

SCHOOL-BASED DECISION MAKING

School: duPont Manual High School

Subject of the Policy: Student Assignment

Policy Statement

Students will be assigned to classes by the appropriate counselor for each level. The following steps will be used to determine student assignment:

1. Review curriculum changes as specified by the CSIP.
2. Obtain and review student interest and need.
3. Develop a master schedule.
4. Develop individual student schedules.
5. When developing student schedules, consideration must be given to transcript review, needs of individual students, available subjects, class size, postsecondary preparation, program of study, and class size caps (adhering to state guidelines and the Collective Bargaining Agreement).
6. Consideration can also be given to creating a class that generally reflects the diversity of the students in the school as a whole, taking into account the residential addresses and the gender of the students in the class as a whole (if all other considerations listed above have been met).
7. Students will be given their class schedule at registration. If the student is unable to attend registration, his or her class schedule will be provided to him or her on the first day of school. Schedules may also be viewed online through the Parent Portal one week prior to the first day of school. (Instructions on how to access this information will be provided.)
8. Students entering school after the initial scheduling will be assigned to classes according to items 5 and 6 above. Final approval will be given by the principal/designee.
9. Students are expected to remain enrolled in a course until its conclusion. Students will have the first ten days of the semester to change a course if permitted by a counselor or the principal. Schedule changes can be made at any time in the school year at the discretion of the building principal.

In assigning students in accordance with the above considerations, no student shall be assigned to a class or a program solely on the basis of his or her age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation or religion, or any other legally protectable category.

Date of First Reading: 4/12/2017

Date of Second Reading: 5/3/2017

Date Adopted: 5/3/2017

Signature: _____
(SBDM Council Chairperson)