

Procedure on Course Changes

We apply an extraordinary amount of time, resources, and energy in producing the program of courses you want for next year. We will start to meet individually with students in January and continue the process through February. An evening program is planned for parents as well to help in making the best decisions, and parents are invited in for conferences. Within this time frame, we fully expect that you will change your mind a few times as more information becomes available for you to make better decisions. We will ask teachers to make recommendations to reflect their thinking regarding your potential.

By the end of March, it is expected that the courses you have selected are the courses you will carry for the next academic year. While any errors in scheduling (missing courses, duplicative courses, summer school successes not reflected in the student's schedule) will be taken care of immediately in September, **we will not entertain any requests to change a program except for truly extraordinary and unique circumstances.**

Please be aware that **ALL ELECTIVE COURSES** will be offered provided that they meet **MAXIMUM** subscription totals.

Drop-Add Procedure

1. All students are expected to choose courses carefully during the course selection process. Schedules are planned according to student requests and students are expected to abide by their choices.

2. Student and/or parent-initiated schedule changes will be permitted **only during the following time periods:**

- The 2nd and 3rd week of fall semester classes for full year courses, fall courses or spring courses
- The 2nd and 3rd week of spring semester classes for spring courses

3. In order to process a change, students must:

- Schedule an appointment with their counselor during the drop-add period
- Bring a note from a parent, to be verbally confirmed by their counselor, authorizing the schedule change
- Choose a substitute course, if one is available, for each dropped course

4. Final approval of changes is contingent upon the following:

- The proposed change does not jeopardize graduation
- The proposed change does not negatively affect prospects of college admission
- The change requested is logistically possible

5. Under no circumstances will schedules be adjusted to:

- Change teachers
- Change lunch periods (unless supported by medical documentation)
- Change to more convenient and/or desirable periods
- Group friends together in the same class

6. Changes in a student's placement based on academic concerns that are recommended by administrators, teachers, and/or counselors may occur throughout the school year pending departmental approval.