

## Edison High School

### Add/Drop Policies and Procedures



Schedule changes may only occur during the first three weeks of the Fall Semester (2nd Semester this does not apply to yearlong classes). Schedule change requests are used when there is an error on a student's schedule. Errors do not include teacher preference or zero period requests. The guidance specialists will try to work with a student's schedule to accommodate the request, but **it is not a guarantee that the change will occur** due to class availability. Schedule change requests by phone or email will not be honored.

Many students have to undergo schedule changes involuntarily to help balance the master schedule. This is disruptive and in some cases upsetting to students, but it is an unavoidable part of meeting everyone's needs in a comprehensive high school. We apologize for the inconvenience that this causes. You will find that class leveling occurs in virtually every school early in the school year.

#### Schedule Changes after the Third Week of the Semester (AR 5121)

- After the third week of the semester students should be appropriately placed and expected to remain in all courses until earning a final grade for the transcript.
- After the third week of the semester parents, students and teachers may not initiate dropping a student due to a low grade in the class.
- After the third week a notation of "W" or "WF" shall be entered onto the withdrawing student's permanent transcript. Any program change after the third week will be limited to exceptional student behavior problems, not poor performance or poor attendance by the student.
- After the third week a teacher having an exceptional circumstance in student behavior, and with Assistant Principal of Guidance approval and prior notification of possible failure (4 ½ week report, 9 week report, 12 week report and/or documented parent conference/s), may assign a grade of "WF" (withdrawal/failure) for the permanent record (transcript). A grade of "W/F" is permanent and shall be computed as an "F" grade in all Grade Point Averages.

