

STUDENT SCHEDULES

At the high school level, student course selection and program development takes place during the period from December to May. Students and their parents/guardians shall be involved in selecting their programs for the following year, with educational needs and objectives as the prime considerations.

To promote stability, students and parents are asked to minimize changing course selections once set. In those cases where a student's circumstances change as a result of a change in vocational or college plans, or regular or summer school failure or achievement, allowance for a change in selected courses may be made upon application by the student and parent to the Building Principal.

Course Selection Process

1. The student, with the advice of the counselor and the consent of his/her parents, will prepare a subject selection sheet.
2. A computer printout of the courses the student has selected for the following year will be issued to the student no later than April 15th. The purpose of this printout is to verify the course selection.
3. If, upon receipt of this verification printout, the student discovers an error, it will be the student's responsibility to notify his/her counselor immediately. The counselor will also verify the printout and review the course selections.
4. If a student wishes to change his/her course selection (add and/or drop) after the initial selections have been made, a request, in writing, must be made to the counselor by the student and parent with reasons for the change prior to May 15th. The student will be advised as to the disposition of this request as quickly as possible.
5. If, as a result of the June report card grades (except in instances of failure, which will be handled automatically by counselors, who will make appropriate changes), a program change is indicated, a written request must be made by the student and parent to the counselor by the week following graduation. The student will be advised as to the disposition of this request as quickly as possible.

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6. If, as a result of summer school attendance, a change of program is indicated (except in instances of failure, which will be handled automatically by counselors, who will make appropriate changes), a request by the student and parent must be made, with reasons for the change in writing, to the Building Principal by August 20th. The disposition of this request will be made known to the student as quickly as possible.
7. Adding Courses - After the first five days of classes in the fall, students will be permitted to make additions to their programs provided that room exists in the section and in the appropriate corresponding slot in their schedule. No additions will be permitted after the first 15 days of classes. Any student who adds a course after the opening of school will agree, in writing, that he/she will not drop the course during that school year.
8. Dropping Courses - A student may not drop a course before completion of the first 12 days of class. A procedure for dropping a course which involves the student, parent, counselor, teacher and an administrator must be followed before the request can be approved. If there is disagreement among the parties involved, a conference must be held with the Building Principal, who will make the final decision. After the first week past midpoint of the course, a student who drops will receive an evaluation and his/her transcript will have noted either withdraw/pass or withdraw/fail.