



Responsible: Office of School Performance

PURPOSE

This administrative procedure shall describe and define protocols related to schools who desire to drop school programs.

PROCEDURE

1. Schools that wish to drop currently offered programs (this includes academic and extra-curricular programs) may do so only after securing approval from the Office of School Performance.
2. If a school's administration feels that it is necessary to discontinue a program, the high school principal must schedule a meeting with his/her Area Superintendent. The principal must provide written documentation as to why said program is going to be dropped.
3. The Area Superintendent will review the request with the Chief School Performance Officer.
4. After reviewing the information provided, the Office of School Performance will determine whether or not the request receives approval or denial. The decision will be provided to the school principal in writing.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually, in even numbered years.

REVISION HISTORY

Date	Revision	Modification
05/12/2009	1.0	Adopted as Accepted Practice
04/01/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised: converted to Administrative Procedure