Leadership Project: Policy Analysis

**Activity 2:**

**Review comparisons & contrasts between Guidance department policies for course placement with a recommendation when students do not want to enroll in course and what criteria Guidance Technicians (SST) actually use for this process**

Dropping/Un-enrolling students from Spanish 2 (CP) at student’s request although they have been recommended to take the course by their teacher.

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|  | **Criteria Used** | **Guidance Dept. Policy** |
| Respondent 1 | “Ask why they are dropping it, if they plan on attending a 4 year etc. Get a parent signature to finalize the drop.” | “The Guidance Technician (SST) requires a note from the parent. We try to advise about college admission requirements and possible impact on admission. If it is a core graduation requirement- then the course is not allowed to be dropped” |
| Respondent 2 | “I keep the student in the teacher recommendation and tell them to bring a parent note if they want to drop. I also ask them if they want to go to a 4 year college after they graduate, they will need to stay in Spanish 2 for college admission. Finally, if they are insistent, I send them to the counselor to explain why they want to drop Spanish 2.” |  |
| **Comparisons**: 2/2 respondents follow the Guidance policy of requiring written parent approval in order to drop/not enroll into Spanish 2 with a teacher recommendation. 2/2 SSTs also follow the policy of counseling the student on the implications of dropping a CP course on the college admissions process.  **Contrasts**: One of the SSTs also refers the student to a counselor for further discussion before the drop can take place. One SST stated she required a parent signature, while the other requires a note from the parent, which is the policy.  **Implications**: One of the SSTs requires the student speak to a counselor before dropping the course, making it a bit more difficult for some students to simply drop college prep courses with a parent signature. It is unclear if both SSTs require an actual note from the parent or if 1 accepts a signature only - this could be an issue if a drop is simply made off of a signature, as these can be easily forged, leaving the parent unaware of the student’s choice to drop the course.  **Barrier discovered**: **Unclear, warrants further investigation.** While it appears both SSTs follow the protocol of advising the student of the implications of dropping a CP course, it is unclear if they both require a parent note. Additionally, one SST requires additional advisement of a counselor before the drop can take place, making it more difficult for some to withdraw from a CP class. It should also be notes that 1 of the SSTs did not respond, so her protocol is unclear. | | |