

OKEMOS HIGH SCHOOL

DROP/ADD POLICY

DROPS AND ADDS IN THE SUMMER

Students may drop and add classes for both semesters according to the summer drop and add procedure, which is outlined in a letter home to students and parents/guardians in early June. Drops and adds will be considered according to the following guidelines:

1. Physical inability to take a class due to accident or illness is reasonable cause for a schedule change.
2. Special education caseload students may only change their schedules in consultation with their counselors and resource teachers.
3. Any student whose schedule reflects an obvious error may change the schedule.
4. A change in a student's academic standing as a result of classes taken over the summer may cause a schedule change. A lack of a prerequisite for a course may cause a schedule change, as well.
5. Some drops and adds may be considered to accommodate other requests to alter schedules. However, the ability to honor such requests will be limited, based on an effort to balance classes and balance teachers' overall assigned student loads to create an optimal learning environment.
6. The disparity in class size between the same course offered the same hour at the high school cannot exceed four (4) students.

Note: In attempting to change a student's schedule in response to a student request, a disparity that exceeds four (4) students between two sections of the same course in another class hour cannot be created.

Any request for a schedule change should be accompanied by a form signed by parents/guardians. Such forms will be available in the guidance office or online.

DROPS AND ADDS AFTER THE SCHOOL YEAR HAS BEGUN

No classes will be added to a student's schedule for either semester once the school year has begun, except:

1. For credit to be earned in co-op, work experience and community service when this is done within the first twenty (20) days of the semester.
2. In the case where a guided study hour or reduced schedule is added in place of a class within the first twenty (20) days of the semester. However, the addition of one of these placements in a student's schedule must be made in the hour of the school day in which the class that is being dropped occurs.
3. A class may be added in place of a guided study hour within the first ten (10) days of the semester. However, the guided study hour that is dropped must not be a guided study hour that was added earlier in the drop/add process in the place of a course for credit.
4. A student may drop a second semester course and replace it with a new course in order to continue or discontinue a course of study within the first ten (10) school days of the second semester. Requests to withdraw from a year-long course require permission from the classroom teacher and approval of the building principal. In most cases, students withdrawing from a year-long course will be placed in a guided study
5. Requests for schedule changes in cases involving inappropriate placement of a student in an academic area, emergency situations, and exceptional cases, will be considered by administration on an individual basis throughout the semester.

ADDITIONALLY:

1. Drops from class after the twentieth (20) day of the semester will result in an academic failure in the course dropped and the student will be allowed to add only a guided study hour in place of the course dropped.
2. A student may elect to take a course on a credit/no credit basis, if the option is elected within the first twenty (20) days of the semester.
3. A student may drop a course to audit a course, with approval of the teacher of the course to be audited, within the first twenty (20) school days of a semester.
4. In all cases, a student must begin a drop/add request with a contact with his/her counselor.
5. Counselors will inform students for whom a drop/add request is written to continue with their schedule until officially notified of the approval of the drop/add request.
6. It will be the responsibility of the student to contact the registrar to determine whether the drop/add request has been approved or denied.

ATHLETIC ELIGIBILITY

In order to maintain continuous athletic eligibility, a student is required to be enrolled in, and successfully complete four credit-bearing courses each semester. Please see MHSAA guidelines.