Schedule Change Procedure

Hillsboro High School

**Prior to requesting a schedule please read through the following procedure.**

Prior to the start of school counselors did their best to honor student’s forecasting requests and build the best schedule for each student. Please realize that several classes were cut due to a reduced budget for the 2013-2014 school year. **A student who drops a class after two weeks into the semester will receive a WF for the semester, regardless of current grade in the class, unless the teacher or counselor indicates no penalty (WP) due to extenuating circumstances, in some cases a doctor’s note may be required. The WF will appear on his/her transcript and impact a student’s GPA in the same was as a F. February 14, 2014 will be the last day for students to drop classes without a penalty.**

**Schedule change requests will be considered if:**

* One or more “See Counselor” appears in the schedule or a period is missing (if this is the case, it is likely that none of the electives or alternate choices were possible).
* Extenuating circumstances exist

**Schedules cannot be changed for the following reasons, regardless if it’s before the 2 week class change cut off:**

* Requesting a specific teacher. Due to class sizes students must be evenly distributed throughout sections
* Lunch periods will not be changed
* Changing an unwanted elective or an additional core classes such as a 4th year of math or science. It is possible that a student may have received electives for which he/she did not forecast for. This is due to limited space in classes or a schedule conflict making it impossible to fill a schedule hole with a requested class.

**Common reasons for a schedule change request and likely outcomes:**

* **Illness:** Student, parent, teacher, and counselor collaborate to determine the most appropriate plan to meet the student’s needs. Plan may include classroom accommodations, consideration of a 504 plan, dropping class.
* **Difficulty level of class:** Student and teacher have the option to complete a “Plan for Success” worksheet. A timeline of 2-3 weeks is developed and implemented. If a consensus is not reached or the plan implemented is not successful, the counselor will work with the administration and make a decision whether to honor the change, modify the plan, or take additional steps to resolve the problem.
* **Unnecessary for graduation:** If the additional core class was forecasted, no schedule changes will be made.

Counselors appreciate your understanding and cooperation with the following procedures. Due to limits in class options these steps are necessary. Additionally counselors hope to reduce the amount of time spent on schedule changes to focus on career/college guidance and planning, promote positive study habits, and monitor graduation progress.

Sincerely,

Hillsboro High School Counselors

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Schedule Change Request Form

Hillsboro High School

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procedure regarding a schedule change: Prior to any change, one or more of the following steps must occur. Since each situation is different, your counselor will advise as to which steps are necessary.

* Student contacts counselor for change proposal Date\_\_\_\_\_\_\_\_\_\_

Recommendation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Teacher and student meet to discuss concern(s). Date\_\_\_\_\_\_\_\_\_\_

Recommendation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Parent and student discuss proposed change Date\_\_\_\_\_\_\_\_\_\_

Recommendation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreements/Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Changes will not occur until all signatures are obtained and the form is returned to the counselor.**

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Student Signature Parent Signature

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Counselor Signature Admin Signature

**Counselor use only:**

Decision:

* Student stays in class
* Withdraw with an ‘F’ grade (WF).
* Withdraw without penalty (WP) due to extenuating circumstances, administrator approval required

Class & period to Drop:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class to add: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Are you a current participant or ever plan to participate in athletics (sports, cheerleading, dance team, band) during your high school career? Yes\_\_\_ No\_\_\_
* Does this schedule change result in reducing your schedule to five classes or less? Yes\_\_\_ No\_\_\_

If you answered yes to either question you must obtain the signature of the Athletic Director

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Athletic Director Signature Date