

Beachside High School

How Teacher and Student Schedules are Made



Student Progression Plan



WHAT

A living document that guides our decision making process for all students

HOW

Outlines requirements for a student's successful completion of Florida graduation requirements within the framework of St. Johns County Schools

WHERE

Can be found on the BHS Website homepage. Scroll to the bottom and click on "Student Progression Plan"



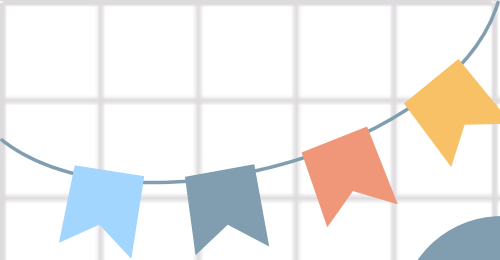
The Master Schedule

Creates individual student schedules that meet **educational needs**, at the **appropriate level**, in the **appropriate format**, and in the **appropriate sequence**.

Creates individual teacher schedules that utilize instructional staff in the areas in which they are **certified**, and to **balance the course load** of each teacher, being mindful of the number of standard/honors/advanced courses that each teacher is assigned.

The master schedule shows all the courses we offer, which periods they are offered, and who teaches them.



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- **Student numbers determine the number of classes that are offered**
 - **Courses are not open and filled like a college course**
 - **When large numbers of students request a change from a course, that can impact the need for a class or a teacher**
 - **This is the WHY behind the review request deadline**





WHY IS THIS IMPORTANT?

Funding decisions are made mid-April. Student requests and teacher recommendations determine our course selection and faculty needs.



BHS Curriculum Department Timeline

October/November- Credit Checks, Department Head meetings, Update Course Catalog, Update BHS Handbook, Master schedule meetings by planning periods

November/December-TAC Training for recommendations

January- BHS Team meet with teams from all Geo Pattern Schools

February- Current Student Registration Meetings Continued, BHS Team meets with all geo-pattern middle/K-8 8th grade teachers

March- 8th Grade student registration meetings, course requests review

April- Budget meeting, Draft a master schedule

May- Teaching Lines released to department heads for internal review, then released to teachers, Start Schedulingpalooza! 😊

June- Schedule building continues

July- District-Wide Schedule Preview in HAC, review schedule change requests and make changes as needed

August- The GOAL- every student/every teacher gets the best schedule for their year



BHS Teacher Timeline

October/November– Department Heads meet with Davis and Burkert, All attend a master schedule meeting

November/December– Participate in Recommendation Department Meetings, TAC Training for recommendations

December– Add teacher recommendations in TAC

January– Complete teacher recommendations

March– Department Heads meet with Davis and Burkert if needed, ESE Teachers complete the ESE Support Needs spreadsheet

March/April– ESE team submit ESE Support Needs Spreadsheets to Registrar

May– Teaching Lines released to department heads for internal review, then released to teachers



Student Timeline

September/October–Meet with your counselor to discuss your progress toward graduation

November/December– talk to your teachers about the next course in your learning progression. Ask questions about classes

December– Choose the elective classes you would like to take next year, Enjoy 2 weeks off

January– (Some 8th/9th grade students) Submit Program of Interest application

February– BHS student registration meetings, Program of Interest Lottery

March– 8th grade student registration meetings, All students, if you want to make a change to your schedule request for next year, complete the link now! Deadline for a review request is March 14th!!

July– View your schedule in HAC during the district-wide preview. You may submit a schedule review request if you meet the criteria





How can students have the best course recommendations?

- Familiarize yourself with the course progressions (Know the co-requisites for Math and Science)
- Have a conversation with your teacher



How can students have the best course schedule?

- Participate fully in your registration meeting- come prepared!
- Do well in current classes
- Ask questions of teachers, counselors, etc.
- Aim for a great balance- don't under/overload your plate!



Why is it important to have a plan and follow the deadlines?

- Getting the correct courses on your schedule
- Don't forget the math:
 $2400 \times 7 = 16,800$ (That's approximately how many individual placements we make IF all recommendations are correct)



When Can a Correction Be Made to a Student Schedule?

A student may request a change after meeting with their counselor in February.

The deadline for requesting a change is March 13th

A student may request a correction after the summer preview in July.

Requests will be considered for the following reasons:

- Duplicate course
- Missing course for graduation
- In the wrong level of course
- Class period without a course assigned

A student may request a correction within the first 5 days of the school year.





What are the steps to change a course after day 5 of the school year?

Step 1: We encourage students to advocate for themselves by speaking with the teacher

Step 2: Parent Teacher Conference

Step 3: Student demonstrates they are seeking academic assistance

Step 4: The student receives a report card grade of a D or F (at quarter for semester class, at semester for year long class)



Questions, Need Help? Let Us Know!

Counselors:

Ms. Ashenfelder (A-D)

Ms. Shook (E-K)

Ms. Patterson (L-Re)

Ms. Sterling (Rh-Z)

Ms. Cashwell (AICE Students)

Assistant Principal
of Curriculum:
Ms. Davis

Registrar:
Mr. Burkert

