

SCHOOL-BASED DECISION MAKING

School: duPont Manual High School

Subject of the Policy: College Level Courses

Policy Statement

The school counselor(s) and teachers will advise students and parents of Advanced Learning opportunities, which may include Advanced Placement (AP), International Baccalaureate (IB), Cambridge International Examinations, Dual Credit, and/or Dual Enrollment course options, and will encourage students to consider more challenging coursework. Students identified for Advanced Learning courses will meet with the appropriate counselors to draft a schedule for the following school year. Counselors will make additional effort to increase the level of diversity in these courses and document their efforts.

The Advanced Learning courses (as defined by the school) will be offered at Sample High School in the areas of English, science, mathematics, social studies, world language, the arts, and Career/Technical Education. These steps will be followed to determine assignment:

1. Review the student's Individual Learning Plan (ILP).
2. Obtain and review student interest and need (**March 1**).
3. Review curriculum changes as specified in the School Improvement Plan (SIP) (**April 1**).
4. Develop a draft of the master schedule (**June 1**).
5. Develop a draft of the individual student schedules (**June 30**).
6. When developing student schedules, give consideration to transcript review, needs of students, available subjects, class size, and teacher contractual obligations. Special care will be taken to ensure that Advanced Learning course enrollment reflects the overall population of the school.
7. Student schedules will be available at registration days in early August.
8. Students entering school after the initial scheduling will be assigned to Advanced Learning courses according to item 7. Final approval will be given by the principal/designee.

Staff Assignment

The principal will complete the assignment of staff to Advanced Learning courses after the SBDM Council has determined the number of positions needed. Assignments will follow procedures as outlined in negotiated personnel contracts and also will include the following:

- Certification of staff in the content area
- Acquired credentialing that is required for specific Advanced Learning course options
 - AP: Pass the College Board AP Course Audit by subject
 - IB and Cambridge: Complete required professional development (PD) by subject
 - Dual Credit: Must be approved by the partner college/university as adjunct faculty

- Acquired PD to teach an Advanced Learning course
- Changes in student enrollment
- Changes in enrollment to a particular class or course requiring the abolishment of the class or course
- If a change is needed to meet the educational goals and needs of the students, all parties (teachers/classified staff, principal, and others involved in a particular situation) must agree that the move best meets the educational goals of the students.
- Notification to staff involved is provided by the principal, both orally and in writing.

Date of First Reading:

Date of Second Reading:

Date Adopted:

Signature: _____
(SBDM Council Chairperson)