

# COURSE SELECTION PROCESS

## SCHEDULE CHANGE POLICY

Effective for the 2023-2024 School Year

Designing your course schedule is an important process. Planning should consist of consultations with parents/guardians, school personnel, college personnel, and anyone who might provide insight to help you make informed educational decisions. Ultimately, your post-secondary goal should be the driving force when selecting courses. Once you decide on the courses you wish to take, teachers are hired to make sure that all courses have appropriate levels of staffing. Due to the staffing implications that result when changes are made to student schedules, CPHS has developed a timeline to assist students with their decisions.

### Course Selection Timeline

#### **January/February/March**

Students will make course requests for the following school year via RDS Course Planner during one-on-one meetings with school counselors.

- Teachers will make core course recommendations based on student performance and standardized test scores.
- Teachers will make recommendations base on student completion of graduation pathways.
- **Any course request changes must be made to the school counseling staff prior to 3/10/2023** – changes at this time are not subject to the course change policy below

#### **May**

Students will be able to view their course requests (in the student Course Planner) for the following school year on May 15, 2023 through May 19, 2023. **Any request changes during this window must be made – VIA EMAIL TO STUDENT COUNSELOR – DO NOT MAKE CHANGES IN THE COURSE PLANNER SYSTEM AS THOSE CHANGES WILL NOT BE RECOGNIZED**

- Changes will be made based on course availability and class size and are subject to the course change policy below
- Requests for specific teachers, lunch hours, or specific hours of courses are **not** accepted

#### **August (7/31/2023 – 8/11/2023) – Prior to the start of the 2023-2024 school year.**

COURSE CHANGE POLICY – Student schedules may **only** be changed for the following reasons:

- Increase academic rigor of CORE COURSES - changes may be considered to move to a more academically challenging course
- Adjust for incorrect schedules
  - Student taking a course over again
  - Student took a scheduled course during summer school
  - Missing graduation requirement
- Change in post-secondary study or career path
- Documented medical reasons

### Frequently Asked Questions

- How many study hall/aide periods are allowed? ONE study hall or ONE aide period per semester
- Are core course level changes permitted? YES – If a student is working to their complete potential and cannot keep pace with the academic rigor of a course
- When can a level change take place? **Only after** the first full four (4) weeks of a course are completed and prior to the start of week seven (7).
- Can a student drop a class? If the drop falls under the COURSE CHANGE POLICY, **and a student does not jeopardize a Graduation Pathway**, and a student does not have a study hall/aide period already.

### Level Changes

- Students are encouraged to take the most rigorous course that is commensurate with their ability level. At times, level changes need to be made. For example, a student may need to move from English 9 Honors to English 9 (or vice versa). This process will occur between weeks four (4) and six (6) of each semester. This time frame allows teachers to develop a strong understanding of a student's academic potential and ensures that students will not fall behind in the courses they are moving into.

Please contact your school counselor with any questions regarding the course selection or scheduling process.

Additional scheduling information can be found at <https://cphs.cps.k12.in.us/guidance/scheduling>