

## Student Services Policy/Procedures

### 24-25 School Year

#### **Course sequences: “Doubling Rule”**

Students will not be permitted to double up on required core courses (e.g. English, History, Math, and Science) unless they plan to graduate at the end of their junior year. Rising juniors planning to graduate early must submit the Early Graduation application and be approved before the extra required courses can be added into their schedule.

**Exception for AP Calculus:** Students may double up in math **if** they’re planning to take AP calculus their senior year. Most students will not be required to double until their junior year [completing Math 3 and AP Pre Cal] and taking calculus their senior year. Students planning to graduate in 3 years taking Math 1 for the first time in 9th grade must complete 2 levels of math freshman and sophomore year to be able to complete AP calculus junior year.

Note: It is not recommended that students take a year off in math. Taking a year off from exposure to math could result in forgetting key math ideas and concepts, hurting a student's chances of success in their college math course(s) in the future.

#### **10/20 Day Add/Drop**

The 10/20-day rule was established by the State Board of Education upon the recommendation of the Compliance Commission for Accountability. Students attending block schools may not drop a course after the 1<sup>st</sup> 10 days of the semester.

#### **Schedule Changes**

Students benefit from a well-planned schedule that addresses their academic goals and does not require later adjustments that disrupt the learning process.

Our building schedule is created based on students’ course selections during the spring registration period. It is imperative that students be intentional about the courses they request. Commitments for staff, textbooks, and supplies are made based on student selections; therefore, schedule changes are not encouraged. **If there are extenuating circumstances and if enrollment numbers allow, schedule change request will be carefully reviewed for the following reasons**

1. To fix a hole in their schedule (missing a class).
2. To drop a course, they have completed and received credit for.
3. To remove a course that appears more than once in their schedule.
4. To drop a course where a prerequisite is not yet met.
5. To change a course level (i.e. Standard to Honors or Honors to AP) - Will depend on space.
6. To add a course needed to graduate (this only applies to Seniors)
7. Administrative Courses Changes: Administrators signature required.

*Student schedules will be preserved outside of the requested class change to maintain the integrity of the school matrix. Teacher change requests will not be considered.*

**Yearlong course considerations:** Students are not permitted to drop yearlong courses mid-year. Dropping a yearlong course may negatively impact the students GPA as it may result in the student receiving an “F” in the course.

**Please note the following regarding schedule changes:**

- Students must continue following their current schedule until their form is approved and changes are made.
- Submitting a form does NOT guarantee a schedule change.
- Changes will only be considered for the reasons listed above.
- Only request submitted via the schedule change form will be considered
- Students may only submit **1** form. Additional forms will not be processed or considered
- All changes are final
- Request via email, phone, or voice mail will not be considered

**Credit Recovery**

- Content is mastery-based and may take less time than retaking the entire course, allowing students to take more than one class if necessary, or avoid rearranging other classes in their schedule.
- Students earn a **P** or an **F** in the course, and the credit recovery grade will not impact their GPA.
- Students need to complete the course 100% and pass with 60% or higher to receive the credit.
- The initial failing grade remains on the transcript, but the student earns credit needed for graduation

**Situations where students should consider retaking a course rather than credit recovery**

- For Student-Athletes: In the NCAA Eligibility Center transcript review process, credit recovery may not be an acceptable means of earning course credit.
- A student who wishes to receive community college articulated credit for a CTE course should retake the entire course.
- A student looking to enter a Health Occupations program who has failed biology will need to retake the course and not use credit recovery if the postsecondary institution of interest requires a minimum grade average in biology.
- Students seeking to raise their GPA should repeat the course.

**Grade Suppression**

- Students may only retake a class for grade suppression if they earn a failing grade (below 60) in the course. Courses for which credit has been earned MAY NOT be repeated.
- The entire course must be repeated, and the repeated course grade will replace the previous course grade
- If the repeated course is passed, only the passing grade will be factored into the GPA.
- If the repeated course is failed, both courses – each with a failing grade – remain on the transcript and are calculated into GPA
- Depending on the course, a student’s schedule may be changed, and it may affect their ability to access electives or other core classes.

**Online Courses**

During the school year, students may take no more than **2** online courses per semester and can only take courses not offered at Southwest. Students can only take **1** virtual course over the summer.

### **Senior Free Blocks**

Students on track to graduate may qualify for free blocks during their senior year. Students must continue following their current schedule until their free block form is approved by their counselor or administrator. **Students must have daily transportation as they will not be permitted to remain on campus during their free block(s).** Students will be reenrolled into an available course if transportation becomes an issue.

All free blocks must be consecutive. Free block(s) must follow the following parameters

Free Block(s): 1<sup>st</sup> block **or** 1<sup>st</sup> and 2<sup>nd</sup> block

Free Block(s): 3<sup>rd</sup> and 4<sup>th</sup> block **or** 4<sup>th</sup> block

Free Blocks(s): 1<sup>st</sup>- 3<sup>rd</sup> blocks **or** 2<sup>nd</sup> – 4<sup>th</sup> blocks

***Student athletes should check with the Athletic Director (Coach Christman) to be sure they are enrolled in the correct number of courses to participate in sports.***

### **Early Graduation**

Students can apply for early graduation during the spring semester of their sophomore year. Students who are on track with credits and want to graduate at the end of their junior year must apply and be approved prior to the semester they plan to graduate. Senior students wanting to graduate at the end of fall semester should apply for early graduation before the 1st semester of their senior year.

**Note:** Juniors who change their mind about early graduation must inform their counselor prior to the end of the 1<sup>st</sup> semester of their junior year. Any senior level courses will be removed from their 2<sup>nd</sup> semester schedule (i.e. 4<sup>th</sup> English, 4<sup>th</sup> Math, Economics/Per/Finance) and replaced with available electives.

### **GTCC CCP**

Qualifying junior and senior students can complete dual-enrollment courses through Guilford Technical Community College. Students must provide their own transportation to the GTCC campus to complete courses in-person. Students also have the option of completing courses online if they do not have transportation. **Students completing GTCC courses online will be placed in the APEX lab at Southwest.**

### **Teacher and Office Assistants**

Students may apply to be a student assistant during their junior and senior year. Students should see their counselor to receive an application. Students must continue attending their scheduled classes until their student assistant application is approved. Attendance and behavior will be considered for student assistant positions.