

**ELIZABETHTOWN HIGH SCHOOL  
SBDM POLICY**

**POLICY NUMBER: 5.02**

**POLICY TOPIC: STUDENT ASSIGNMENT**

**POLICY SUBJECT: CHANGE OF CLASS SCHEDULE**

Elizabethtown High School students will be able to request changes in schedules according to the following guidelines:

1. Students requesting classes in the early spring and are assigned to classes based on graduation requirements, level of class needed, and availability of classes. Students and parents meet with the PASS teacher during Power Pact in March of each year to determine the student's schedule for the following school year. Students are assigned to classes based on graduation requirements, level of class needed, teacher recommendation, and availability of classes.
2. Schedule changes will be minimal due to commitments for staff employment/assignments and the ordering of textbooks and other supplies. Therefore, parents and students should give their course selection serious consideration.
3. Student schedules will be ready for pick up by July 30<sup>th</sup>. Students and parents should check schedule for any errors or omissions.
4. Parents may schedule an appointment with the Guidance Counselor to request a change of schedule beginning the two (2) weeks prior to opening day.
5. Students can also request schedule changes during the **first two (2) weeks** of school. Requests are handled at this time by taking senior requests first, then junior, and so on through the freshman class. Again, class changes are based on graduation requirements, level of class needed, and class availability.

Schedule changes may occur for the following reasons:

- A. Graduation requirements
  - B. Computer error changes
  - C. Changes necessitated by failures
  - D. Physical limitations
  - E. Class balancing (guidance and administrative)
  - F. Subject-level changes (teacher recommendation)
  - G. Administrative recommendation (teacher/guidance)
6. Class changes at mid-term or at the end of the first semester can only be done with a teacher recommendation and the approval of the guidance counselor and/ or Principal. The following standards have been developed to be used when students request a change at mid-year. A change will be granted if:

- A. The student is failing a course and it appears there is little or no chance of the student receiving credit in the course, and the teacher recommends the student drop the course.
- B. The student needs another course for graduation.
- C. The student has finished the credit needed in a course and does not need the second semester for graduation.
- D. The teacher recommends the student be released from the course or needs a different level of the course.

If a student or parent wishes to appeal the denial of a schedule change, he/she will need to contact the principal. The principal will then notify the counselor of the decision.

A student who changes his/her schedule is responsible for making up work missed in the newly acquired class or subject.

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**Date Approved: May 2, 2012**

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**Chairperson: Steve Smallwood**