

## Schedule Change Policy

### Schedule Changes

Once school begins schedule change requests should be made within the first 3 days and will be made for the following reasons:

1. A required course for graduation.
2. A required course for graduation is failed previously.
3. A course has already been taken.
4. In the case of exceptional circumstances, the teacher may recommend schedule changes.
5. All exceptions must be approved by the principal before the schedule can be changed.

### Dropping and Adding Classes

If a student is granted permission to change a class after the class has been in session for 20 class periods (unless the change was due to an ARC meeting for a special needs student) the student will receive a "Withdrawal" notation on his/her transcript for the class dropped. The notation will also designate whether the student was passing or failing at the time of the change.

For any class added after the first 20 class periods the grade for the added class will be prorated based on the number of days the student is enrolled in the class and the student will receive a score of "0" for any days they were not enrolled in the class unless the change was due to an ARC meeting for a special needs student. (A lateral change is not considered an added or dropped class for the purpose of this policy and therefore no "Withdrawal" notation will be placed on transcript and the current average in the class will transfer into the new class with new period or new teacher)

Example: A student is granted permission to drop Chemistry after the 1<sup>st</sup> 9 week grading period and pick up Horticulture. If the student had a 57 average in Chemistry the student would receive a "WD Failing" notation on his transcript for Chemistry and would receive a "0" score for Horticulture for the first 9 weeks. The "0" score would be averaged with the remaining 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 9 weeks scores to determine a final grade in Horticulture.

Adopted 10-16-2007

Reviewed 12-18-2007

Council Chairperson: \_\_\_\_\_