

SCHOOL BASED DECISION MAKING Policy Format

School: DuPont Manual High School/ YPAS

Subject of Policy: Scheduling

Policy Statement:

The following policy statements shall serve as guidelines for students, parents, and staff in developing appropriate schedule of courses in fulfilling the magnet program student 4-year educational plan.

General Requirements/Procedures

All magnet program students are required to enroll for a full schedule –all instructional blocks (adjustments to this schedule will be made by the counseling staff for accommodating University of Louisville Education Park classes, student aide requests, or off campus school to career opportunities [co-op].

All magnet program students must complete a pre-college curriculum. This furculum is defined as the minimum pre-requisites for admission to a state supported university in the Commonwealth of Kentucky. Students may not enroll in correspondence and on-line courses to fulfill pre-college curriculum unless they have failed, or dropped, the same courses and need to make up credits. Students may not use correspondence and on-line courses in order to access more elective classes beyond those opportunities afforded them in the four-year graduation plan. *(Exceptions to this provision can only be made if the guidance counselor of record determines that such alternate course options are needed in order for a student to meet special magnet program requirements.)*

All magnet program students must complete the minimum course requirements of the respective magnet in additional to general graduation requirements.

Students assigned to the student's PD-OHI Exceptional Child Education program will pursue a schedule of courses determined by the individual child's IEP (Individual Education Plan).

Directions for requesting courses will be fully explained to the student in scheduling orientations and conferences provided at periodic times during the school year. It is then the responsibility of the student and parents to provide the school staff with a schedule designed to meet graduation and magnet program requirements. If such a schedule is not provided to the counseling staff, a general schedule will be made for the student with no guarantees of choice selection.

Parents must approve of a student's course requests for a given schedule. This is done is writing by signing the official course request form (completed by the student).

Make-Up Classes- It is the student's responsibility to make up any course requires that were not met because of class failures. This will be done with the advice and consultation of the guidance counselor, but final responsibility lies with the student.

A given course will not be offered in the master schedule if:

1. An insufficient number of students request the course
2. Offering such course will work to the detriment of the school's master schedule
3. A faculty member with appropriate certification credentials is not on staff
4. The course would work to the detriment of other course offerings in the academic department and would work against the goals of the department

Graduation Requirements

Graduation Requirements for Comprehensive/Honors/Magnet Program

English	4 credits
Math	3 credits
Science	3 credits
Social Studies	3 credits
(World Civilization and U.S. History are required)	
Health and Physical Education	1 credit
Humanities	1 credit
Electives	7 credits
Total	22

Graduation Requirements for the Advance Program

For those students who qualify through the JCPS, the Advance Program offers an opportunity to follow a stimulating curriculum designed for the academically gifted. A minimum of 12 credits must be earned in the Advanced Program classed in at least three of the following areas: English, Mathematics, Science, Social Studies, and Foreign Language. The Advanced Placement Program course also satisfies the Advanced Program requirements. All Advance Program classes have a "9" in the next to the last digit, or are labeled Advanced Placement.

Students are required to enroll in a minimum of three Advanced Program classes each semester. A cumulative GPA of 3.0 / B is required to remain in the Advanced Program. Students are also required to complete 3 years of the same Foreign Language to graduate with Advance Program Status.

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Science	3 credits
Social Studies	3 credits
(World Civilization and U.S. History are required)	
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Humanities	1 credit
Electives	7 credits
Total	22

Diploma Requirements (Commonwealth of Kentucky and JCPS)

- Students must meet the minimum requirements of the KDE program of studies (22 credits).
- Students must complete a writing portfolio.
- Students must score apprentice, proficient, or distinguished in reading on the KCCT as a part of the CATS assessment process.
- Students must score apprentice, proficient, or distinguished in mathematics on the KCCT as a part of the CATS assessment process.
- Students must score apprentice, proficient, or distinguished in the writing portfolio component of the KCCT as a part of the CATS assessment process.

Commencement Exercises: As stated in SBDM policy, through meeting graduation requirements, those students who are deemed to be a potential threat to proper school decorum,

