

## **duPont Manual Student Exit Policy**

Each student accepted by one of duPont Manual's magnet programs is expected to:

- Maintain at least a 2.0 grade point average, overall
- Maintain at least a 3.0 grade point average, in her/his magnet classes
- Remain free from discipline infractions
- Attend school, and arrive on time, daily
- Fulfill all the requirements of her/his magnet program
- Fulfill all the requirements of duPont Manual High School

Failing to adhere to one, or more, of these expectations constitutes grounds for being exited from Manual High School. Although adherence to these expectations is monitored throughout the school year, students are not exited mid-year.

### **Annual Review of Enrollment at Manual High School**

Students are monitored for adherence to these expectations. When a student is identified as having violated one, or more, of these expectations, Manual sends a probationary letter to notify the family that their child is in danger of being exited.

(Note: it is not always possible to notify a family of their child's probationary status, if that child's non-adherence occurs too late in the school year. Additionally, Manual does not send notice of probationary status resulting from disciplinary infractions)

If a student has violated one, or more, of these expectations, a committee reviews that student and makes a determination regarding whether placement at Manual is still appropriate. This committee is comprised of:

- The principal
- The admissions director
- A counselor
- A teacher in that student's magnet (if applicable)

If, upon review, the committee determines that a child's placement at Manual is no longer appropriate, that child is exited from Manual High School. Manual sends formal notice of the exit to that child's family on, before, or immediately after the end of the school year.

### **Appealing an Exit from Manual High School**

The first time a student is exited, that student may appeal the decision. Student appeals occur on a designated day, after the last student day; the student or parent schedules the appeal by following the instructions in the exit letter (which involve calling the principal's secretary to schedule it).

A student being exited a second time, after a previously successful appeal, may not appeal her/his exit.

When a student appeals her/his exit from Manual High School, he/she:

- Is heard by a panel of staff members, which can include teachers, instructors, counselors, assistant principals, the principal, or other employees.
- Communicates information about rectifying the problems she/he experienced during that school year.
- Shares any information she/he deems necessary and/or appropriate.
- Has fifteen minutes to share her/his information.

The committee reviews each appeal and sends a follow-up letter communicating the final decision to finalize the exit or grant the student another opportunity.

#### **Procedure for a Successful Appeal**

If a student appeal is successful, that student will be on probation the following year. If a student who was brought back after a successful appeal fails to adhere to Manual's student expectations during the probationary year, she/he will be exited and will not have the right to appeal the second exit.

#### **Procedure for an Unsuccessful Appeal**

Students not granted an additional year, as well as student not able to appeal their exit, should make contact with their home high school for enrollment purposes.

If an exited student wishes to explore other high school options, she/he may consult the JCPS Student Assignment Office at 485-6250.