

SCHEDULE CHANGING POLICY

WEEK	PROCESS	FORM REQUIRED
Week 1-2	Counselor Approval Required Student Requests (see limits below)	Complete QR Code Schedule Request Form
Weeks 2-4	Counselor, Teacher, Administrative Changes ONLY **Due to class balancing, Student and Parent Requests are no longer allowed	
Weeks 5	Counselor OR Administrative Approval ONLY **Due to class balancing, Student, Parent, and Teacher Requests are no longer allowed	
Post Progress Report	No Schedule Changes Allowed **In rare cases, only schedule changes that correct an oversight, which would prohibit a student from being on track for graduation will occur. **Any other highly unusual and extraordinary cases may have a change authorized by administrative approval only.	

Appropriate Schedule Changes are for the following reasons only:

1. Open or missing period,
2. Duplicate class or period,
3. Class taken during Summer School, 0 period conflict,
4. Requesting a different teacher ONLY if a student has failed the EXACT course with the EXACT teacher previously.
5. Missing a class needed for graduation (Seniors Only).
6. Movement for appropriate placement into specialized programs.
7. Limited changes will be made to accommodate elective changes only when there is availability, and it is in the best interest of the student.

Schedule Changes that are prohibited:

1. Schedule matching with friends
2. Picking a favorite teacher
3. Select a particular lunch
4. Arrange classes in a preferred order
5. Adding to a class that has no more seats available

ADVANCED ACADEMIC GRADE POLICY

Any student enrolled in any advanced academic courses (International Baccalaureate [IB]/Advanced Placement [AP]/Honors [Hon]) must maintain a C or better throughout the school year. If a student earns a D or a F at the end of 1st or 3rd quarter and or the end of the 1st semester, the student will be removed from the course and placed in the corresponding college preparatory course if available as determined by the Counselor.