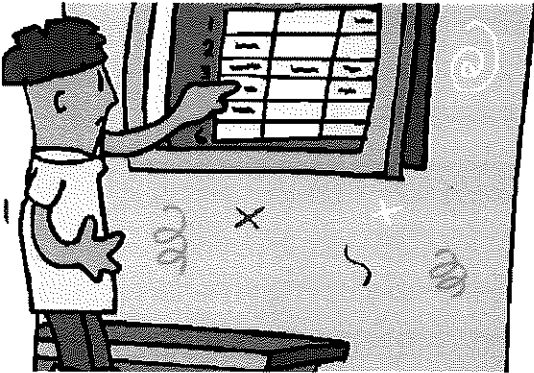


## Schedule Change Policy

At Hamilton Middle School, we seek to create a well-rounded, student-centered, academic program through our scheduling process. Our courses are based on enrollment, student interest, and faculty speciality. **This year, we seek to minimize the amount of schedule changes thus ensuring limited disruption to your scholar's academic experience. The process for changing schedules is outlined below:**



**Reasons for schedules to be considered for a change/amendment:**

- ★ *The student's test scores and related academic data indicate a need to change her/ his class;*
- ★ *There is a documented medical condition or concern which requires an immediate change or modification;*
- ★ *The school, with prior parent notification, needs to reduce class sizes or fix a scheduling issue/conflict;*
- ★ *The student has a specialty ( ex. plays an instrument) and needs a class change to be in the class*

**Schedule changes will not be granted under the following circumstances:**

- ★ *The scholar prefers one teacher over another*
- ★ *The scholar wishes to be in classes with certain students*
- ★ *The scholar wants to have a class at a certain time of the day (i.e. "I prefer to have math in the morning")*
- ★ *Wanting to change an elective that is for the trimester*
- ★ *The scholar earns low grades/ does not participate*

**Note: Administration reserves the right to change individual scholar's classes, with prior parent notification. Schedule changes will occur within 24-48 business hours of being approved. When the change is within a week of a new grading period, Administration reserves the right (unless medically necessary) to complete the change by the next marking period.**