

## Smyrna High School Schedule Change Guidelines

The scheduling process allows students and parents, in cooperation with the school counselor, to choose the appropriate classes and alternates that will prepare students for graduation, college, and career. Once schedules are completed based on students' requests, the school staff begins the process of assigning teachers to classes, ordering books, and preparing classrooms. Therefore, there will be no schedule changes once a schedule is in place, other than for the following exceptions:

- Balancing classes to prevent overcrowding at the request of administration
- Result of a disciplinary action by the administration
- Level changes with parental consent (see below for more details)
- Adding Career Work Experience (Co-op), Student Aide, or Early Release. This option is for students in a senior homeroom ONLY.
- Student does not meet the prerequisite for a course
- Lack of required courses needed for graduation
- If a student is assigned to a teacher with whom they took a class and failed, every effort will be made to re-assign the student to a different teacher.

Schedule changes are ONLY made for **academic purposes**. The following list represents examples of reasons that are **not** considered acceptable for schedule changes:

- Student/parent does not like the teacher
- Student/parent does not like the teaching style
- Teacher is "too hard" or "too strict"
- Teacher gives too much work
- Student is failing the class
- GPA is being affected
- Student wants a different lunch

**Since class changes will not be made for the reasons listed above, students and parents should assess their abilities and goals, while carefully requesting courses for each school year.** Students should pay special attention to course level (College Preparatory, Honors, Advanced Placement, Dual Enrollment), career pathways, graduation requirements, and NCAA eligibility.

### **Level Changes:**

Level changes may be made up to six school days after issuance of the first report card. These changes will only be considered at the written request of the parent and if there is room available in the requested course. Level changes after that period will be limited to cases with extenuating circumstances at the discretion of the administration. Grades earned in the initial course "follow" the student to the new course.