Mid-Semester / Mid- Year Drop Policy

Once a student is registered for their class(es), they have 5 day (from the beginning of each semester for semester long classes of 5 days of the school year for yearlong classes) to make corrections to their schedule without penalty. After the 5 days, they are expected to complete their courses for grades and credits. However, if a student would like to drop a course mid-semester/mid-year, the following procedures and policy will apply.

Courses dropped after the first five days of the semester fall under the Mid-Semester Drop Policy.

1. “Dropping a course” conversation is initiated.
	1. A student may initiate this conversation with the teacher and/or school counselor.
	2. A parent/guardian may initiate this conversation with the teacher and/or school

Counselor.

1. A meeting must be arranged between the teacher, counselor, parent/guardian, and student.
2. An action plan must be developed at this meeting for a specified length of time. Action plan

can included but is not limited to:

* + Outside Tutoring (must show proof of outside tutoring)
	+ Attending tutoring session offered by the school (must demonstrate proof of attendance)
	+ Coming in before and/or after or school or lunch to received support from the teacher
	+ Making sure all assignments are completed

4. Outcome:

* + If the action plan was followed for the specified length of time, and the student is still struggling, the student can be approved to drop the course.

**A “W” for Withdraw will be posted to the official high school transcript.**

* + If the action plan was not met as designed, for the specified length of time, the student can elect to drop the course.

**An “F” grade will be posted to the official high school transcript.**

* + Student will remain in the course.
	+ Student will change placement into a like-kind course (AP to regular; math to math, etc). The grade in the student’s current class with transfer with the student to the new class.

\*\* If the student/family do not wish to follow the steps outlined above, they may drop the course and take the “F” grade on the official high school transcript. \*\*

If a student has a diagnosed medical condition that adversely impact class participation and no reasonable accommodations can be made, a student/family may request to drop the course. The request will be taken to the CATS team for consideration.

1. Outcome:
	* CATS team approves the request and the student can drop the course.

**A** **“W” for Withdraw will be posted for the official high school transcript.**

* + CATS team may request that the student/family begin the Mid-Semester drop policy as outlined above.

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|  |  |  |  |  |
| Student Name | Grade | Meeting Date |
|  |  |  |
| Course Description | Course Code | Teacher |
| Action Plan | Start Date:  |  |  | End Date: |  |

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| --- | --- |
| 1.  | All assignments must be completed and submitted on time.  |
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**Parent/Guardian and Student understand and will abide by the agreed upon action plan requirements.**

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|  |  |  |  |
| Student Signature |  |  | Parent Signature |

Outcomes:

 ⃝ Drop the course and post “W” to the transcript

 ⃝ Drop the course and post “F” to the transcript

 ⃝ Student will remain in the course.

 ⃝ Student will change placement into a like-kind course.

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| --- | --- | --- | --- |
|  |  |  |  |
| Student Signature |  |  | Parent Signature |
|  |  |  |  |
| Teacher Signature |  |  | Counselor Signature |