

INDIVIDUALIZED INSTRUCTION

It is the policy of MSAD No. 9 to individualize programs for children within the school system whenever individualization would best meet the needs of the child. In cases where children might better profit from an accelerated program or an individually designed program addressing a specific interest or skill, the procedure shall be as follows:

Referral

A referral may be made by the parent, a teacher, the principal, or any other professional member of the District. The referral may be either verbal or in written form. It shall be the responsibility of the principal to reduce the referral to writing and to distribute it prior to the meeting.

Meeting

Upon receipt of a referral, it shall be the responsibility of the principal to schedule a meeting among the parent(s), the teacher(s), the administrator(s), and other members of the staff when appropriate. The subject of the meeting shall be the referral and the individual child's program.

Program

It is the intent of the District that the meeting will result in a definition of the individual child's program. Following the meeting, the principal shall be responsible for reducing the program to writing and distributing copies to all individuals present at the meeting. The principal shall also forward a copy to the Superintendent's Office for approval consideration.

Approval

If the program is approved, a signed copy shall be returned to the school and become part of the child's record. If the program is not approved, an explanation as to the reasons shall be given to all who were involved in the programming decision.

Appeals

If the parent is not satisfied with the educational program for the child, the parent may appeal the decision to the Board of Directors.

Review

Any child who has been individually programmed shall have the program reviewed at least annually by the appropriate teacher(s).

Adopted: Prior to 1988
Reviewed: November 1994
Reviewed: March 26, 2002
Reviewed: June 8, 2009