

Tokay High School

Course & Schedule Change Policies

During the late winter and early spring, each continuing student is asked to complete a Course Selection Sheet with his/her parents and school counselor. While every attempt is made to provide the first choice of courses for each student, students are encouraged to select alternates in case they are needed to complete an individual schedule. Changes to the Course Selection Sheet may be made in the spring by setting an appointment with the counselor and submitting a Course Change form with a parent signature. Based primarily on the numbers generated from these requests, Tokay's master schedule for the next school year is built in early summer. Once the master schedule is built, following criteria are utilized to determine if a schedule change is possible:

- Incomplete schedule
- Completion of summer school or online coursework that necessitates a class change
- Academic core classes (math, science, English, social science) must be replaced by core courses, non-core courses by non-cores
- Space available in the course to be added

Schedule changes will NOT be made for the following reasons:

- Lunch change request
- Teacher preference – unless as specified by LUSD policy
- Switching class periods for a specific course
- Dropping/Adding courses to be with a friend

Before School Starts

During the week prior to the start of school, Tokay High's counselors are available to work with students and parents regarding scheduling needs. The priority for counselors is to complete the incomplete schedules, but they do their best to address needs of students requesting schedule changes as well, based on the above criteria.

The First 15 School Days of Each Semester

During the first fifteen school days of each semester, schedule changes may be available at student/parent request on a limited basis. All of the above criteria still apply, and students may be asked to complete a petition for course change. The following may also be considered:

- Work experience additions, if course qualifications are met
- New course selection does not adversely affect a student's graduation requirements and/or college admission eligibility
- Dropping/Adding the course would not adversely impact the course or the other students enrolled

Schedule/Course Changes During the School Year

When students sign up for a class, they are committing to at least one semester in that course. After the first fifteen days of the semester, course changes will be considered only for the following reasons:

- Teacher request for a level change
- Changes to a student's IEP, special education status and/or English learner status
- Administrative course changes based on the greater needs of the school and student community (this happens only on rare occasions and may include such reasons as school safety, changes in staffing, etc.)

Upon parental request, the counselor, student, teacher, and parent can consider changing a student's schedule at the end of the semester.

Pre-AP/AP Course Commitment

Once the master schedule has been built, all Pre-AP/AP students are committed to completing the entire year of the AP course. See the AP contract for more information.