Individual Learning Profile Initiative
Policy Statement – Effective August 23, 2007

The purpose of the Individual Learning Profile Initiative (ILPI) at Heathwood Hall Episcopal School is to encourage the effective gathering and sharing of valuable learning data about every student in an effort to help each of them be successful. The Individual Learning Profile is a way for Heathwood Hall to better understand each student; it is also a way for students and parents to better understand how Heathwood Hall can work with them to help them shape their lives. Profiles will serve as a framework for analyzing how student strengths, affinities, and deficits contribute to how the student functions. This framework will then suggest strategies that students, parents, and teachers may employ to support the young person. Each division within the school will develop a working neuro-developmental construct (profile) that will be shared appropriately and positively with faculty.

Guiding principles of the ILPI:

- Learning profiles will be based largely on the science of learning as adapted in part from the All Kinds of Minds philosophy.
- We will work with each student to develop a profile that includes a student's long- and short-term goals; a record of his or her strengths, needs, intentions, and affinities; and documentation on the student's progress.
- We are committed to the idea that the best educational care entails management by learning profile as a means of helping students find enhanced academic success.
- We are committed to a policy of describing specific strengths and concerns that comprise student learning rather than labeling students.
- We are committed to striving for specificity in understanding and acknowledging individuality among students.
- We are committed to the value of demystification as a tool to enhance learning and to empower educators, students, and families.
- We are committed to enhancing positive communication and collaboration between the school, students, and parents.

Guidelines to follow in developing profiles:

- Profiles will include observational data to support the understanding of student learning.
- Each division will apply some form of learning outcome measurement or benchmark tool to include, but not be limited to ERB, PSAT, or Gesell Developmental Schedules.
- Other objective information about learning, behavioral, and social characteristics of students may be included at the discretion of the division head and used in a constructive manner. Personal information, especially in regards to the family, will not be included unless a parent specifically requests it be part of the record.
- Each division will use common language for communicating and thinking about differences in learning.

- Divisions will work towards the development or use of a student learning inventory to gather direct feedback from the individual student in an effort to help the student establish his or her own goals about his or her learning.
- Divisions will work towards the development or use of a parent questionnaire to engage the parents in this process.
- Profiles are to be used to assist in the transition of new students into the Heathwood community and the transition of students between grade levels (Division to division transitions will be considered the most important).
- Recommendations and strategies for student success will be included in individual profiles. Parents must share all psycho-educational evaluations, individual education plans (IEP), and Section 504 plans with the school so that school personnel have appropriate and timely information to help them assist the student. This information will be collected and maintained solely by the Director of the Academic Achievement Center. The Director will extract pertinent information from this documentation and make it available to division personnel to use in the development of individual learning profiles.
- Profiles will not include medical information unless the parent requests that it be included. Medical information will be maintained solely by the nursing staff and shared at the discretion of both the head nurse and the division head only as necessary with the teaching faculty.
- Profiles will be shared with the student and his or her parents, especially in situations where the student is not currently experiencing the level of academic success that is desired.

Guidelines to follow in distributing profiles:

- Profiles written for transition years (between divisions) are to be reviewed by the outgoing division head prior to being sent to the new division.
- Profiles written for transition years are to be reviewed by the incoming division head prior to distribution.
- All new or updated profiles are to be reviewed by the division head prior to distribution.
- Profiles are not to be emailed.
- Profiles are not to be printed as hard copies.
- Completed profiles are to be posted in Adobe PDF format only and placed in the shared document folder available to teachers on the Heathwood Hall server. They are not to be downloaded to a local computer for any purpose.