Leadership Project: Policy Analysis

**Activity 2b:**

**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 AP Spanish 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 wanting to drop? Tell them that they obvioulsy were recommended by their current teacher, cause they think they are capable of that level. Ask them to try the class out first before they give up without evening trying. Give it a try for 3-4 weeks of the start and if it's too much, they need to come talk to us so we can drop them down to college prep or drop the class all together. Along with a parent note or phone call.” | “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 | Have the student bring in a parent note which implies they have discussed the decision with their parent, or have them speak with the counselor (it could have ramifications for college admissions). |  |
| **Comparisons**: Both respondents follow the Guidance policy of counseling the student on the implications of dropping an AP course on the college admissions process.  **Contrasts**: Although both SSTs follow the guidance policy of counseling the student before they allowed to drop AP Spanish, one SST follows the policy of also requiring a parent note (the other SST said she would require a note **OR** refer the student to a counselor). One of the respondents also encourages the student to try taking the class for 3-4 weeks before deciding to drop.  **Implications**: The Guidance department may want to consider implementing the protocol that one of the SSTs uses of encouraging a student to try taking the AP course they were recommended for by a teacher for a few weeks before dropping it. The student may discover they want to continue in the course after giving it a try.  **Barrier discovered**: **None,** although 1 SST did not answer the survey, so it is unclear if ALL are following the protocol for dropping a student from an AP course they were recommended for or if it is only 2/3. | | |