

Independent Studies/Virtual Schools

Hardy County School Policy ICH

The following policy is provided to address request for an Independent Study Program and/or Virtual School classes. These are designed to provide the maximum flexibility to enhance the Independent Study option while maintaining verification that requirements for the granting or course credit have been achieved.

All requests for Independent Studies/Virtual Schools must receive the approval of the Principal/Curriculum Team. Requests are to be forwarded to the Assistant Superintendent for final administrative approval. At that time, the student will be registered for the course on WVEIS by his/her principal.

Independent Study Classes outside the School Day:

1. Independent Study Application Form must be completed by each student/parent.
2. Maintenance and completion of the Independent Study Program Time Log is to be submitted on a schedule established by the teacher, or no later than at the conclusion of such work. Classes shall meet the requirements of West Virginia Board of Education Policy 2510.
3. A course of study is to be outlined. Such course of study shall include: major topics to be covered, estimated amount of time involved in completion of each, coverage of content standards, means and methods of final evaluation.
4. In the event actual Independent Studies instruction is delivered by someone other than the designated teacher, the parent must sign the "Release from Liability" statement.
5. Regularly employed teachers who are certified, or eligible for certification by the Board, shall be utilized to provide these classes.
6. Independent Studies classes are provided to permit students to enroll in classes not regularly available during the regular school term. This may be due to lack of availability, scheduling conflicts, or seeking advanced level work in a specific discipline.
7. Unless funding has been secured through the Board, any class cost shall be the responsibility of the student.
8. Final grades shall be determined by the assigned teacher and submitted to the Principal for recording on the completed grade form.

Independent Studies Class for Repeat Classes outside the School Day:

In the event a student seeks an Independent Study class outside the school day in order to repeat a failed credit or class, the following guidelines shall be followed:

1. All application forms must be completed.
2. If the Hardy County Board of Education employees are providing the instruction for an Independent Studies class, then the following financial arrangements will apply:
 - Teachers shall sign an extracurricular contract.
 - All tutoring/monitoring costs shall be paid to the Board.
 - Appropriate FICA, etc. shall be applied.
 - Teachers must be certified in the area of the requested Independent Study.
 - All work is to be conducted outside of the regular school day.
3. If an individual who is not a regular school employee is identified as the teacher, the following guidelines shall be followed:
 - The individual must present evidence that they are certified, or eligible for certification, in the specific discipline.
 - The individual shall receive the specific written approval of the Principal and Superintendent.
 - Any and all financial arrangements shall be totally between the parents and instructor. Hardy County Schools shall not be responsible, or liable, for any payments, taxes, or legal reporting.
 - The completed Independent Study forms, all grades, evidence of completed work, and final written exams shall be submitted.
 - The Principal shall have final authority in approval of the granting of credit.
4. Final grades shall be determined by the teacher and submitted to the Principal for recording.
5. Repeat classes may be used in determining athletic eligibility within WVSSAC guidelines.

Virtual School Classes during the School Day:

1. Virtual School request forms must be completed by each student/parent. Each student must complete training and acquire an access account.

2. Actual Virtual School instruction is delivered through instructional personnel approved by the West Virginia Department of Education. Hardy County Board of Education personnel shall be assigned to monitor classes.
3. Virtual School classes are provided to permit students to enroll in classes not regularly available during the regular school term. This may be due to lack of availability, scheduling conflicts, or seeking advanced level work in a specific discipline.
4. Unless funding has been secured through the Board, class cost shall be the responsibility of the student. When the course is completed with a grade of B or better, half of the tuition cost will be reimburse with appropriate documentation (receipt of tuition, grade sheet).
5. Final grades shall be determined by the assigned Virtual School teacher and submitted to the Principal for recording.

Virtual School Classes Outside the School Day:

In the event a student seeks a Virtual School class outside the regular school day, the following guidelines shall be followed:

1. Virtual School request forms are completed by each student/parent.
2. Actual Virtual School instruction is delivered through instructional personnel approved by the West Virginia Department of Education.
3. Hardy County Board of Education personnel, as assigned and approved by the Principal, will provide informational assistance. Their responsibility shall be to serve as liaison between the home and school. They shall not be responsible for insuring completion of students' work, grading, proctoring test, or verification of completion of assignments.
4. Virtual School classes outside of the school day are designed to permit students to enroll in classes not regularly available during the regular school term. This may be due to lack of availability, scheduling conflicts, or seeking advanced level work in a specific discipline.
5. Unless funding has been secured through the Board, class cost shall be the responsibility of the student.
6. Final grades shall be determined by the assigned teacher of the Virtual School class and submitted to the Principal for final approval and recording.

(Attachments SB-12 and SB-13)

SOURCE: Hardy County Board of Education Minutes
DATE: May 6, 2002 – September 11, 2006
REFERENCE: State Board of Education Policy 2510

