

ERHS

Schedule Change Policies

El Rancho High School strongly advises students to choose classes carefully during the spring scheduling process. Students **MAY NOT** make schedule changes later, as allocation decisions for the following school year are based on student course requests.

The following outlines El Rancho High School's normal scheduling process:

Spring - Counselors meet with students to program classes for the following school year.

July/August- Changes to students' schedules will be made based on summer school courses completed and passed.

August - Students will receive their schedules during enrollment week. Specific enrollment times are included in the enrollment packet mailed to students in July.

Schedule Adjustments

Schedule adjustments will **only** be made during the first week of the semester if:

1. A student is enrolled in the incorrect course level and/or does not have the necessary prerequisites.
2. A student is scheduled into an incorrect course (data entry mistake), or has two courses scheduled during the same period.
3. A student is missing a class required for graduation.
4. A student has fewer than 6 classes.
5. A student enrolls in athletics (NEED approval of coach).
6. Summer school coursework necessitates a change in the student's schedule.
7. An administrator must level the classes (balance).

Below are some examples of situations that **Will NOT** result in a schedule change

- A desire for another instructor (teacher counts are monitored very closely)
- Student is failing and/or concerned student will not graduate (students are responsible for maintaining passing grades and will not be dropped from a class to avoid a failing grade)
- Requested the course but do not need the credit
- Requested the course but no longer interested in the subject
- Need to drop a class to improve GPA or enroll in a class to raise GPA
- Student is experiencing conflict with other students in the class (student needs to discuss conflicts with grade level dean for conflict resolution rather than schedule change)

In addition, schedule adjustments during the first seven weeks require an Add/Drop form that includes the following information:

1. Teacher/Counselor initiated level change for a student.
2. Open 6th period for seniors who have completed their athletics season and are on track for graduation.
3. Error in schedule.
4. Students enrolling in athletics (NEED approval of coach).
5. Zero Period students demonstrating poor attendance.

An **Appeal** form (available in the Guidance Office) needs to be submitted to the counselor for all other requests **before the end of the 7th week of the semester**. An administrator shall investigate the appeal, consult with the teacher and grade level counselor, and make the final decision.

Dropping A Class

1. **Classes may not be dropped after the 7th week.** Drops made after the 7th week will result in a failing (“F”) grade for the semester.
2. Drops made after the first week of school require a completed Add/Drop form. A withdrawal (“W”) grade may be given and will appear on a student’s transcripts affecting the overall GPA.

