

# Fairport High School

## Schedule Change Procedures 2024-2025

All schedule change requests must be submitted to the student's counselor on a Schedule Change Request form, which is available in the Counseling Office. Signatures of parent, student, and teacher must be included before the request will be acted on.

### Course Load

All students are expected to take the following course load each semester:

6 courses plus Physical Education

Students who are taking 2 or more AP and/or SUPA courses are allowed to take 5 classes plus physical education each semester.

### Course Adds

For 1<sup>st</sup> semester and full-year courses, students may not add courses after September 10.

For 2<sup>nd</sup> semester courses, students may not add courses after February 3.

### Course Drops

- ⇒ No drops will be allowed until a student has attended class at least three days.
- ⇒ During the first five weeks of a course, students may drop a course with written approval from teacher, parent and counselor on the Schedule Change Request form. In order to drop a course, students must still maintain the minimum course load. During this time period, a dropped course will not show on a student's report card or transcript.
- ⇒ For **full-year courses**, approved drops that occur after the fifth week of class (October 4) and on or before February 14 will result in a W appearing on the student's report card and transcript. **No** drops will be allowed after February 14.
- ⇒ For **first semester courses**, approved drops that occur after the fifth week of class (October 4) and on or before November 20 will result in a W appearing on the student's report card and transcript. **No** drops will be allowed after November 20.
- ⇒ For **second semester courses**, approved drops that occur after the fifth week of class (March 7) and on or before April 16 will result in a W appearing on the student's report card and transcript. **No** drops will be allowed after April 16.

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## Schedule Change Procedures (continued)

### Level Change Requests

If parent, student, teacher, counselor, and administrator agree that a level change is necessary, the change can be made without a conference. If any of the parties are in disagreement, a conference will be held to discuss the proper course placement. In Science and Math, no level changes may take place after December 4, 2024. In English, Social Studies, and Foreign Language, no level changes will be allowed after the beginning of the second semester (January 27, 2025). Level changes from Local to Regents Science will not be permitted after October 4, 2024. Level changes from SUPA Economics to Economics will not be permitted after September 27, 2024 for 1<sup>st</sup> semester classes and February 28, 2025 for 2<sup>nd</sup> semester classes.

If a student changes levels in a course (ex., Honors to Regents, Advanced Placement to Regents, Regents to Local) on or before September 27, 2024, no grades will be transferred to the new course. If a student changes levels after September 27, prorated grades will be transferred to the new course (ex., if a student changes levels during the 6<sup>th</sup> week of the course, 60% of the marking period grade will come from the initial course). Once a student changes levels, the receiving teacher will have discretion regarding make-up work and re-testing.

### Teacher Change Requests

**Fairport High School does not encourage or promote teacher changes.** However, if a student has been assigned to a teacher for the second time and prefers a different teacher, a change may be allowed during the first seven days of the course. To request this change, a written justification outlining the concerns must be submitted to the student's counselor. All other requests for a teacher change will be handled in the following manner:

1. A conference will be held involving student, parent, teacher, and counselor to discuss concerns.
2. At the conference, a contract will be drawn up outlining specific actions to be taken to remedy the problem.
3. A time frame will be established to implement the actions agreed upon.
4. If at the end of this time frame the student and parent believe that the problem has not been resolved, they must submit a written request for a teacher change to the building principal who will make the final decision.