

SCHEDULING AND LEVEL CHANGES

Program Changes: Adding and/or dropping courses and level changes

Selecting courses is the combined responsibility of the student, parent and counselor. A student's schedule is the result of a prior planning process shaped by the student's educational needs, interests, and desires. During that process, teachers will make course placement recommendations, and school counselors and other personnel will provide guidance to students and their parents to help them make informed choices, and to maintain awareness of available options and the longer range impact of course selections. The results of this process are then used to build the master schedule, balance class sections, and equalize teaching loads. However, students sometimes seek schedule changes after the school year begins. To minimize the problems that result from inappropriate student-initiated change requests, the following procedures will be implemented:

1. During the first week of school, the Guidance Department will attempt to quickly resolve requests that reflect the following:
 - a. A scheduling **error** resulting in an incomplete or inaccurate program
 - b. Changes warranted by summer school makeup;
 - c. Course addition(s) that do not require course drops
 - d. Previous failure or noted conflict between student and assigned teacher;
 - e. Level changes initiated by Content Supervisor.

Only requests that reflect these circumstances will be processed during the first five days.

2. Counselors will meet with students to consider additional kinds of schedule change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not justify a change. Changes that will **not** be considered:
 1. Teacher preference;
 2. Lunch considerations;
 3. An interest in joining friends in particular class;
 4. Moving Driver's Education.
3. If a course is dropped between the beginning of the school year and the end of the first week after quarter 1 interim progress reports are available to parents, nothing will be noted on the transcript. If a student drops a course after the above designated time period through the end of the first quarter, a WF or WP will be noted on the transcript. In order to receive a WP at the end of the first quarter, a student must complete and submit a drop form two weeks prior to the last date of the first quarter. If a student does not complete and submit a drop form, the letter grade he/she earned for the first quarter will be posted. If a letter grade has been posted, the student must remain in the course until the end of the year. Seniors who drop a course after the designated time period will be required to notify colleges about the changes in their academic program. Extenuating circumstances will be referred to the Principal, Vice Principal, and/or Director of Guidance.
4. Any and all **level changes** require the approval of the Content Area Supervisor in collaboration with school counselors and case managers as warranted. These changes are dependent on the availability of space in an appropriate class. In these instances, the original course will not be noted on the transcript, and the receiving teacher will factor in the student's work in the original course in determining a semester grade. Any and all appeals for requests of course changes will be heard by the Vice Principal who in turn will make a recommendation to the Principal