

## COE-BROWN ACADEMY SCHEDULING POLICIES

### Student Scheduling Process:

Coe-Brown Northwood Academy develops a master schedule that is based upon student course selection during the registration process. The counselors meet with students individually in an effort to provide them with some specific and personalized direction relative to this process. It is equally important that parents understand and become involved in helping their students make appropriate choices.

A word about the process may be helpful in creating understanding of the importance of making appropriate initial choices. The selections that students will be asked to make are extremely important and serve as the basis of all scheduling for the upcoming year. It is for this reason that initial selections must be taken seriously and, with very few exceptions, changes cannot be made to these preliminary course selections. Based on the preliminary data that is collected from the students we will determine staffing patterns and assignments from which the master schedule will be built. For obvious reasons, students may not be able to go back and make changes to their initial selections as classes will be filled.

Obviously, we will try to build in some latitude to accommodate students who:

1. Face an irresolvable schedule conflict due to the development of the master schedule
2. Request a course that is later cancelled due to insufficient enrollment.

With this in mind, students and parents are strongly encouraged to carefully review the course selection sheet prior to signing it. **Courses selected during this registration process are considered to be final choices and the course selection sheet signed by both student and parent is considered to be contract commitment.** Failure to turn in this sheet could mean the student's loss of opportunity to take the classes he/she wants or needs. Sufficient time, information, and assistance are offered during this process therefore students are expected to make a full commitment to each course selected.

### Course Changes and Drops:

During the first five days of each semester, the Counselors will be available to meet with students to explore the possibility of changes the students want or need to make. The selection of appropriate course levels is based on the teacher recommendation as indicated on the course selection sheet. If the choice is made to disregard this recommendation, the student will be supported, but remain in their selected course for its duration.

Level changes for misplaced students can be initiated **by teachers** for students who have followed the course recommendation, participated fully in the class, completed all work to the best of their ability, sought extra help from the teacher, and it is determined that the student is inappropriately placed. All such changes must be made before the end of the Semester 2 drop/add period.

### Failure of a Prerequisite:

A course that has a prerequisite may not be taken until the prerequisite has been successfully completed. In some cases, this may mean attaining a certain grade in the prerequisite course aside from just passing the course. Students who fail required classes and do not attend summer school, may have to find alternative ways to complete this course if there is no available space left in the class at Coe-Brown.