



PREPARE FOR POSSIBILITY

Dance, Vocal and Instrumental Music, Traditional and Digital Visual Art, Creative Writing, and Acting are a part of every student's schedule – ART EVERY DAY. Our extensive arts program is integrated into our solid academic curriculum. The Arts Academy in the Woods is chartered by the Macomb Intermediate School District's Board of Education

Personal Curriculum (PC) at Arts Academy in the Woods: Background Information & Procedures for Proposing and Developing a PC

The Arts Academy in the Woods Board of Education recognizes the importance of maintaining a rigorous, relevant curriculum for all students. The awarding of a diploma should be a meaningful achievement which signifies that a student has demonstrated proficiency in the Michigan Merit Curriculum (MMC) as established by the Michigan Department of Education (MDE).

The Board also recognizes that the State of Michigan allows exceptions to the MMC requirements through a process known as a Personal Curriculum (PC).

The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

These procedures were developed to help students and parents understand when it may be appropriate to use a PC option to modify the MMC requirements. Students and/or parents may propose a PC in the following circumstances:

- To go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits.
- To modify the mathematics requirement.
- To modify, if necessary, the credit requirements of a student with an Individualized Education Plan (IEP).
- To modify the credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

PC modifications must align with the Common Core State Standards (CCSS) or High School Content Expectations (HSCE) as practicable and must not create barriers that limit a student's opportunity to be engaged in a rigorous curriculum.

The legislative intent of the PC is to individualize the rigor and relevance of the educational experience. In this context, "practicable" is an inclusive term meaning as much of the subject area content expectations as possible during high school instruction. Students with an IEP operate under this same context.

While every request to modify a student's graduation requirements should be considered, the administration may deny a PC request if:



- The request does not comply with state statute.
- Other options for meeting the student's educational needs have not been documented.
- It is not in the best interest of the student.
- The members of the PC development team cannot reach agreement.

PC development and identification of practicable content begins with:

- Identification of the student's career pathway.
- Requirements for achieving career and postsecondary goals.
- Analysis of the student's current and past levels of performance, including student strengths, which will be enhanced through the PC (i.e., transcript and formal and informal assessment data).
- Identification of the courses and other educational experiences the student needs to progress along the career pathway and achieve postsecondary goals [as identified in the Educational Development Plan (EDP)].

The PC modifications should:

- Facilitate progress along the student's career pathway and the achievement of postsecondary goals.
- Enhance the relevance of the student's educational experience.
- Provide access to MMC content knowledge, processes, and skills.
- Provide full access to statewide assessments.
- Provide a gateway to employment and productive adult living.
- Maintain the integrity of the diploma.

Modifications Not Allowed:

There are no modifications to credit requirements allowed in the following areas (exceptions may apply for students with an IEP or transfer students):

- English language arts
- Science
- World languages
- Civics/Government
- Online learning experience



Parameters for Personal Curriculum (PC) Modifications

State law requires that a PC incorporate as much of the subject area content expectations as is practicable for the student. The PC must be aligned to the student's EDP. The PC must also include measurable goals regarding what the student must achieve while in high school. Revisions are made in the same manner as the original PC.

The following parameters guide the development of a PC Plan related to the MMC:

Subject Area Credit Requirements	Personal Curriculum (PC) Modifications
<p>4 English Language Arts (ELA) Credits</p> <ul style="list-style-type: none">• 1 credit in 9th 10th 11th and 12th grade• All credits aligned to state content expectations	<p>No modification except for students with an Individualized Education Program (IEP) and for transfer students who have completed 2 years of high school</p>
<p>4 Mathematics Credits</p> <ul style="list-style-type: none">• 3 credits aligned with the required state content expectations (i.e. Geometry, Algebra I, and Algebra II)• 1 math or math-related credit (not required to be aligned with state content expectations)• 1 math or math-related course required in the final year which could include any of the 4 credits described above or may be an additional district credit <p><i>Note: Students may earn 2 math credits for Algebra II when the credit is earned over 2 years, or 1.5 credits over 1.5 years, without requesting a personal curriculum</i></p>	<p>1 credit of Algebra II may be modified to ½ credit Algebra II, statistics, or functions and data analysis</p> <p>Additional modifications allowed for students with in IEP and transfer students who have completed 2 years of high school</p>
<p>3 Science Credits</p> <ul style="list-style-type: none">• 1 Biology credit• 1 Chemistry or Physics credit• 1 additional science credit• All credits aligned to state content expectations	<p>No modification except for students with an IEP and transfer students who have completed 2 years of high school</p>
<p>3 Social Studies Credits</p> <ul style="list-style-type: none">• ½ Civics credit• ½ Economics credit• 1 U.S. History and Geography credit• 1 World History and Geography credit• All credits aligned to state content expectations	<p>No modification of Civics</p> <p>Minimum of 2 social studies credits prior to modification</p> <p>1 social studies credit (other than Civics) can be exchanged for an additional English language arts, math, science, or world languages credit</p>



	Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school
1 Physical Education and Health Credit <ul style="list-style-type: none">Credit aligned to state guidelines	Michigan statute requires all students to take Physical Education (380.1502) and receive instruction on HIV/AIDS (380.1169), but the law also allows for a parent/guardian to request a PC Credit can be exchanged for an additional English language arts, math, science, or world languages credit Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school
1 Visual, Performing, and Applied Arts Credit <ul style="list-style-type: none">Credit aligned to state guidelines	Credit can be exchanged for an additional English language arts, math, science, or world languages credit Additional modifications allowed for students with an IEP and transfer students who have completed 2 years of high school
2 World Languages Credits (Begins with Class of 2016) <ul style="list-style-type: none">Credits earned in grades 9-12 or an equivalent learning experience in grades K-12Credits aligned to state guidelines	No modification except for students with an IEP and transfer students who have completed 2 years of high school
Online Learning Experience <ul style="list-style-type: none">Online course, learning experience, or experience is incorporated into one or more required credits	No modification except for students with an IEP and transfer students who have completed 2 years of high school

Additional Resources:

Michigan Department of Education — Personal Curriculum Parent and Educator Guide
http://www.michigan.gov/documents/mde/PC_Guide_Final_5_12_09_277958_7.pdf

Michigan Department of Education — Personal Curriculum Supplement to the Parent and Educator Guide
http://www.michigan.gov/documents/mde/PC_Extras_Final_5-10-12_384724_7.pdf

Michigan Department of Education — Personal Curriculum FAQ
http://www.michigan.gov/documents/mde/PC_FAQs_5_12_09_277981_7.pdf



FORM 1 PROCEDURE TO REQUEST PERSONAL CURRICULUM

Personal Curriculum (PC) Process

PC Request	<p>The Personal Curriculum (PC) forms are available on the district website. The PC can be requested by a parent/legal guardian, age of majority/emancipated student, or school counselor/administrator/case manager using the Request & Plan form (2A or 2B). The completed request form should be submitted to the student's designated Guidance Counselor by the end of the first marking period for second semester requests and the end of the fourth marking period for first semester requests. Within 30 school days from the date the PC Request Form is received the PC process will be completed.</p> <ul style="list-style-type: none"><input type="checkbox"/>
Counselor Review	<ul style="list-style-type: none"><input type="checkbox"/><ol style="list-style-type: none">1) The Guidance Counselor will review the request to assure that it meets state requirements.2) If the request meets state requirements:<ol style="list-style-type: none">a. The Guidance Counselor (in consultation with the student's associate/assistant principal) may approve a PC for a general education request. Counselor should complete forms 2A and 3A with appropriate signatures.b. For a general education PC request that warrants more information or a PC request for a student with an IEP, the Guidance Counselor or special education caseload teacher sends the PC review team notice of a meeting. The PC Review Team may include the student's counselor, the student, the parent, the relevant content area teacher(s), and special education caseload teacher (when appropriate). Additional staff may be added as appropriate.3) Staff collects appropriate documents for committee review at the PC Review Team meeting. (See list of documents on PC Review Team form)
PC Review and Development Team	<p>The PC Review Team meets to review the necessary documents in order to make a recommendation to approve or deny a PC. The Guidance Counselor completes the PC Review Team form at this meeting.</p> <ul style="list-style-type: none"><input type="checkbox"/><ol style="list-style-type: none">1) If the student is not eligible for a PC, paperwork goes to the Administrator/Designee for documentation.2) If the student is granted eligibility for a PC:<ol style="list-style-type: none">a. The team completes form 2A or 2B and 3A.b. For requests for students with an IEP, the team completes form 3B.
PC Implementation	<ul style="list-style-type: none"><input type="checkbox"/><ol style="list-style-type: none">1) Appropriate staff implements approved PC on the date identified by the Guidance Counselor and/or PC Development Team.2) Student progress can be monitored quarterly by parents through such tools as Progress Reports, Report Cards, Parent/Student Connect, and Teacher Conference (upon request).3) Any modification to a PC must be made using the same process as the original PC.



