

HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

COUNCIL POLICY TYPE	POLICY NUMBER
() <i>By-Laws (Council Operational Policy)</i>	
(X) <i>Function (School Operational Policies)</i>	HC 059

POLICY TOPIC DESCRIPTION

Assignment of Students to Advanced Placement/Dual Credit Courses

POLICY STATEMENT

The school counselors and teachers will advise students and parents of Advanced Placement (AP) and Dual Credit course options and will encourage students to consider more challenging coursework. Students identified for AP/Dual Credit courses will meet with the appropriate counselors to draft a schedule for the following school year. Counselors will submit the draft schedule to the principal for final approval by August 1 of each year.

These steps will be followed to determine AP/Dual Credit assignment:

1. Review the student’s Individual Learning Plan (ILP)
2. Obtain and review student interest and need
3. Receive permission of the teacher
4. Review curriculum changes as specified in the Comprehensive School Improvement Plan (CSIP)
5. Develop a draft of the master schedule
6. Develop a draft of the individual student schedules
7. When developing student schedules, give consideration to transcript review, needs of students, available subjects, class size, race, sex, and teacher contractual obligations.
8. Student schedules will be available at registration days in early August
9. Students entering school after the initial scheduling will be assigned to AP/Dual Credit courses according to item 7. Final approval will be given by the principal/designee.

In the event that on-site AP courses are not available for eligible students, electronic instruction through Kentucky Virtual High School may be made available. Students who successfully complete AP courses either on-site or electronically will receive credit toward graduation. KRS 160.348(2)

Policy Title

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5-24-13	6-25-13
1 st Reading	2 nd Reading For Adoption
Bob Howard	Bob Howard
Council Chairperson	Council Chairperson