



PALMETTO MIDDLE SCHOOL SCHEDULE CHANGE POLICY FOR ALL CLASSES

As personnel, facilities, and material resources are assigned to the school based on student's course choices, it is imperative that students choose courses carefully (including alternates). Low enrollment or teacher availability may cause some courses to be canceled. Changes to student schedules create an impact on many other courses, and therefore will be made based on availability. Schedule change forms are available at www.palmettomiddle.com (STUDENTS' TAB). Schedule changes are approved by the student's School Counselor.

I. Unacceptable reasons for requesting a schedule change from a course:

- Student wants a different teacher.
- Student wants to be with friends.
- Student wants to change a class because he/she does not want to do the class work or has not done reading / required work.

II. Within the first ten instructional days of the school year:

- During the first ten days of school, schedule changes will **NOT BE PROCESSED** due to new student registration unless student is missing a course or incorrect level of academic course.

III. After the first ten instructional days of the school year:

- A parent must submit a written request, providing a valid explanation for the schedule change request to his/her student's counselor.
- Any core or elective schedule requests will be considered. The change will be made depending on class size, reasons for change, and results of the change on the overall schedule.
- Before approving the change, the reason for the schedule change in conjunction with the student's past academic history, absences, and use of tutorials and interventions will be reviewed.
- Thereafter, a student-teacher-counselor-parent conference will be held. Options to be discussed at the conference include:
 - developing a plan for the improvement of the student's performance that includes alternative instructional strategies, student attendance, student effort, student utilization of tutorials and other interventions, and specific target dates for progress reports to student and parent;
 - or
 - exiting the student from the course and placing the student in another appropriate course based on the student's past academic history.

III. Appeal Process for Denied Schedule Change Request:

- Parent must submit a written request, provide a valid explanation for the schedule change request to be reviewed to the Assistant Principal of Curriculum. The administrator will take the appropriate action.