

REPORTING TO PARENTS

The registration of students for their course of study is an important phase of the educational process. Responsibility for the development of student schedules shall be a shared responsibility between parents, students, and school personnel. A close working relationship between home and school will increase the educational opportunity and progress of students.

Registration forms shall be available to parents for completion and approval of the course of study selected by students. Alternate classes should also be selected and approved by parents. There are times when it is not possible to accommodate all first choices in a student's schedule.

When a schedule change involves a change of course content or level, there shall be parental approval. Means of communication regarding schedule changes can be accomplished in a variety of ways such as:

- parent conference
- phone conference
- note from parent
- completion of schedule change form

At the beginning of a school year or semester, some schedule changes are necessary to balance classes, to correct errors, to add or reduce teaching staff and/or to meet student requests. It is the responsibility of students to inform parents of such schedule changes where there is no change in course content or level.

Parents should be informed that a schedule change, if desired, should ideally be effected before school starts.

Some courses have prerequisites. It shall be the function of the school to explain prerequisites and review the progress of students in subject areas being considered. Where a prerequisite has not been met and a written parental request for the student's enrollment in a course has been initiated, the parental request shall be reviewed by the counselor and/or site administration.

Board of Trustees

July 14, 1983

Reviewed: April 10, 1986

Reviewed: February 22, 1990

Revised: August 1993

Reviewed: August 2001

Revised: December 2004

E