

## SCHOOL-BASED DECISION MAKING

**School:** duPont Manual High School

**Subject of Policy:** Protection of Instructional Time Policy

**Reasoning:** DuPont Manual wants to ensure that every student will be actively engaged in instructional activities throughout the school day and seeks to insure that interruptions to these activities be kept to a minimum. Manual recognizes that participation in events, competitions, and other non-classroom activities can enrich students' education.

### ***Policy Statement:***

1. No flexible activities that require students to miss instructional time, but whose specific time is not fixed by concerns outside the school (e.g. visits to museums, off-campus sites, or other events without fixed starting times) may be scheduled during the period between Spring Break and the conclusion of scheduled standardized assessments such as Advanced Placement tests and End Of Course exams.
2. For all activities that require students to miss instructional time:
  - a. students participating in state or national events for recognized school organizations may miss more than three classes if the scheduling of the event is outside the control of the organization's sponsor. Similarly, students missing class for magnet-related performances or competitions shall not have those absences counted against the three classes they are permitted to miss.
  - b. in a given academic year, no teacher may elect to take students to more than two flexible activities that require students to miss instructional time.
  - c. no student may miss any given class period more than three times, except as provided in (a). It is the teacher who is scheduling the field trips responsibility to make sure the student is eligible for this field trip.
  - d. any student may choose not to attend activities for one course that cause the student to miss instructional time in another course. At the student's request, an alternative assignment of similar difficulty must be provided, for which the student shall receive equal credit.
  - e. no student may attend the same performance, exhibit, or similar activity more than once.
  - f. teachers must email a list of students attending field trips to the faculty no later than 3 school days before the trip takes place, unless an exception is granted by school administrators.
3. Students who intend to miss a class because of a school activity shall present to the teacher of that class a permission slip, which the teacher will sign to indicate that the student has permission to attend the activity. Teachers are encouraged to withhold permission under the following circumstances:
  - a. if the student's current grade average at the time of the trip in that class is lower than a C-, or

- b. if the absence would exceed the student's three allowed absences in the class, except as provided in 2(a), above.
- 4. In an effort to minimize instructional time disruptions for in-school activities:
  - a. Manual student attendance at YPAS matinees will be reduced to as few days as necessary to accommodate the numbers.
  - b. activities that impact a large proportion of the school will be scheduled during a flex day so that all classes meet for a reduced time and no one block is adversely affected; flex day sequences (e.g. 1234, 1243, 2143) will be alternated so that no one block is repeatedly affected more than others.
  - c. homeroom flex days will be scheduled at least once every six weeks, not counting traditional flex days for events such as homecoming and Red/White Week pep rallies, in order to accommodate activities such as assemblies, test preparation, report card distribution, and club pictures.
  - d. Teachers may bring any concerns regarding the field trip to administration.
- 5. The principal shall have final authority to approve or deny staff and students' activity requests consistent with the overall intent of this policy.

Date of first reading: \_\_\_\_\_

Date of second reading: \_\_\_\_\_

Date adopted: \_\_\_\_\_

Signature (SBDM Chair): \_\_\_\_\_