**SOCIAL STUDIES COURSE SELECTION**

Revised April 6, 2011

1. In May or June, members of the Social Studies Department will meet at a pre-announced time and place for the purpose of determining course assignments for the following school year.
2. The Social Studies Department will utilize a “round-robin” selection process.
3. Prior to the selection day, the department chair will distribute a list of the available course sections to all department members.
4. Only teachers who will be teaching the equivalent of three, or more, 55-minute Social Studies classes per year may select classes during Stage One through three The other teachers will join the selection process at the beginning of Stage four.
5. The order of selection of classes will be as follows:

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| C  Y  C | STAGE ONE (1) = From number 1 up to 10 (or, however many members are eligible). |
| L  E  (1) | STAGE TWO (2) = From number 10 (?) down to 1 (in reverse order). |

Prior to Cycle Two, each eligible department member will again be

assigned a “number” (as per #4, above).

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| C  Y  C | STAGE THREE (3) = From number 1 up to 10 (or, however many members are eligible). |
| L  E  (2) | STAGE FOUR (4) = From number 10 (?) down to 1 (in reverse order). |

Prior to Cycle Three, each eligible department member will again be

assigned a “number” (as per #4, above).

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| C  Y  C | STAGE FIVE (5) = From number 1 up to 10 (or, however many members are eligible). |
| L  E  (3) | Stage five (5) = Concludes the selection Process |

1. When a teacher of an AP or Academy class(es) determines to continue to teach said classes, this decision must be announced at the Course-Selection Social Studies Meeting before the course-selection process begins—at which point said courses will be removed from the board. Said teacher will then wait until the appropriate cycle before bidding for other classes. (The “appropriate” stage is the stage beginning after the number of one year Academy or AP classes chosen by said teacher)
2. Academy and AP teachers who decide to opt out of said classes for the next teaching year must arrive at an agreement regarding this decision with the appropriate individuals before the Social Studies Meeting that occurs one month before the Course-Selection Social Studies Meeting, and announce this decision at the Social Studies Meeting that occurs one month before the Course-Selection Social Studies Meeting.
3. Horse Trading: By mutual agreement, department members may swap courses. This trading must be done: (a) in the “open” (in the presence of all members attending the meeting); and (b) at the initial course-selection meeting or at a subsequent preannounced meeting (at a reasonable time) prior to the last day of school.
4. The need for **ADMINISTRATION** to juggle/balance the “master schedule” may necessitate some alterations in those teaching assignments agreed upon in the Social Studies Department’s “course-assignment” selection process. “Master-schedule-required” adjustments will be overseen by the Social Studies Department Head (in consultation with those individuals affected) and done in a fair and equitable manner.