

# Schedule Correction Policy

Students are expected to make their course selections during the registration window in the spring semester of each school year. These course selections represent decisions that are made collaboratively with the student, teachers, the student's counselor, and the student's parents. Based upon these requests, faculty members are employed, sections are created, textbooks are purchased, and rooms are allocated. The schedules students receive in August reflect these requests and are set for the entire school year.

**Students may meet with their counselor to address the following schedule error corrections during the first two days of school:**

- Student does not have the prerequisite to take a scheduled class
- Student has already passed the class and it is not a repeatable class
- Level changes (requires a fully completed Level Change Form. See below for procedure)
- Error in the schedule (Missing a core class or short the required number of classes for grade level)
- Straight drop that will not make the schedule short the required number of classes
- Additional class to meet college requirement/graduation requirement.

**Requests that will NOT be considered:**

- Elective changes
- Teacher changes
- Periods off/lunch preferences
- Changes to accommodate parent/student work schedules

**\*\* ALL SCHEDULE ERRORS MUST BE ADDRESSED IN PERSON BY THE STUDENT DURING THE FIRST TWO DAYS OF SCHOOL. EMAIL REQUESTS WILL NOT BE CONSIDERED.\*\***

**Withdraw Pass-Withdraw Fail:**

If there is a need to drop a class **during** the first four weeks of the semester, a WP/WF form will be required. A WP/WF is noted on the permanent transcript and the following procedure must be followed:

- When a student, despite his/her own significant efforts is unable to continue satisfactorily in a class, the student's teacher may initiate a WP/WF request on the student's behalf. The process is completed upon final approval of the Department Coordinator, student's parent, and counselor.
- A grade of WP/WF will be entered on the student's transcript as an indication of work attempted. WP/WF will not be calculated into the student's cumulative grade point average.

**Drop F:**

After the fourth week of the semester, a student requesting to drop a class will receive an F on their transcript. The student must obtain a Drop with an F form from their teacher. A permanent grade of F will be recorded on the transcript and negatively impacts the student's GPA. If the drop makes the student short the required number of courses, he/she will not be allowed to drop the class. Drop with an F form must be approved by the department coordinator and must also be signed by the student's teacher, parent, and counselor.

**Level changes:**

A level change is appropriate only if it is determined that the student is either above or below the current class's academic level. The decision to change levels is made by the teacher, parent, and the student. If a level change is appropriate, the procedure below should be followed:

- The student may obtain the Level Change Form through the department coordinator. The student must secure signatures from the current teacher, the department coordinator, his/her parent and their assigned counselor. The student will give the completed form to his/her assigned counselor for processing.
- Before the level change process may begin, the student must have completed all homework, assignments, and tests to the best of his/her ability, and must have sought assistance from the teacher.
- **Level changes may be made up through the end of the first 9 weeks of the semester.**
- The letter grade at the time of the level change accompanies the student to the new class.
- Level changes are only for core classes (i.e.- chemistry honors to chemistry)

**2<sup>nd</sup> semester corrections:** Scheduling errors can be addressed in person by the student during the first two days of the semester following the scheduling policy outlined above.

**Important note about ALL schedule corrections:**

*Students are responsible for attendance and grades in the originally scheduled class until the change is confirmed in PowerSchool. It is the student's responsibility to confirm any schedule changes with their counselor before attending the new class.*