

Lemon Bay High School

Schedule Change Policy

The Florida state frameworks, which are tied to school-wide assessment, require that instruction begin on the first day of each semester. Teacher allotments are dictated by the courses that students sign up for in the spring. If a student changes his/her schedule two weeks into the semester, the student is already behind, thus, results in a loss of learning. Therefore, the schedule change policy is designed to promote academic success at Lemon Bay High School.

Students are given curriculum and registration information each spring. Once courses are chosen students will be given the opportunity to review their requests once more in April. They will have the remainder of the school year to make any necessary changes. All student initiated schedule changes must be requested before the beginning of the school year. Once the semester begins, there will be no student initiated schedule changes unless they are deemed necessary by the school.

Students should see their school counselor to complete a schedule change form only if they meet the requirements for an approved schedule change:

Below are the only approved reasons for a schedule change:

- *Student has been scheduled into a course previously passed**
- *Student has been scheduled into a course out of sequence (i.e., Spanish 3 before Spanish 1)**
- *Student did not pass a class that was a prerequisite for another**
- *Student has an incomplete schedule**
- *Senior is missing a requirement for graduation**
- *Changes into or out of Band, ROTC, and OJT, CTC**
- *Administrator must balance the class sizes**

****All other requests outside these parameters must be requested to and approved by an administrator.****

Below are some examples of situations that will NOT result in a schedule change:

- *A desire for another teacher**
- *A desire for a class to be a different/specific period**
- *Requested the course but no longer interested in the subject**

Special circumstances may require a schedule change after the beginning of the semester. During that time changes may be made from one academic level (general, honors, AP/AICE) to another within the same subject with administrative approval. Changes will **NOT** be granted after the 2nd week of each semester.

Student Signature

Parent Signature