

# **Robinson Secondary School Schedule Change Policy**

## **Schedule Change Policy**

The schedule change policy is a local policy adopted by Robinson Secondary School administration and approved by the Instructional Council. It is the belief of all stakeholders that the policy ensures the success of both students and faculty at Robinson.

Before requesting a change, please review the policy below to ensure what you are requesting follows the Robinson Secondary School schedule change policy.

## **Schedule Change Overview**

The Master Schedule is developed from the student course requests submitted in early spring in conjunction with staffing allotment. The schedule is finalized in the summer in order to set student and teacher schedules and to set classes. Every effort is made to provide students with their initial course selection, but alternate courses may be used to fulfill a student's schedule.

- For this reason, changes to a student's schedule will not be granted, unless the reason for change is listed in the Approvable Schedule Change Requests list below.
- Students may make changes to their elective requests until June 11, 2025.

## **Scheduling Assistance**

Robinson Secondary School offers different scheduling information sessions to assist students in selecting courses. These events and a brief description are outlined below. Dates for these events will be communicated as we get closer to the event each year. Typically these events occur in late winter/early spring.

- Electives Fair – students are able to view videos made by our elective teachers to determine which elective(s) they are most interested in and feel would most benefit them academically. Links to these video presentations are emailed to parents as well.
- Math Night – night program for students and parents to learn of course offerings and course expectations
- Academic Days of Emphasis – students meet with their core teachers to discuss their course recommendation for the upcoming school year
- Academic Advising Group lessons - during Advisory students view a presentation on the academic advising process. Academic advising presentation materials are located on our Robinson website and Schoology pages.
- Academic Individual Counseling – students meet individually with their counselor to discuss and finalize their course selections.

## **Change Requests**

All schedule change requests must be submitted to the student's counselor no later than June 14. Requests can be made in person or via email.

### **Procedures for Course Request Changes PRIOR to the change deadline**

1. Students must notify their counselor.
2. The counselor will work in conjunction with the Director of Student Services to see if space is available. If space is not available, the student will be added to the waitlist.

### **Procedures for Course Request Changes AFTER the change deadline**

1. Students must meet with their school counselor.
2. Students will fill out the schedule change request packet completely, which includes securing all signatures. Students then need to return the completed form to their school counselor.
3. As part of the schedule change packet process, administrator approval is required in order for a change to be made.

4. Students must continue with their current schedule until they receive notification that the change has been made in SIS. Schedule changes proposed in the schedule change packet are based on space availability and are time sensitive.

### **Eligible Schedule Change Requests**

To minimize disruptions of student schedules and to maintain class size balance and continuity of instruction, changes to a student's schedule may be made for the following reasons only:

1. A course was put on a student's schedule they did not request (alternate courses count for requested classes).
2. A student needs to change course levels. I.E. Honors -> Standard
3. A student is missing a course needed for graduation.
4. A student failed or did not take a prerequisite course.
5. Student does not have the corequisite course.
6. A student's IEP or 504 was amended.
7. Student has been scheduled into a course previously passed.
8. Safety reasons requested by an administrator.

### **Ineligible Schedule Change Requests**

To ensure class sizes stay balanced and student instruction is not interrupted, student schedules will not be changed for the following reasons:

1. Change of mind.
2. Elective, teacher, lunch or class period/time of day preferences.
3. Unsatisfactory academic performance – (students are responsible for maintaining passing grades ALL year and seeking any assistance needed in order to pass; going against recommendation).

4. Requested a course but is no longer interested.
5. Drop or replace a class to improve GPA.
6. Student Conflicts - (students need to make their counselor and/or administrator aware of any conflicts, as soon as they occur, so they can be addressed immediately).

### **Granted Schedule Changes**

Students enrolling in a course after the start of the class are responsible for all course expectations. This includes coursework covered **prior** to the student's enrollment. The student is responsible for developing a work completion schedule with their teacher.