

Independent Studies/Internships/Apprenticeships

Hardy County Schools recognizes the need for students to have flexibility in their schedules to meet the demands of becoming college and career ready. To increase the means by which a student can meet these diverse needs, the following policy is provided to address requests for Independent Study Programs/Virtual School Courses/Internships/Apprenticeships. These venues of study are designed to provide flexibility in scheduling that will provide additional options while maintaining high standards of expectations and rigor in course offerings.

Independent Study Programs/Virtual School Courses/Internships are provided to permit students to enroll in courses not regularly available during the regular school term/day. This may be due to a lack of availability, scheduling conflicts, or seeking advanced level work in a specific discipline.

All requests for Independent Studies/Virtual School Courses/Internships must be approved by the Principal and the Superintendent or his/her designee. After receiving approval from the principal and the superintendent or his/her designee, the student may schedule the course with the principal or his/her designee.

The following guidelines are provided for participation in each venue:

Independent Study Courses:

1. The Independent Study Application Form, SB 12, must be completed by each student/parent or guardian and approved by the principal and the superintendent or his/her designee. The student must be registered in the class following the approval of the principal and the superintendent or his/her designee. All courses must meet the requirements of the West Virginia Board of Education Policy 2510.
2. A course of study is to be submitted with the Application Form, SB 12. The course of study shall include: major topics to be covered, estimated amount of time involved in completion of each, coverage of West Virginia content standards, means and methods of final evaluation.

An Independent Study Program Time Log, SB 13, must be completed and submitted on a schedule established by the teacher.

3. Teachers who are employed, certified, or eligible for certification by the Hardy County Board of Education, shall be utilized to provide these courses.
4. Costs associated with the Independent Study Course shall be the responsibility of the student. Costs associated with the assigned teacher is the responsibility of the student to negotiate with the teacher.
5. Final grades shall be determined by the assigned teacher and submitted to the Principal for recording on the completed grade form. The Independent Study Time Log, SB 13, will also be given to the principal or his/her designee at the completion of the coursework.

Internships/Apprenticeships:

1. The goal of internships is to allow students the time and opportunity to participate in areas of college and career readiness with individuals working in the student's chosen area of study.
2. The Internship Application Form, SB 12, must be completed by each student/parent or guardian and approved by the principal and the superintendent or his/her designee. The student must be registered in the class following the approval of the principal and the superintendent or his/her designee. All internships must meet the area of college or career readiness specified on the student Personalized Education Plan (PEP).
3. Only students in their junior and senior year in high school are eligible for paid career credit bearing job placements.
4. Students participating in internships may earn a maximum of four (4) credits for their internship placement during their junior and senior year. The student's grade for an internship placement will be based upon a rubric. The rubric will be developed by the school with input from the internship placement and the student. The student grade will be provided by the internship placement, will be calculated on the school's grade scale, will be reflected in the student's grade point average, and will be placed on the student's transcript.
5. The student is responsible for all financial obligations associated with the internship placement.
6. The student is responsible for transportation to and from the internship placement.
7. Students must agree to the requirements of the placement as set forth by their high school. At any time, if an internship placement is determined not to be a successful placement by the school and/or the internship placement, the student will be removed from the placement and enrolled in regular classes at the school.

SOURCE: Hardy County Board of Education Minutes

DATE: May 6, 2002 – September 11, 2006 – April 21, 2009 – July 30, 2012 – May 2, 2016 – June 17, 2019 – December 18, 2023

REFERENCE: State Board of Education Policy 2510