

# SCHEDULING PROCEDURES

Carmel High School students select their courses within the following framework:

- Course subjects are distributed in a Block-8 format over two days.
- Day 1, Blue Day, consists of four ninety-minute course periods. Day 2, Gold Day, consists of three ninety-minute course periods and one ninety-minute period of Supported Student Resource Time (SSRT).
- Each school day begins at 8:45 a.m. and ends at 3:45 p.m.
- All underclassmen are expected to enroll in seven periods and are required to attend school all periods each semester. Seniors who qualify for participation in the Transition to College Program (TCP) may have no less than four eligible courses in their schedule each semester.
- Student athletes who plan to participate in sports must be enrolled in, and be passing, at least five full-credit courses (or the equivalent) to be eligible for participation in IHSAA-sanctioned contests. Senior athletes participating in the Transition to College Program (TCP) must be enrolled in at least four full-credit courses each semester to be eligible for participation in IHSAA-sanctioned contests. Grades earned in audited courses do not count toward athletic eligibility.
- Students must complete prerequisite courses with a passing grade before attempting the related subsequent courses.
- In order to place into a higher level course than what was recommended by the Carmel Clay School System, a student may request to sit for a placement exam prior to starting the next sequence course to determine placement.

## Schedule Changes:

Students and parents are advised that all requests for schedule changes must be made by May 1st. Requests for schedule changes made between March 1st and May 1st, will be honored if space is still available in the course.

After May 1st, changes in a student's schedule may be made only for the following reasons:

- Errors made by the school in developing the schedule
- The school's need to balance class sizes
- Medical reason with documentation
- Change in program placement for students with learning problems, such as adjustments in or assignments to special services or resource classes
- Request to take courses to qualify for a Core 40 with Academic Honors or a Core 40 with Technical Honors Diploma
- Failure of a course required for graduation
- Failure of a prerequisite, i.e., anything that would prevent a student from going on to a requisite course as published in this book
- Failure of a course required for entrance into post-secondary education
- Request to add a course required for college (with documentation from the college)
- Adding a seventh course to replace a study hall
- A student has failed with a teacher previously in a course, and he/she is assigned to the same teacher for exactly the same course
- A student requests to attend the full year rather than be a mid-year graduate
- Move-in students who may need a second or third study hall because we are unable to match courses (This applies only after the tenth day of each semester)
- Adding a class to continue the sequence of a year-long course
- Adding a required course in lieu of an elective class.

Unusual circumstances may be reviewed by school personnel to determine whether or not a schedule change is needed. A final decision will be made by a building administrator after careful consideration.

### **Auditing or Retaking Classes:**

- Students who wish to retake a course in order to improve the grade may do so in consultation with their counselor. Students wishing to improve a single semester grade for a yearlong course will be allowed to retake the entire year if they choose to do so. When the class is retaken, both will appear on the student's transcript. The higher grade will be associated with the credit and factored into the student's GPA. The lower grade will remain on the transcript with a notation that the course was retaken, but will not be included in the calculation of the student's GPA. (Note: the course to be retaken must have the same State course code in order for the retake notation to be added and the original GPA calculation to be removed.)
- Incoming 9th graders with high school credit earned in middle school may retake those courses at Carmel High School if the grade earned in the middle school is lower than a "B-." When retaking a course previously taken in middle school, the course, credit, and grade earned in middle school will not be a part of the Carmel High School transcript.
- In some cases, students transferring to Carmel High School may audit a class if the audit is recommended after appropriate evaluation by an academic department and is approved by the principal. During the regular school year, an audit or retake may be denied if placing a student in a particular class for this purpose causes the class size to be excessive. Again, the principal will make the decision in such cases.