

School Based Decision Making

School: Bourbon County High School

Subject (Name) of Policy: Schedule Change

Policy: 20

Policy Statement:

Approvable Schedule Change Requests:

To minimize disruptions of student schedules and to maintain class size balance and continuity of instruction, changes to a student's schedule may be made for the following reasons only:

1. A course was put on a student's schedule they did not request.
2. A student was put in the wrong level of a course.
3. A student is missing a course needed for graduation.
4. A student failed or did not take a prerequisite course.
5. Teacher believes the student was inappropriately placed in a course.
6. There was an error made by the counselor when creating the schedule.
7. A student's IEP or 504 was amended.
8. At the discretion of administration

Non-Approvable Schedule Change Request:

To ensure class sizes stay balanced and student instruction is not interrupted, student schedules will not be changed for the following reasons:

1. Elective, teacher, lunch or class period preferences.
2. Student is failing a course – (students are responsible for maintaining passing grades ALL year and seeking any assistance needed in order to pass).
3. Requested a course but are no longer interested.
4. Drop or replace a class to improve GPA.

AP Course Schedule Change Policy:

Prior to requesting removal from an AP course the student and parent must have met with the teacher and put a plan for success in place. If the teacher and student feel the plan has been followed and the student has completed all assignments and made an effort to seek all additional help available, a request may be made for a conference to discuss removal from the course. A request for a conference is made by emailing or calling a counselor. The conference must include the student, parent, teacher, counselor and principal. The principal must approve the request. Students will not be allowed to drop an AP course because they fail to do their summer work.

*Requests will not be granted after the 2nd week of school, because other courses will have covered too much material to make-up.

Course Level Change Request:

Prior to requesting removal from the higher level of a course the student and parent must have met with the teacher and put a plan for success in place. If the teacher and student feel the plan has been followed and the student has completed all assignments and made an effort to seek all additional help available, a request may be made for a conference to discuss removal from a course. A request for a conference must include the student, parent, teacher, counselor and principal. The principal must approve the request.

*Requests will not be granted after the 2nd week of school, because other courses will have covered too much material to make-up.

Granted Schedule Changes:

Students enrolling in a course after the start of the semester are responsible for all course expectations. This includes coursework covered prior to the student's enrollment. The student is responsible for developing a work completion schedule with their teacher. This does not pertain to testing out of intervention classes.

**Please note that once the school year has begun, all schedule change request must be approved by a student's grade level administrator within the first two weeks of school. No schedule change requests will be approved beyond the first two weeks into the semester.*

Extenuating Circumstances:

In the event of extenuating circumstances to these guidelines a conference must be held with the student, parent, teacher, counselor, and principal present. The principal must approve all changes. A request for a conference may be made by emailing or calling a counselor.

An example of an extenuating circumstance would be a medical issue that would necessitate a change to a student's schedule in the interest of their personal health and wellbeing. Documentation from the student's physician would be required prior to adjusting a student's schedule.

*A change of mind, lack of motivation, failure to obtain outside tutorial support, unsatisfactory academic performance, stress or anxiety not documented by a physician, request for a different faculty member, and requests for a different class period are not compelling circumstances.

All schedule changes must have the signature of the student and parent.