

JUNIOR/SENIOR HIGH SCHOOL (GRADES 6-12) SCHEDULE CHANGES

The Board of Education understands the importance of having the opportunity to take courses that will assist students in determining and preparing for their career goals. The Board of Education also understands that when students want to change their course(s) after the master schedule has been established can have a negative impact on the integrity of the District budget, staffing, class sizes, and the potential for inadvertent errors in initial graduation requirement calculations.

Therefore the following scheduling guidelines have been implemented:

- 1) Students will be provided with their upcoming year's course schedule on or before May 15 and the District will institute a verification method to identify when students have received their schedules;
- 2) After receiving their schedules, students and/or their guardians will be allowed to request schedule changes without penalty until the third Friday in August;
- 3) At the beginning of the course, students and/or their guardians will only be allowed to drop the course without penalty for the following reasons:
 - a. A documented medical condition provided to the Junior/Senior High School administration that would prohibit the student from being part of the class
 - b. An error was detected in the schedule that needs to be resolved
 - c. Request of the instructor
- 4) If a student or guardian requests to drop a course during the first 3 course contact days and this request does not fall under the exemptions listed in #3, then the student will be dropped from the course and given a grade of "W" (withdrawn), which will appear on the student's transcript. A grade of "W" does not impact a student's GPA.
- 5) If a student or guardian requests to drop a course after the first 3 course contact days and this request does not fall under the exemptions listed in #3, then the student will be dropped from the course and given a grade of "F" (fail), which will appear on the student's transcript. A grade of "F" impacts the student's GPA.

APPROVED: August 19, 2024
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