

**SCHOOL BASED DECISION MAKING
Policy Format**

School: DuPont Manual High School/ YPAS
Subject of Policy:

Policy Statement: Instructional Time

Based on meetings between teachers, students, and a parent representative, the Committee on Missing Class proposes the following:

- A Manual Day to bunch trip to YPAS for performances (the faculty agree at a rate of nearly 70% here). This day could also be used for a Blood Drive;
- The student should have the right to "opt out" of a field trip that pulls him/her out of other classes, without harm to his/her grade (an alternative assignment would be arranged);
- A school-wide policy that prohibit students from missing classes in which they are struggling (U,D);
- The use of a form on which teachers sign that the student has a requisite grade to allow missing a specific class;
- Activities and field trips are to be put on a weekly calendar;
- No double attending of the same field trip;
- A flex day every six weeks to "sponge up" counselor, AP, rehearsal, Pep Assembly, etc. activities;
- A cap on the number of trips/activities causing students to miss a particular class (3 misses) and for teachers pulling students from classes (2);
- No flexible events between Spring Break and until after CATS and AP testing is completed;
- Move semester awards, club pictures, etc. to Finals week;
- An AP to approve activities/trip to avoid bunching in the same week.

Date of First Reading: _____

Date of Second Reading: _____

Date Adopted: _____

Signature: _____
(SBDM Council Chairperson)