FORM 2A REQUEST & PLAN PERSONAL CURRICULUM
(General Education Students)

Name of Student _____ Grade _____

Birth Date _____ Name of Parent/Guardian _____

Requested By _____ Parent/Guardian Student (18 or older) School district

Anticipated Graduation Year _____ Counselor: _____

Parent/Guardian: Please initial the following statements to show understanding and agreement.

- I understand that if a Personal Curriculum is granted, and I do (my student does) not achieve proficiency in the required credits, the PC is null and void.
- I understand that one or more of the following may occur as a result of not achieving proficiency in the required credits set forth by this PC:
 - I (my student) will have to take the substituted credit(s) in order to graduate.
 - I (my student) may not be granted a diploma, and/or graduation may be delayed.
- I have attached a copy of my (my student's) EDP and four year plan along with this request form. Initial _____

Please check one option below as your reason for applying for a Personal Curriculum.

Having taken 1.5 credits of Math I would like to modify the MMC Math requirement as follows:
 Take .50 credits of Algebra 2 and 1.5 credits of math or math related credits during my junior and senior year (with at least .50 credit in my Senior Year).

I am applying for a PC as an out of state transfer student as I have completed the equivalent of 2 full years of high school credit. I would like to modify the MMC graduation requirement as follows:
 Take a full course load of requirements during my junior and senior year completing as much of the MMC as practicable. I understand that must take 1.0 math credit in my senior year (equivalent to Algebra 1 or higher) and I must also complete the .50 Civics requirements.

After developing a 4 year plan and my EDP, I would like to modify the MMC graduation requirement as follows:
 Substitute (at maximum) 1.0 full Social Studies credit (not including the .50 credit of Civics) to acquire additional credits in English, Math, Science, and World Language.
 Substitute (circle 1 choice or both) the .50 Health credit and/or the .50 Physical Education credit to acquire additional credits in English, Math, Science, and World Language.
 Substitute (at maximum) 1.0 Visual, Performing, Applied Arts credit to acquire additional credits in English, Math, Science, and World Language.

Requested By (Signature): _____ Date: _____

Received By (Signature): _____ Date: _____



Counselor Review (General Education Students)	
Name of Student	Grade
1) Apply for a PC to Modify the MMC requirements?	
Is this modification necessary for the completion MMC Curriculum requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the requested PC modification align with the student's postsecondary goals as identified in his/her Educational Development Plan (EDP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Which MMC requirement (s) is the student requesting to modify?	
<input type="checkbox"/> 0.5 credit of PE <input type="checkbox"/> 0.5 credit of Health	<input type="checkbox"/> up to 1 credit of social studies <input type="checkbox"/> up to 1 credit of visual, performing or applied arts
Is there evidence via transcripts or through assessments that the student has earned the equivalent of at least 2 years of high school credit in another state? (Attach transcript or list of credits earned.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there evidence that the student will be unable to complete all the requirements of the Michigan Merit Curriculum during his/her remaining time in high school without a Personal Curriculum?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the requested PC modification align with the student's postsecondary goals as identified in his/her Educational Development Plan (EDP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>School District response:</u> Based on the above information: <input type="checkbox"/> Yes, this student meets the criteria for a Personal Curriculum. <input type="checkbox"/> No, this student does not meet the criteria for a Personal Curriculum because: <ul style="list-style-type: none">o The student would be able to complete Michigan Merit Curriculum requirements without a PC.o The student has not earned 2 years of high school credit in another state.o The Civics requirement is not subject to modification. The requested modification does not align with the student's postsecondary goals and EDP.	
3) Apply for PC as an Accelerated Student	
Which MMC requirement (s) is the student requesting to modify? <input type="checkbox"/> .5 credit of PE <input type="checkbox"/> .5 credit of Health	<input type="checkbox"/> up to 1 credit of social studies <input type="checkbox"/> up to 1 credit of visual, performing or applied arts
Is the purpose of the modification to take more advanced coursework in the area(s) of math, science, English language arts, and/or world languages? (Specify area of advanced coursework.) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the requested modification align with the student's postsecondary goals and EDP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it feasible for the student to earn the additional credits without a PC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student completed 2 credits of social studies, including Civics?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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School District response:

Based on the above information:

- Yes, this student meets the criteria for a Personal Curriculum.
- No, this student does not meet the criteria for a Personal Curriculum because:
 - The requested modification does not align with the student's postsecondary goals and EDP.
 - The student has not completed 2 credits of Social Studies, including Civics.

