

Drake High School PROGRAM CHANGES COURSE WORK OUTSIDE OF DRAKE HIGH SCHOOL

Students participate in selecting the courses for the following year in January of the previous year. These courses are then made available for students to verify several times in the spring for confirmation of the courses selected. **Any changes to course selections MUST be made in the spring prior to student schedules being provided in August.** Student schedules are then provided online for students to review the week prior to the first day of school in August. Only errors in student schedules will be entertained for a schedule change in August. All concerns regarding student's schedules must be raised the week prior to school opening.

Board Policies regarding schedule changes and grades.

In order to allow class enrollments to be verified and necessary changes to be made, no student-initiated changes will be made during the first two (2) days of any semester (BP 5121e).

Student initiated changes may only be made under unusual circumstances and must be made by the fifth school day of the new semester. Student initiated changes in teacher and/or period will not be considered. If a course is dropped, a new course needs to be added to ensure students maintain a schedule of six (6) classes.

Teacher initiated changes may be made within the first marking period. This pertains to both course, section changes in or out of the teacher's department. Teacher-initiated changes to transfer a student to a different course level within the department shall be considered at any time to benefit student learning. The student's "grade to date" in the original course may be included in the final grade completion.

Within five days of the student's receipt of the first marking period report card of the semester, a teacher, after consultation with the student, parent/guardian and counselor, may recommend "Audit." The student is still enrolled in the class and subject to all requirements of the course but without a letter grade. If the Audit provisions are not fulfilled, the Audit reverts to "D" or "F". A withdrawal may be given under unusual circumstances. Administrative approval is required for students to drop a class after the first week following the first grade report.

Classes Taken Outside the High School

Credit toward graduation may be awarded for completion of a university, college, community college, or online course, but prior approval is mandatory. These courses must be taken in an institution with UC/CSU "A-G" approved course and be accredited. An appropriate program must be approved by the counselor and recorded on the student's current schedule of classes. For credit, the student must submit a transcript of the completed work to the Counseling Office. Arrangement for transfer of this credit is the responsibility of the student. Students may receive high school credit only for courses not offered at Drake High School.