's progress.

### **Assessment Plan**

The advisor will submit, with the scope and sequence, an assessment plan which will briefly outline how a grade will be justified. Possible assessment indicators may include, but are not limited to:

1. A rubric outlining skills to be attained
2. Project/Product expectations which will be used to assess
3. Periodic assessment dates to examine progress and give advice

### **Final Assessment**

The advisor will provide a justified grade for the course based on the indicators/objectives provided in the proposal.

# Mid-Year Advisor Statement of Student Skill Acquisition



**Student Name**

\_\_\_\_\_ **Senior Option**

\_\_\_\_\_

(Due to Mrs. Huguenin prior to the conclusion of Marking Period 2, on our about Jan.

30th) **Advisor Statement of Progress:**

## Advisor Statement of Student Skill Acquisition



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

**Senior Option** \_\_\_\_\_

(Due to Mrs. Huguenin prior to the conclusion of Marking Period 4, on our about June  
15th)

**Advisor Statement of Completion:**