

Deleting/Adding Courses

As part of secondary progress, students at the secondary level have an option to delete and add courses at the beginning of each semester. It is the school counselor's decision as to when to allow students to change classes. However, the following are guidelines for all buildings:

1. Parents will be notified of all deletions and additions.
2. Students will be allowed to delete or add during the first two weeks of each semester. The buildings will decide the time frame and ensure it is in their student handbook and course catalog and communicated to students through newsletters and announcements.
3. Students requesting a deletion after the published time frame can be required to stay in the class assigned.
4. Students will also receive the appropriate grade for the semester if it is past the deletion time frame.
5. It will always be the principal's discretion to make decisions about individual students on a case-by-case basis, keeping in mind:
 - a. Placement;
 - b. Schedule openings;
 - c. Building procedures; and
 - d. Supervision of students.