

# GENERAL INFORMATION FOR ALL STUDENTS

## SCHEDULE CHANGE POLICIES

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Students must give careful consideration to their course selections. The courses which appear on their request sheet are the courses the students will receive if at all possible. When students report on the first day of school and receive their official class schedules reflecting teacher and room assignments, they will be expected to follow these schedules for the entire year. Counselors will change a schedule when a student has a priority need such as:

- Lack of a prerequisite
- Inappropriate level of instruction
- A scheduled course that was successfully completed through credit retrieval, FLVS, CVS or another accepted program of study
- Schedule changes will **NOT** be made at any time for a student wanting a different teacher or period. Registration for a course indicates the student makes a commitment to that academic area for the duration of the course.

Students must complete a “request for schedule change form” in the guidance office within the **first week of school**. Guidance counselors will prioritize the requests based on the above criteria.

Students enrolled in an honors or AP course which requires summer work will not have a schedule change because of a choice not to complete the summer assignment. Failure to complete required summer work is not a reason for a schedule change.

**NOTE:** STUDENTS ENROLLED IN A DUAL ENROLLMENT COURSE FACE DIFFERENT DROP PERIODS TO ALIGN WITH THE COLLEGE/UNIVERSITY'S DROP PERIOD. THE AP OR DUAL ENROLLMENT COURSE WILL BE REPLACED WITH A BASIC EDUCATION COURSE. SWITCHING FROM ONE ADVANCED PLACEMENT OR DUAL ENROLLMENT COURSE INTO ANOTHER AP OR DUAL ENROLLMENT COURSE MAY NOT BE POSSIBLE.

### Virtual Course Changes

Students may discontinue a year-long course they are enrolled in at a school, and then enroll in a virtual course at a natural break (Semester/quarter). The student is expected to complete the semester in which they are currently enrolled prior to moving to another course. These course decisions are treated the same as other course changes at the school site.

### Virtual Withdraw Procedures

- Grace Period- this is the first 14 days the student is enrolled in the course. If the student is not on pace or demonstrating academic success in the course during the grace period, they will be Withdrawn. Withdraw (code W)
- Once a student completes more than 50% of a course, the course will be reflected on the students transcript
- Students must pass the segment exam in order to pass the class
- A student must be enrolled in a class for a minimum of 14 days in order to be awarded credit, 28 days for Personal Fitness and HOPE
- Virtual Withdraw Codes:
  - **W- Withdrawn**- Student withdrawn during the grace period- no credit awarded
  - **WF-Withdrawn Failing**- Student withdraws past the grace period with a failing grade at the time of withdrawal, no credit awarded (less than 50% complete in the course)
  - **WP- Withdrawn Passing**- Student withdraws past the grace period with a passing grade at the time of withdrawal, no credit awarded (less than 50% complete in the course)