

BHS - Schedule Change Policy

The California 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 Burroughs High School.

Students are given curriculum and registration information each spring. Credits are earned for passing grades at the end of an 18-week semester. Student initiated schedule changes must be requested before the beginning of each semester. Therefore, student initiated requests will only be considered before the beginning of each semester based on availability. Once the semester begins, there will be no student initiated schedule changes.

No changes will be allowed unless they are deemed necessary by the school. **BHS COUNSELORS WILL NOT MAKE TEACHER CHANGES.**

Students in year long academic courses must remain in those courses for the entire year. Students will also remain in elective courses they are placed in at the beginning of the year.

Students should see their guidance counselors 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
- 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 instructor
- A desire for a class to be a different/specific period
- Student is failing a course that was requested and is afraid that it will affect graduation (students are responsible for maintaining passing grades and will not be pulled from a class in lieu of failing)
- Requested the course but no longer interested in the subject
- Need to drop a class to improve GPA
- Student is having conflicts with other students in the class (students need to discuss problems with administrators or counselor for conflict resolution)

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Special circumstances may require a schedule change after the beginning of the semester. For those special circumstances, we have allowed a 3 week grace period. During that time changes may be made from one level to another within the same subject. Changes will NOT be granted after the 3rd week of each semester.

Procedure for Dropping Classes Prior to the Cut-Off-Date

1. Students must request a meeting with their counselor. A form or parental permission is needed unless specified by a counselor.
2. Counselors will give studied consideration to each request. A completed request form does not guarantee a schedule change. Factors such as class size, availability of classes and/or appropriate placement supersede the request.

Consequences of Dropping Classes After the Cut-Off Date

1. Any request to drop a class after the 3rd week of instruction will result in the class being replaced by an "excused" period for that period ONLY. The excused period option will only be granted to those students ON TRACK or ahead in credits. The student cannot be behind in credits. Students/parents may choose this option up to the end of the 11th week of the semester.
2. Students who request to drop a class after 11 weeks of instruction will receive a **failing grade**.
3. The grade of "**F**" will be placed on the transcript at the end of the semester for the dropped class and will be averaged into the student's grade point average.
4. The final semester grade report will list the class and indicate the failing grade.

Procedure for dropping a Class AFTER the Cut-Off Date

1. Students must request a meeting with their counselor to request a class drop/change.
2. Students will fill out the schedule change request form completely, which includes securing all signatures. Students then need to return the completed form to the appropriate counselor.
3. Students must **continue with their current schedule until they receive a new one**.

Repeating courses

Students may **NOT** repeat a course during the regular school year for which they received an "F" grade. Credits must be made up in summer school or the Credit Recovery program. Students may repeat a course if attempting to improve on their previous grade, however credit for the course will only be given for the greater of the two grades. For example: Student has passed Biology CP with a "D" but would like to repeat the class for a better grade. The student earns a B in the repeated class and while the first class will show on the transcript, it will not be figured into GPA or credits earned toward graduation.