

SCHEDULING

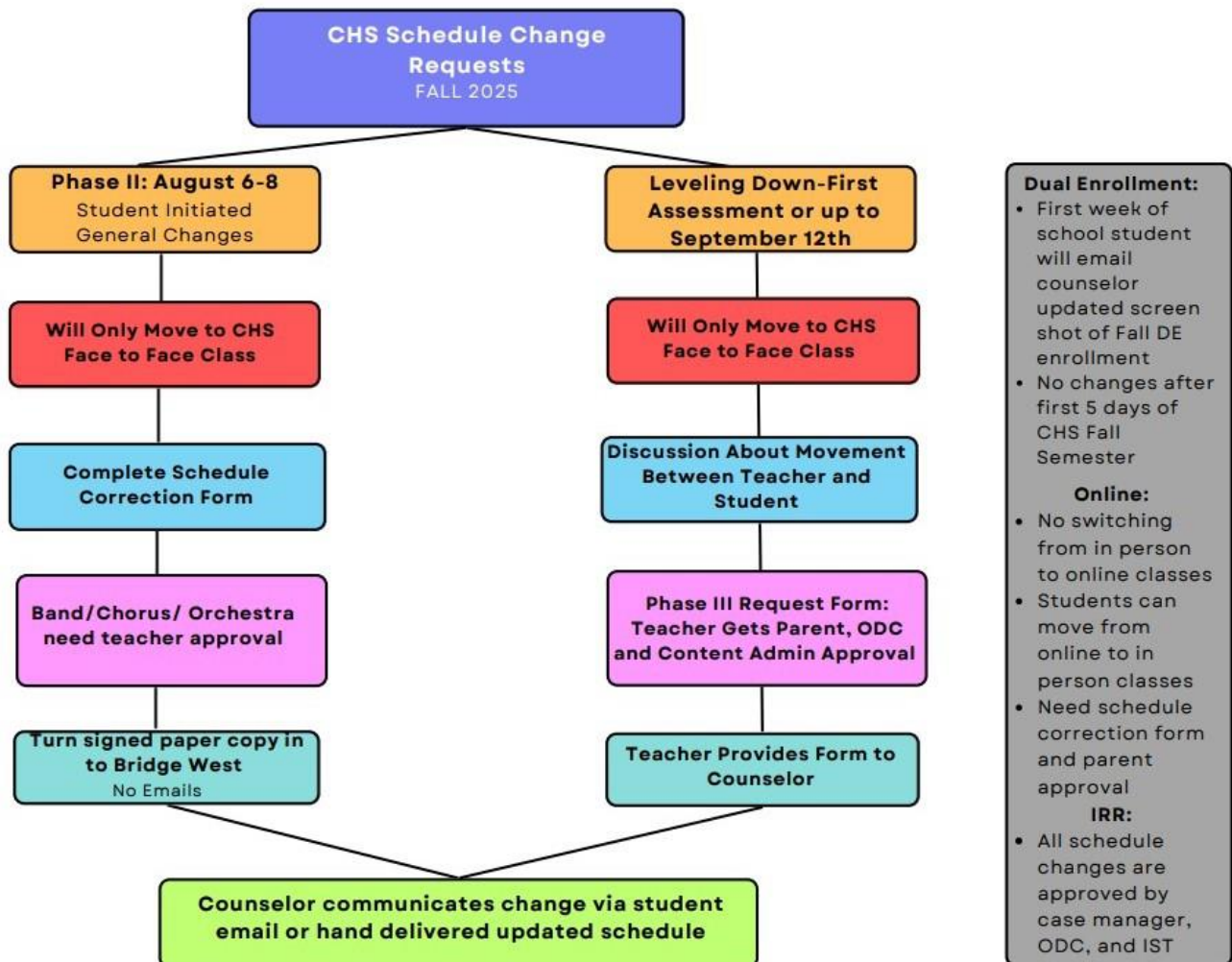
Course Correction Policy

Students choose courses for the following school year in January. Students are given multiple opportunities to make changes to their course requests via course verifications. Due to this thorough process, students should not need to drop or add a course at the start of a semester. However, an error is possible. Students will be allowed to request the following course corrections:

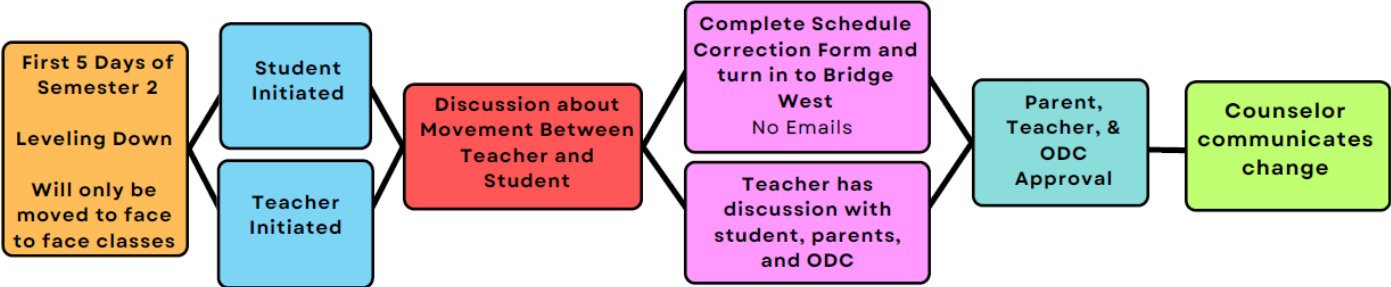
- Move down in rigor in the same course, i.e., move from an honors to an on-level class.
- What was requested does not match the given schedule.
- If there is a hole in the student's schedule, all students must take six courses.

After the first five days and through September 12, if a teacher finds a student is not doing well in their course after collecting data and monitoring progress, the teacher should privately discuss progress with the student and their parents/caregivers via phone or conference. If all agree that a change should be made, the teacher will reach out to the operational chair and the content administrator of the student to discuss the possibility of a change and to get approval. Changes will only be made with parent, teacher, operational chair, and administrator approval and if the schedule allows.

Concerns of a student failing or lowering a GPA are not reasons for a schedule change. A student's class average will follow the student into the new course. Make-up work needed to show mastery of a course may be assigned due to a schedule change. Make-up work is at the discretion of the teacher.



CHS Schedule Requests
SPRING 2025



Online, Senior Reduction and Leveling Up:

- No changes allowed

General Changes:

- Yearlong courses will not be changed if student passed S1

Personal Fitness Waivers:

- Not accepted

IRR:

- All schedule changes are approved by case manager, ODC, and IST