

Northland Pines School District Administrative Guidelines

2370A - INDEPENDENT STUDY

Independent study is available to staff to better meet the needs of students. Its purposes are:

- A. to broaden curriculum content when the regular school program limits student growth and learning;
- B. to provide students with an opportunity to make decisions (to select from a series of options) about their activities in school;
- C. to place students in a more active role in the learning process;
- D. to provide learning experiences tailored to individual interests, talents, and needs.

Projects may be interdisciplinary in nature. Opportunities to work or study in other areas (laboratories, shops, etc.) or off campus may be arranged through the principal.

A student (group of students) who desires to participate should meet the following criteria:

- A. expressed interest in undertaking the work
- B. ability to identify goals or purposes
- C. ability to manage time and resources
- D. achievement in current course work

Students who fail to maintain self-discipline and accomplishment both in course work and the option program will be phased out.

PERSONAL LEARNING PLANS

- A. Enrollment - Students must register as students of the Northland Pines School District. As it is the District's intent for this program to provide well-planned, comprehensive and closely monitored education programming for students, mid-year entrance into the program will be approved on a case-by-case basis. The parent or guardian of every student in the program is responsible for the following:

1. Enrollment of the student, including filling out all required forms, signing required contracts and providing the District with immunization information will all be due by September 1st, 2010.
 2. Paying school fees. Fees are not reimbursable under the Personal Learning Plans (PLP).
 3. Establishing a basis of accountability. This may be done in one (1) or more of these methods:
 - a. Completing a narrative description of the work being done and progress being made on a quarterly basis.
 - b. E-mailing or mailing progress updates weekly.
 - c. Collecting a portfolio of the student's work available for review as necessary by District personnel. Portfolios will be reviewed by the PLP Coordinator twice a year. (January and May/June) Parents may be required to bring the portfolio to the school for review.
 - d. Reviewing of portfolio with conference.
- B. Attendance - Students in a PLP are assumed to have positive attendance when demonstrating adequate academic progress as determined by the PLP teacher and administration. Students not making adequate academic progress may lose access to the PLP option.
- C. Statewide Assessments - All students participating in the PLP must participate in statewide assessments as mandated by the Department of Public Instruction. Students must take the assessments on the Northland Pines School District Campus and proctored by Northland Pines School District Employee.
- D. Wisconsin regulations require regular contact by a Wisconsin certified teacher. Each family is required to have ongoing contact with the program coordinator or another Northland Pines School District staff member. This can include time attending District meetings, phone contact for educational assistance and support, portfolio review, home visits and other contacts approved by the program coordinator.
- E. Educational Materials
1. All materials and expenses related to the student's PLP must be documents in the PLP Curriculum Outline, approved by administration prior to the reimbursement and directly connected to the course of study.
 2. The Northland Pines School District will approve plan for educational materials, curriculum and/or equipment up to \$2000/student or a maximum of \$5000/family for full-

year participation in the program, based on registration by the Third Friday in September.

3. School supplies (i.e. printer paper on ink, notebooks, writing utensils, white boards, etc.) are not reimbursable under a PLP.
 4. All materials will be ordered and delivered to the School District. It will be the responsibility of the families to pick up their orders at a school site. Materials will be ordered following this timeline:
 - a. First order due July 1 (Basic Materials and Curriculum) - available for pick-up in the District during August. A schedule for pick-up will be developed.
 - b. Second order due October 1 (Supplemental Supplies and materials) - available for pick-up in the District in November. A schedule for pick-up will be developed.
 - c. Third order due February 2 (Additional materials and supplies) - available for pick-up in the District during March. A schedule for pick-up will be developed.
 5. Fine art lessons, physical education activities (i.e., lane fees, riding lessons, swim fees, etc.) and field trips will be allowable reimbursements throughout the school year.
 6. Materials ordered are not to be sold to others. Selling materials purchased through the program is a violation of the contract and the District will take legal means to recover the original value of the sold material.
- F. Plan Content - Plan content must be considered secular if seeking reimbursement, have received prior approval through the PLP Curriculum Outline and demonstrate a balanced educational plan (core academic, fine art and elective content)
- G. Extracurricular Activities - Students are encouraged to participate in school/community based extracurricular activities as part of a well rounded educational experience. Expenses related to extracurricular activities are not eligible for reimbursement.
- H. Field Trips - Field trips are an allowable expense with prior approval as part of the student's Curriculum Outline and with a clear connection to a course of study. Allowable expenses for student field trips are limited to admissions costs for the activity/event for the student(s) only.
- I. Physical Education - The Northland Pines School District has developed a Physical Education curriculum that emphasizes lifelong fitness. It is the expectation that PLPs include Physical Education and that the plan detail an exposure to a variety of physical activities as part of the Curriculum Outline. Equipment may be borrowed from the Northland Pines School District Physical Education department.
- J. Fine Arts - The Northland Pines School District supports student study of fine arts (Art, Music, and Dance). It is the expectation that PLPs include at least one (1) fine art selection. Additional study in this area is acceptable, but may be counted as elective coursework.

- K. Electives - The Northland Pines School District supports students having the opportunity to pursue elective subjects outside of the core curricular areas of Reading, Math, Science and Social Studies. PLPs at the Middle School and High School level should contain some elective coursework.
- L. Credit - High school students seeking a Northland Pines School District diploma must have grades as part of their PLP portfolio.
- M. Graduation - Students seeking a Northland Pines School District diploma must meet all graduation requirements and declare their intent to seek the diploma by the end of their junior year.
- N. GPA/Class Rank - Students in PLP programs taking more than fifty percent (50%) of course work from Northland Pines High School will receive a GPA and class rank. Fulltime PLP students will receive transcript only.
- O. The District reserves the right to make case-by-case decisions regarding participation in a PLP educational option, as well as those regarding curricular options and material reimbursement.

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