

## **Schedule Change Policy**

### ▪ ***Schedule change requests are only allowed for the following reasons and must be submitted in writing:***

- Changes necessary to satisfy graduation requirements
- Changes necessary because of failure of prerequisite course
- Changes required due to health reasons (doctor's verification required)
- Changes required because of completion of a course in summer school or alternative school
- Changes required because of course conflicts appearing on computer schedules

### ▪ ***The following are not valid criteria for dropping/changing a class:***

- Student does not need class to complete graduation criteria
- Student is failing the class (lowering GPA)
- Student wishes to remain eligible for athletics
- Student does "not like" the teacher
- Student changed his/her mind about wanting the class
- Student says class is "stressful". We will support students who need help.

### ▪ ***Reduced Schedule Request – SENIORS ONLY!***

- For a 6-period schedule, senior must be on track to graduate.
- For a 5-period schedule, senior must be on track to graduate and submit the "Request for Reduced Schedule Form" for review by their counselor and administrator.
- Schedule reduction will be for 1st & 2nd period only unless the student provides an official letter from work place or for JTED classes.
- All students with reduced schedules will be required to sign & comply with a Reduced Schedule Contract.

### ▪ ***AP Honors & GATE Courses***

- Once courses are selected by students, they may not drop during first semester unless placement is identified by teacher as incorrect.
- Teachers shall provide interventions for struggling students.
- Teachers shall contact parents of struggling students.
- Teachers shall provide differentiated instruction to meet the needs of individual students.

### **Office & Teacher's Aide Criteria**

- Seniors only
- On track to graduate
- Only 1 credit allowed in 4 years of high school
- 5 core classes plus 1 aide class

### **Teachers**

- 2 aides separate periods