



Reitz Memorial High School

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SCHEDULE CHANGE POLICY

Reitz Memorial High School strongly advises students to carefully choose courses during the scheduling process that begins sometime in January. Students are given several weeks to look through the course description book and ask questions of parents, teachers and counselors before making their final selections for the upcoming year. The master schedule is then created based upon student course requests and students are scheduled into classes. Due to the complex nature of the scheduling process, changes will be granted only for the following reasons:

1. Error(s) made by the school during the scheduling process. This could include putting a student in the wrong course, failure to put student back in a course that was failed, or allowing a student to advance to the next course having failed a prerequisite course.
2. Medical reasons with documentation.
3. Change in program placement for students with learning difficulties such as adjustments in or assignments to special education or resource classes.
4. A level change within a given course (regular to Honors, Honors to AP). Requests to drop down a level must be accompanied by a written explanation and signed by the parent.
5. Course is needed to fulfill Academic Honors Diploma or Core 40 requirements
6. Student has failed a course with a teacher and he/she gets the same teacher for that course.
7. Replace a tutorial with a credit-bearing course.
8. Course is needed to meet admission requirements at a college or university.
9. Student requests to keep a teacher for the 2nd semester if class balance is kept in check.
10. Summer school course work necessitates a change.

Changes to a student's registration list may be made until the last day of the school year. Schedule change requests for the above reasons will be considered starting one week prior to the start of the school year through the fifth day of the first semester.

Mid-Year schedule change requests will be considered starting the Monday after Thanksgiving through the fifth day of the second semester.

Teacher change requests will not be granted. (Exceptions #6 and #9 as stated above)

Elective course changes will not be granted. (Exceptions #'s 5, 7, 8, and 10 as stated above)

Final draft approved by BOT 10-24-13