

Program Planning Timeline for 2017-2018

Date	Person	Activity	Time/Location
9th into 10th Grade			
Tues 11/29	Counselors/MBIT	Grade level presentation-overview of MBIT	7:35/Auditorium
Fri Dec 2	MBIT	Trip to MBIT for interested students	8:00-10:30
W-F 1/4-6	9th gr teachers	info presented about HS course levels & curriculum	every period
Wed 1/4	Guidance	Program Planning Kick off Assembly and distribute prog. of studies	3rd Period/Auditorium
Thurs 1/5	MBIT	MBIT Open House	7-9PM/MBIT
Tues 1/10	9th gr teachers	make course recommendations to students in class (drag sheets)	all classes
Tues 1/10	9th gr tchrs	distribute prog. Plan. letter to be taken home w/copy of drag sheet	6th period
Thurs 1/12	CBW guidance	High School Curriculum Fair	CBWest/ 6:30pm
Jan 18-Feb 5	students/parents	Enter course requests through student portal	at home
Feb 6-Mar 1	Guidance/students	counselors review course requests with students	all day/comp lab/sci class
March 6	guidance secretary	Verification sheets printed	morning/guidance office
March 7	spec Ed Staff	Verification sheets reviewed for accuracy	all day
March 8	9th gr teachers	Verifications sheets distributed in homeroom	Homeroom
March 15	parent/student/guid	Verifications due back to homeroom/guidance	HR teachers/guidance office
March 15	students/parents	Last day for changes to elective requests	
March 17	Len Guidance	Changes made to course requests as indicated on verif sht	Len Guidance
April 4	9th gr teachers	Final day to recommend level changes	9th gr tchrs/Guidance

8th into 9th grade			
Wk of Jan 23	academic teachers	begin to consider recommendations especially Rd 180	
Wed Feb 1st	students/guidance	program planning kick off/overview of electives	9:30/auditorium
Feb 6-8	stdnts/guid/admin	elective selection via student portal	Sci classes/computer lab
Feb 9	8th gr teachers	IC ready for course request entry	all classes
Feb 21	stdnts/tchrs	all course requests/recommendations completed	
Feb 22/23	Guidance	counselors review course requests	
Feb 24	guidance	Verifications printed	Guidance
Feb 27	Sp Ed case managers	review verifications for accuracy, and sign	
Feb 28	Guidance/HR tchrs	Verification sheets sent home	Homeroom
March 7	HR tchr	Signed Verifications alphabetized and returned to guid	Hr Tchrs
March 7	students	Deadline for elective request changes	
April 4	Acad tchrs	Final day to make recommendation changes	

7th into 8th grade			
Wk of Jan 23	academic teachers	begin to consider recommendations especially Rd 180 and World Lang	
Jan 27	IT/guidance	IC available for teacher to input course requests	
Jan 30	students/guidance	program planning kick off (incl. discussion about music changes)	2:00/auditorium
Feb 1	7th gr LA tchrs	individual discussion about LAWL placement	7th gr LA classes
Feb 1	7th gr LA tchrs	Read 180 Recommendations to K. Carter	
Feb 2	all tchrs	deadline for entering requests/recommendations	
Feb 8	Guidance	Review requests and verify elective requests	
Feb 9	Guidance	Verification sheets printed	
Feb 9	Sp Ed case managers	review verifications for accuracy, and sign	
Feb 10	Guidance/HR tchrs	Verification sheets sent home	HR
Feb 15	HR tchrs	Signed Verifications alphabetize/and returned to guid	HR
Feb 15	students	deadline for requesting level and World Language changes	
April 4	Acad teachers	final day to make level recommendation chages	

		6th into 7th grade	
Feb 7	6th gr teachers	6th gr teachers present music info to students	
Feb 14	6th gr teachers	Read 180 Recommendations decided w/ K. Carter	
Mar 7	Lenape staff	6th gr parent orientation	6:30-8:15/Auditorium
March 8	Len Guidance	spreadsheets sent to 6th gr for completion	MS guidance
March 15	6th gr teachers	completed recommendations due back to guidance	
March 16	Lenape Guidance	upload Data to IC	
March 20	Lenape Guidance	Verifications printed	MS guidance
March 21	Lenape Guidance	counselor delivers verifications to elem schools	
March 22	6th gr teachers	Verifications sent home with students	
March 29	6th gr teachers	Signed verifications due back to teacher	
March 29	students/parents	Deadline for music elective changes	
March 31	6th gr counselors	deliver signed verifications to Lenape	
April 4	6th gr tchrs& stud.	Deadline for academic level recom. changes	
May 24 & 25	Lenape staff	6th gr student orientation	9:30-11:00/auditorium