

SCHEDULE CHANGE POLICY

The master schedule for all classes offered is the end result of months of planning, student/parent opportunities for guidance, student choices for classes, and staffing needs of the school. As a consequence of this extensive planning, **schedule changes will not be made after registration**. Class changes will not be granted to accommodate a change in a student's lunch period or to request a specific instructor. Due to the requirement of the number of hours needed to earn credit prescribed by the Nevada State Department of Education, no student may change or withdraw from a class after the first 18 days of the semester. Students who withdraw from a class after the 18 day limit will receive a failing grade on the semester transcript as part of their permanent record. Request for schedule changes are considered only during the first 18 days of the semester and are granted only for the following reasons:

- ✓ Minimum competency preparation for the Nevada High School Proficiency Examination.
- ✓ Graduation requirements.
- ✓ Misplacement in an academic area according to ability.
- ✓ Successful completion of external / concurrent credit course.

* The administration may, due to increased/decreased enrollment and staff changes, balance classes by transferring students from one class and/or teacher to another section of the same class. Every effort will be made to ensure a smooth transition for students. Students will be expected to remain in year-long courses for the **entire school year**. Exceptions (graduation requirements, misplacement) will be handled through regular schedule change procedures.