



# Bath County High School

## School Based Decision Making Policy

**Policy Topic Description:**

School Schedule

**Council Policy Type (Check One):**

By-Laws (Council Operations Policies)

Function (School Operational Policies)

**Policy Number:**

07.00

**Policy Statement:**

Each year, prior to the end of the school year, each department shall revise their course offerings and course descriptions in order to prepare updated Program Planning Guides for each grade level. After this is complete, the counselor(s) shall work the administration and teachers to provide all students Program Planning Guides to complete. The Program Planning Guides shall allow students to request classes for the following school year that meet their future plans while also supporting their Individual Learning Plans. A team of staff members may be selected by the counselor(s) to enter all student requests and provide a summary to the principal or his/her designee. The summary of requested courses shall be used to determine the number of sections of each course to be included in the schedule for the following school year.

Using a modified block scheduling format where classes meet either year long for forty-five (45) minutes or one semester for a minimum of eighty-five (85) minutes, a master schedule will be developed by the principal or his/her designee. The schedule will reflect teacher preferences where feasible and shall have as few conflicts as possible while maximizing course offerings to all students. Dual Credit, honors courses (H), and collaborative courses will be included in the master schedule to better meet the needs of all students. The master schedule shall be presented to the SBDM Council for purview at the start of each school year.

Date Adopted: 05/13/2014

Signature: *Paul W. Prater*

Council Chairperson

Date Revised: 06/18/2013