

**INDIVIDUALIZED PROGRAMS OF STUDY FOR HIGH SCHOOL  
GRADUATION CREDIT**

These administrative procedures are designed to establish a procedure for staff and students to submit for approval a request for an individualized program of study.

**Staff Directed Individualized Program of Study:**

1. A staff member must submit a completed Application for Individualized Study – Staff Directed to the school principal and guidance counselor.
2. A committee made up of the principal, subject area teacher, and guidance counselor and / or special education coordinator reviews the proposal with the parent and student.
3. This committee determines if the student can best be served by individualized programming directed by an ICS staff.
4. This committee must approve any individualized program prior to the course being taken.
5. This committee will determine how many credits will be issued for the individualized study program.
6. Direct instruction during an individualized program is overseen by an ICS staff member certified in the subject area. This designated staff member and student must have regularly scheduled classes within the regular school day. This designated staff member assigns the grade for this class.
7. Individualized programs are subject to the policies governing eligibility for extra-curricular activities.

**Student Directed Individualized Program of Study:**

1. The parent and student must submit a completed Application for Individualized Study – Student Directed to the subject area teacher, guidance counselor, and principal.
2. A committee made up of the principal, subject area teacher and guidance counselor meets with the parent and student to review the request.
3. The student provides the committee with information that he/she meets the following criteria for individualized study:
  - a. Demonstrates a need or interest that cannot be met by existing ICS classes, available alternative programs or because of legitimate scheduling issues concerning needed graduation requirements;