Counselor's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____



FORM 2B REQUEST & PLAN PERSONAL CURRICULUM

(Students with an IEP)

Name of Student	Grade
Birth Date	Name of Parent/Guardian
Requested By	<input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Student (18 or older)
Anticipated Graduation Year	Counselor:
Parent/Guardian: Please initial the following statements to show understanding and agreement.	
<input type="checkbox"/> I understand that if a Personal Curriculum is granted, and I do (my student does) not achieve proficiency in the required credits, the PC is null and void. <input type="checkbox"/> I understand that one or more of the following may occur as a result of not achieving proficiency in the required credits set forth by this PC: <ul style="list-style-type: none"> <input type="checkbox"/> I (my student) will have to take the substituted credit(s) in order to graduate. <input type="checkbox"/> I (my student) may not be granted a diploma, and/or graduation may be delayed. <input type="checkbox"/> I have attached a copy of my (my student's) EDP and four year plan along with this request form. Initial _____	
Please check one option below as your reason for applying for a Personal Curriculum.	
Having taken 1.5 credits of Math (not necessarily with a passing grade) I would like to modify the MMC math graduation requirement as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Take .5 credits of Algebra 2 and 1.5 credits of math or math related credits during my junior and senior year. <input type="checkbox"/> Modify the content expectations in the following way: <ul style="list-style-type: none"> a. Algebra 2 b. Add Math Related Content 	
I am applying for a PC and I would like to modify the PE and/or Health requirement in the following way: <ul style="list-style-type: none"> <input type="checkbox"/> Substitute Health with additional credits in Math, Science, English, or World Language. <input type="checkbox"/> Substitute PE with additional credits in Math, Science, English, or World Language. 	
I am applying for a PC and I would like to modify the Visual, Performing, Applied Arts requirement in the following way: <ul style="list-style-type: none"> <input type="checkbox"/> Substitute 0.5 Art credit with additional credits in Math, Science, English, or World Language. <input type="checkbox"/> Substitute 1.0 Art credit with additional credits in Math, Science, English, or World Language. 	

Requested By (Signature): _____ Date: _____

Received By (Signature): _____ Date: _____



Counselor Review (Students with an IEP)

Name of Student	Grade
Is the student requesting an Algebra 2 Semester 2 modification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this modification made necessary by the student's identified disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the modification driven by an academic skill deficit that was manifested before 9 th grade?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the modification driven solely by a performance deficit related to inadequate work habits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the requested modification align with the student's postsecondary goals and EDP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the requested modification relate to the student's IEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No

School District response:
Based on the above information, -

- Yes, this student meets the criteria for a Personal Curriculum.
- No, this student does not meet the criteria for a Personal Curriculum because:
 - the requested modification is not the result of an academic skill deficit that was manifested prior to 9th grade.
 - the requested modification results solely from a performance deficit related to inadequate work habits.
 - the requested modification does not align with the student's postsecondary goals and EDP.
 - the requested modification does not relate to the student's IEP.

Counselor's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____



FORM 3A PC Team Review PERSONAL CURRICULUM

Name of Student

Grade

Birth Date

Name of Parent/Guardian

Sources of Evaluation Information (Check each applicable document used to determine eligibility and development of the PC. Please attach a copy of the data source that supports the recommendation.)

- EDP - career goals or pathway (an approved 4 year EDP is required for all students)
- IEP accommodations/modification
Date of Current IEP: _____ Eligibility Area(s): _____
- Current IEP goals/objectives
- IEP History of goals/objectives in the deficit area that demonstrates an inability to meet grade level course expectations
- COGAT Information – ACT / PLAN / PSAT Information (if available)
- Attendance/behavioral records
- Common Assessment Information (if available)
- Grades
- MEAP/MME scores
- Teacher Input
- Other (specify): 4 Year Plan/ Schedules/ Etc.

