

DROPPING A CLASS

Students may drop a class in the first week of a semester and pick up a replacement class, provided there is room in the replacement class. A parent note is required for this or any other schedule change. Students will be expected to make up all work missed the first week of the semester of the new course. Students who drop a class after the first week of a semester will receive an "F" for the semester.

Dropping Students for Disciplinary Reasons / Student Removal

A student may be dropped from a class with a failing grade due to disciplinary reasons. If a student is a consistent discipline problem, the following procedure will be followed:

1. Teacher will work with the student and contact a parent.
2. A conference will be held involving the teacher, student and associate principal.
3. A letter will be given to a building administrator by the teacher explaining the discipline problem(s) and request the student be removed immediately if there is no change.
4. The student will be removed from class with a failing grade.
5. The administration has the right to immediately remove a student permanently from any class.