

Questions/Concerns

Counselors will be meeting ***individually*** with all students beginning on Tuesday, March 2nd. If there are specific questions that remain unanswered following the **class meetings and parent meeting**, please note them on this sheet and we will discuss them with your child during the individual student meetings. Due to the large number of students we have to accommodate, individual parent meetings regarding scheduling are not possible. Thank you for your cooperation!

Leo Jr/Sr High School Schedule Change Policy

The expectation for scheduling is that students and families have made a concerted effort to choose the appropriate classes and alternates that will prepare them for graduation, college and/or the workforce. Teachers and counselors are available through class meetings, individual student meetings and group parent meetings to assist. Once student requests are completed and signed, the master schedule is created based on those requests. Teachers are hired, books are ordered and classrooms are prepared. When changes are made, it causes a ripple effect. It impacts the equitable distribution of class size and school resources. Therefore, as it has been our standing policy, there will be no schedule changes once a signed request is in place other than for the following exceptions:

Exceptions for Schedule Changes:

These exceptions may only take place within the allotted 1-week time frame at the beginning of the school year:

- Lack of required courses needed for graduation
- Incomplete schedule (missing periods/classes)
- Student was placed in a course they did not choose on their selection sheet and there is room in another course that will not negatively impact the master schedule
- Balancing classes to prevent overcrowding at the request of administration
- Level changes (within a department based on academic performance) will be made with the teacher's input and recommendation.

Thank you in advance for your understanding and cooperation.