

**Student Schedules (Administrative Rule)**

**Code #343.05AR**

Procedures for Changing Student Class Schedules

Much time and effort is spent in pre-registering and scheduling Tri-County Area School District students. Class requirements and electives are discussed and alternatives presented. The decisions made jointly by students and parent(s)/guardian(s) in the spring must be abided by in the fall.

Any class changes that are made from the initial schedules issued to students must be decided upon in conjunction with the school counselor and/or principal, and are strongly recommended to be made within the first three days of each semester. As a general guideline, quality reasons for changing a class would include scheduling conflicts or the necessity to repeat a class due to prior course failure.

Classes dropped because of student request after the first two weeks of each semester will result in a grade of "F" on the permanent student record. Year long courses (such as Band, Biology, Algebra, English, etc.) cannot be dropped after the first three weeks of the first semester without resulting in a grade of "F".

The principal may consider an exception when the class withdrawal focuses on the particular needs of the student, parent(s)/guardian(s), and/or teaching staff.

This procedure shall be published in the student handbook(s).

Prior Approval:	June 29, 2010
Attorney Review:	December 2015
Approved:	January 26, 2016