Notes:

Findings: (Check eligible or Ineligible)

INELIGIBLE

ELIGIBLE

English Mathematics Science Health Physical Education Social Studies



Online Learning Experience Visual, Performing, Applied Arts

FORM 3A PC Team Review PERSONAL CURRICULUM (pg. 2)

PC Review and Development Team Meeting Participant in Attendance *(Signature indicates participation)*

Student: Parent/ Guardian:

School Psychologist: Parent/ Guardian:

Administrator: Counselor:

Special Education Case Manager: Other:

Other:



**FORM 3B PC DEVELOPMENT TEAM (IEP)PERSONAL CURRICULUM
(IEP PLANNING FORM)**

Name of Student Grade

Birth Date Name of Parent/Guardian

ELA Required Credits – Check requested Personal Curriculum credit changes & specify modifications

Grade 9 Date Completed:

Grade 10 World Literature Date Completed:

Physics

Grade 11 American Literature Date Completed:

Grade 12 Date Completed:

ELA Comments

**Mathematics Required Credits - Check requested Personal Curriculum credit changes & specify modifications.
*Students must successfully complete at least 1 mathematics course during his or her final year of high school.***

Algebra I Date Completed:

Geometry Date Completed:

Physics

Algebra II Date Completed:

Additional Math or Math-related Credit Date Completed:

Math Comments

**Science Required Credits - Check requested Personal Curriculum credit changes & specify modifications.
*Students must complete Chemistry OR Physics***

Biology Date Completed:

Chemistry Date Completed:

Physics



<input type="checkbox"/> Physics	Date Completed:
<input type="checkbox"/> Third Science	Date Completed:
Science Comments	
Social Studies Required Credits - Check areas of requested Personal Curriculum & specify modifications.	
<input type="checkbox"/> US History & Geography	Date Completed:
<input type="checkbox"/> World History & Geography	Date Completed:
<input type="checkbox"/> Physics	
<input type="checkbox"/> Economics (0.5 credits)	Date Completed:
<input type="checkbox"/> Civics (0.5 credits)	Date Completed:
Social Studies Comments	
Health & Physical Education Required Credit – Check areas of requested Personal Curriculum & specify modifications	
<input type="checkbox"/> Health	Date Completed:
<input type="checkbox"/> Physical Education	Date Completed:
<input type="checkbox"/> Physics	
Health & PE Comments	
Visual, Performing & Applied Arts Required Credit – Check area of requested Personal Curriculum & specify modifications	
<input type="checkbox"/> Visual, Performing & Applied Arts	Date Completed:
Visual, Performing & Applied Arts Comments:	
Online Required Credit – Check area of requested Personal Curriculum & specify modifications	
<input type="checkbox"/> Online Credit	Date Completed:



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Online Credit Comments:
World Language <i>(2 Credits required, beginning with the class of 2016)</i> Check area of requested Personal Curriculum & specify modifications
<input type="checkbox"/> World Language Date Completed:
World Language Comments



Updates and Revisions

Public Law 623 Section 5(d) states:

"The pupil's parent or legal guardian shall be in communication with each of the pupil's teachers at least once each calendar quarter to monitor the pupil's progress towards the goals contained in the pupil's personal curriculum."

Agreed upon progress reporting: Please check one

_____ *Email to teacher*

_____ *Contact teacher by telephone*

_____ *Written note to teacher*

_____ *Personal meeting*

_____ *Other*

Personal Curriculum Revisions

Public Law 623 Section 5(e) states:

"Revision may be made in the personal curriculum if the revision are developed and agreed to in the same manner as the original personal curriculum"

I have read and understand this statement _____

School/District Meeting Participants

<i>Role</i>	<i>Final Plan Agreement</i>		<i>Signature</i>
School Counselor/Designee:	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	
School Psychologist/Designee:	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	
Teacher, General Education:	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	
Teacher, Special Education:	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	
Other (describe):	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	
Other (describe):	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	



Student and Parent/Guardian Signatures in Agreement

The Credit modifications in this Personal Curriculum have incorporated as much of the subject area content expectations as is practicable for the pupil. When approved and enacted, the specified coursework and its curriculum become the measurable goals, which will be monitored through progress reports and report cards. This personal curriculum was aligned with the student's Educational Development Plan

Signature

Student

Parent/Guardian

Parent/Guardian

District Commitment

Signature

I approve of this personal curriculum request

Actual implementation date _____

OR

the first day of the _____ *school year.*

I deny this personal curriculum request