

# Coral Glades High School

## Schedule Change Procedures

Schedule changes **can be** made for the following reasons:

1. Missing a graduation requirement - Student is missing a course necessary to graduate in the upcoming school year
2. Missing an academic class - Student is missing a core class such as English, social studies, math or science.
3. Academic misplacement – Student is placed in the wrong level of class or is placed in a class without meeting the prerequisite.
4. Program change - Student has been accepted into an academic or specialized program or the student is no longer enrolled in a specific program of study
5. To balance classes to meet class size reduction
6. A documented medical condition that would interfere with the student's ability to succeed in the course.

Schedules **will not** be changed for the following reasons:

1. The student is failing the class, unless the course is an honors course and there is a standard course option (example Algebra Honors to Algebra regular). There are plenty of opportunities for “free” after school assistance to help our students succeed.
2. Lunch assignment
3. To have classes with friends
4. Personality conflicts will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to contact the teacher either via phone or email and work through the problem. If a resolution cannot be reached, then the parent should contact the student's guidance counselor to set up a parent-teacher conference to discuss the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student's schedule while maintaining class size reduction.

**Advanced Placement** courses require a very intense commitment from the student as each AP course is a college level course. When selecting an AP course, students are advised to carefully consider the guidance of the teachers and counselors. In order to drop an AP course the student must:

- Have an initial Parent/Teacher conference to discuss the student's area of weakness and to devise a plan for success.
- Prove that he/she has attended multiple study sessions for the class (the teacher will sign off on a student log)
- After an extended period of time (to be determined at the parent conference), the parent/teacher/administrator/counselor will reconvene to determine if the student can be successful in the class.
- Please note, that if it is decided that it is best for the student to drop the course, the determination of a replacement course will be based on space availability and with the least impact to the student's schedule while maintaining class size reduction.
- Please be advised that colleges and universities frown upon students dropping an AP course mid-year. Thus, making the commitment to stick with the course in its entirety is highly recommended.