

### **Student Schedules and Course Loads**

The Board of Education believes that district administrators should have final responsibility in determining the parameters for student schedules and course loads. All student schedules must conform to state requirements, and work to enhance student learning opportunities and improve individual academic achievement.

The Board encourages course scheduling designed to accommodate teaching styles and subject materials which may not readily conform to traditional 40-60 minute class periods. Scheduling which makes provision for team teaching and inter-disciplinary arrangements is also encouraged.

High School staffing directly relates to student course selection. Students will be scheduled into the following units of study or credit as minimum requirements:

- Grade 9 – 6 credits or units of study and lunch
- Grade 10 – 6 credits or units of study and lunch
- Grade 11 – 6 credits or units of study and lunch
- Grade 12 – 4 credits or units of study

When making changes in district scheduling, administrators are encouraged to balance district budgetary concerns with overall instructional goals to achieve a system which is both flexible and cost-effective.

At the high school level, student course selection and program development takes place during the period from December to May. Students and their parents/guardians shall be involved in selecting their programs for the following year, with educational needs and objectives as the prime considerations.

To promote stability, students and parents are asked to minimize changing course selections, once set. In those cases where a student's circumstances change, as a result of a change in vocational or college plans, or regular or summer school failure or achievement, allowance for a change in selected courses may be made upon application by the student and parent to the Building Principal.

#### Course Selection Process

1. The student, with the advice of the counselor and the consent of his/her parents, will prepare a subject selection sheet.
2. A list of the courses the student has selected for the following year will be issued to the student no later than May 15<sup>th</sup>. The purpose of this list is to verify the course selection.
3. If, upon receipt of this verification printout, the student discovers an error, it will be the student's responsibility to notify his/her counselor immediately. The counselor will also verify the printout and review the course selections.

4. If a student wishes to change his/her course selection (add and/or drop) after the initial selections have been made, a request, in writing, must be made to the counselor by the student and parent with reasons for the change prior to June 1<sup>st</sup>. The student will be advised as to the disposition of this request as quickly as possible.
5. If, as a result of the June report card grades (except in instances of failure, which will be handled automatically by counselors, who will make appropriate changes), a program change is indicated, a written request must be made by the student and parent to the counselor by the week following graduation. The student will be advised as to the disposition of this request as quickly as possible.
6. If, as a result of summer school attendance, a change of program is indicated (except in instances of failure, which will be handled automatically by counselors, who will make appropriate changes), a request by the student and parent must be made, with reasons for the change in writing, to the Building Principal by August 30<sup>th</sup>. The disposition of this request will be made to the student as quickly as possible.

#### Adding Courses

Students will be permitted to make additions to their programs provided that room exists in the section and in the appropriate corresponding slot in their schedule. No additions will be permitted after the first 12 days of classes.

#### Dropping Courses

If a student drops a course before 12-days, the student, teacher, counselor, parent and administrator must sign a course drop form.

A student may not drop a course after the completion of the first 12 days of class. A procedure for dropping a course which involves the student, parent, counselor, teacher and an administrator must be followed before the request can be approved.

If there is disagreement among the parties involved, a conference must be held with the Superintendent, who will make the final decision.

If the superintendent approves to drop a course, the student's mark will appear on the report card or permanent record, noted either withdraw/pass or withdraw/fail.

Adoption date: June 23, 2017