

Using the Program of Studies

Students are expected to give serious consideration to their course selections. Students should involve parents, teachers, and school counselors in their decision making process. Once a student has selected his/her courses and has entered their course requests, he/she is expected to follow through with their original course selection with the following exceptions:

- A student has completed and passed a course in summer school
- A prerequisite has not been met
- A course has been canceled

Scheduling errors will be adjusted by the school counselors to the best of their ability before the beginning of school. Course issues and concerns should be brought to the school counselor's attention as soon as they occur. When necessary, school counselor and administration will determine the best method to resolve scheduling issues.

Action	Deadlines	Requirements	Important Comments and Notes
Course Selection	Second Semester	<ul style="list-style-type: none"> • 8th Grade teacher recommendations • MCAS Scores • Others vary by course 	<ul style="list-style-type: none"> • Previous grades, teacher recommendation, MCAS scores • Course level selection must be consistent with demonstrated ability and past performance
Course Changes	6 th day of course	<ul style="list-style-type: none"> • Parent signature • Student must present solid rationale for the course change • Forms available in Counseling Office 	Acceptable Rationale: <ul style="list-style-type: none"> • Scheduling errors • Final Summer School adjustments • Misplaced levels • Career goal changes for which a course change is absolutely necessary • Student previously failed the same course with the same teacher
Add Courses	6 th day of course	As in "Course Changes" above	Full year and semester courses can only be added within the first 6 days of the semester
Drop Half Year Courses	End of the 5 th week of Semester 1 or Semester 2	Signatures from: <ul style="list-style-type: none"> • Teacher • Parent/Guardian • School Counselor • Director 	A student cannot drop a course if: <ul style="list-style-type: none"> • Dropping course will result in less than 5 classes • The request is made after the deadline • The proper signatures are not obtained
Drop Full-Year Courses	End of Semester 1	As in "Drop Changes" above	As Above
Change Levels for Half Year Courses	End of the 5 th week of Semester 1 or Semester 2	Signatures from: <ul style="list-style-type: none"> • Teacher • Parent/Guardian • School Counselor • Director 	<ul style="list-style-type: none"> • Change of levels will be done if students demonstrate clearly that the level they are seeking is consistent with their documented ability • Students must first discuss their reasons for the level change with the teacher
Change Levels for Full Year Courses	End of Semester 1	As in "Change Levels" above	As Above