HEWLETT-WOODMERE PUBLIC SCHOOLS

4310.1

LIMITED ENROLLMENT HIGH SCHOOL COURSE OFFERINGS

The Board of Education recognizes the benefits of providing high school students with a variety of course offerings beyond the mandated minimum. The Superintendent of Schools is authorized to develop administrative guidelines for offering such courses.

Legal References: New York State Education Law
Section 1709

Policy
Adopted
5/15/86; 2/16/11

HEWLETT-WOODMERE PUBLIC SCHOOLS

Regulation 4310.1

LIMITED ENROLLMENT HIGH SCHOOL COURSE OFFERINGS

The Board of Education recognizes the benefits of providing students with a variety of course offerings beyond the mandated minimum. The following guidelines will be used in establishing such course offerings:

1. Course offerings must have a minimum enrollment of 15 students except for those courses which must have lower enrollment per law or regulation.

2. On occasion, a special course with fewer than 15 students may be offered under one or more of the following conditions:

   A. The course being offered is a continuation of a sequence.

   B. Special facilities or equipment needs of the course require limiting the number of students.

   C. The majority of students are designated as requiring special intervention.

   D. In multiple sections of a course, on rare occasion, it may be necessary to have a section with a smaller number of students.

   E. State Law or Commissioner**'s** Regulations may require limited enrollments for certain special programs.

Requests for establishing courses with fewer than 15 students should be made by the high school principal to the Superintendent of Schools on the appropriate form (copy attached)

Legal Reference: New York State Law
Section 1709

Regulations
Approved
5/15/86; 2/16/11

HEWLETT-WOODMERE PUBLIC SCHOOLS

Regulations 4310.1

LIMITED ENROLLMENT HIGH SCHOOL COURSE PROPOSAL FORM

Title of proposed course_____

Unit(s) of credit to be offered _____

Department _____

Enrollment _____

Rationale for Course _____

_____

_____

Overview of Course _____

_____

_____

Full year _____
Half Year _____ Semester 1 _____
Semester 2 _____
Proposed date course will first run _____
Date of Proposal _____

(Attach any additional materials to form.)

Principal's Approval _____ Date _____

_____ _____
Superintendent of Schools' Approval Date

Regulations
Approved
5/15/86; 2/16/11;11/26/12