Course Selection Changes

Course selections should be made with careful consideration during the course selection period. HHS will build its master schedule based on student course requests and staff availability. The registration process helps determine which courses the school will staff and offer in the upcoming academic year. Once the master schedule is established, students are obligated to take the courses they requested.

Students may request a valid schedule change to correct a scheduling error made by the school, incorrect placement due to missing prerequisites, or summer school credit(s) necessitating a different placement. These schedule corrections must be made during the first 5 days of the semester. Students will not be added to a new course after the fifth day of class for that course.

To appropriately place students in courses which will lead to academic success, prerequisite requirements are listed for any Honors, Dual Enrollment, or Advanced Placement (AP) courses. Student and/or parent/guardian requests to drop an Honors, Dual Enrollment, or AP course will only be considered if the student is found by the teacher to be academically misplaced based on performance after ten (10) days of instruction. In addition, this request must be approved by the principal or the principal's designee.

When difficulties in a class occur, the following procedures should be followed:

1. The student should seek assistance from the course instructor. The student is expected to engage in the solutions offered by the course instructor.
2. If student difficulties persist in the course, the parent/guardian should communicate with the teacher. Communication may occur by email, phone, or parent/teacher conference.
3. If the student continues to experience difficulties, the parent may request a school meeting that includes the teacher, student, parent(s)/guardian(s), appropriate counselor, and appropriate administrator. The team will form an appropriate plan of action to address the concerns.