

# WEST PARK HIGH SCHOOL

## Class Drop Policy

**Mission Statement:** *We value people and we love to learn.*

### **How to Drop/Change Classes:**

Students can request to drop/change classes through the class drop/change request Google Form (emailed to students in the fall before the first day of school).

The deadline to submit a request for the school year is the first day of school at 4:00PM.

*We will not change classes due to teacher, period or lunch choice.*

### **Class Level Changes:**

Students who have been placed in a class level that they are not academically prepared for, may drop down to a lower level class within the department. Please note that students **may not** join a course in another department. **Teachers must make the recommendation for this level change.** If you believe that your student is enrolled in a class for which they are not academically prepared, contact your student's counselor.

### **Deadlines:**

The deadline to request a class **level** change is

- the last Tuesday in August 29th for Fall semester
- The last Wednesday for the Spring semester.

**Classes dropped within the Drop/Change Period will not appear on your academic record. After this period, students must remain in the class until the end of the term and the grade earned will appear on your transcript. Please refer to the Academic Calendar for Drop Deadlines.**

### **AP (Advanced Placement) Class Drop Policy:**

Any student who would like to drop an AP class after the start of the first day of school each semester must complete the following steps to drop. Consideration will only be made during the first month of each new semester.

1. Students must have a conversation with their AP teacher to discuss reasons for wanting to drop the course.
2. Parent/Guardian must have a conference with the AP teacher to discuss strategies for the student to be successful.

3. If the parent and teacher agree that a drop is best for the student, the student must talk with Mr. Hodge, the AP Coordinator about the ramifications of dropping the course.
4. If the student and AP Coordinator agree that a drop is the best option for a student, the student must reach out to an assistant principal to discuss the class change.

[AP Course Drop Form](#) - must be completed before a schedule change can be made.