

# **ALVIRNE HIGH SCHOOL**

**Steven Beals, Principal**

## **Master Schedule Development Guidelines**

To create better equity for teaching staff, use resources prudently with declining enrollment, and still provide a comprehensive program of study offering for inclusion into the master schedule, the following course enrollment guidelines have been developed:

- Courses with enrollment of 15 students will be offered in the master schedule with review of high school administration and department heads.
- Courses with enrollment of 10-14 students will be offered in the master schedule with review of SAU staff in collaboration with the high school administration.
- Courses with enrollment of 5-9 students will only be offered in the master schedule with review of the Hudson School Board in collaboration with the SAU/high school administration.
- Courses with an enrollment of under 5 students will not be offered in the master schedule, unless special circumstances exist through the review process (example Advanced Placement Class, specialized program, etc.).

Courses that meet every day (double period) and team-taught courses will have additional review. Courses that are designed to meet the individual needs of students through IDEA or 504 plans are not subject to the same review process.

