

## Johnson Middle School's Schedule Change Policy

### **Registration Policy and Procedures**

During the Spring semester, students register for their elective classes. Students are advised of their academic standing and promotion requirements through classroom visits and advisory meetings. During the Spring Semester, students listen to a presentation from the counselors and are given an opportunity to select their elective courses. At this time, students select which courses they prefer to take throughout the school year. Classes requiring an application (Spanish, Advanced Art, Yearbook, etc.), or audition (choir, jazz band, etc.) will be assigned by the counselors accordingly and placed on the student's schedule. The registration process helps us plan the number of sections we need for classes while maintaining class size per Statute.

Students will receive their course schedule on registration day in August. All schedules are reviewed by the counselors for accuracy. There should be very few schedule changes necessary as students request the courses they wish to take. Counselors make every effort to give students their elective choices, but this is subject to availability and class size limitations.

### **The below are examples of why a schedule would require a change:**

1. Student is missing an English, Math, Science, or Social Studies Course
2. Student is placed in a course without meeting the pre-requisite (placed in Spanish 2 without taking Spanish 1).
3. Have more/less than seven class periods - All students are required to have 7 classes (4 Academic – Math, English, Science, Social Studies and 3 Electives)
4. PE is on your schedule, although you completed, submitted and were approved for a PE Waiver
5. To balance class sizes
6. Student has already successfully completed the course

### **The below are some examples of why a schedule change would not occur:**

1. Student/Parent does not like the teacher.
2. Teacher gives too much classwork/homework.
3. Student wants to be in the same class as friends.
4. Student is no longer interested in their elective.

If a concern arises with a class, we ask that the student and parent discuss the situation with the teacher prior to requesting a change. If a matter is not resolved, the next step would be to contact the grade level counselor to schedule a meeting. All efforts and attempts to resolve a parent/student concern will be exhausted prior to changing a schedule due to the disruption and the limitations faced with class size and teaming requirements. Any schedule change that is initiated may completely disrupt a student's schedule and may not be possible. **All schedule changes must be approved by an administrator.**

Course changes must be completed **within the first 10 days of each semester**. To schedule a meeting with a teacher or counselor, please contact the guidance department or the appropriate grade-level counselor for the current School Year.