

HARLAN COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

<i>COUNCIL POLICY TYPE</i>	<i>POLICY NUMBER</i>
() <i>By-Laws (Council Operational Policy)</i>	
(X) <i>Function (School Operational Policies)</i>	<i>HC 020</i>

POLICY TOPIC DESCRIPTION

Determination of the Schedule of the School Day and Week

POLICY STATEMENT

Schedule changes will not be accepted or completed during the first **three** days of the school calendar. Schedule **elective request changes** will be accepted on the 4th and 5th day of the beginning of the school year to include all three trimesters. After the 5th day of the school year no new request forms will be accepted.

No schedule change request will be taken over the phone.

It is the policy of Harlan County High School that student initiated schedule change requests will not be made for reasons including **but not limited to** the following:

1. A specific teacher.
2. Change lunch periods.
3. Change to more convenient and / or desirable periods.
4. Group friends together in the same class.

Teacher signatures will be required for both the dropped and added course.

No schedule changes will be made in the core (Math, Science, English, and Social Studies) classes without a parent conference between the parent, Principal and / or Counselor.

Parent must set up conference time and date.

Principal or his/her designee reserves the right to change schedules on an as needed basis.

The SBDM Council will be responsible for approval of the school master schedule. The master schedule will include:

- Coordinating a lunch schedule for appropriate classes.
- Coordinating an itinerate-area schedule for appropriate classes.
- Provide equitable instructional time for all students to meet established content standards and to have enrichment and/or remediation opportunities.
- Providing equitable planning for all teachers.
- Taking into account all state or district mandated instructional time. (X number minutes of PE, etc.)

The Principal shall notify the school council if changes to the schedule are needed (such as increased student enrollment).

****This policy has been amended on June 25 2013.**

****This policy was amended on April 14 2015.**

Policy Title Determination of the Schedule of the School Day and Week		
8-3-10	10-12-10	11-16-10
1 st Reading	2 nd Reading	Adopted
Bob Howard	Bob Howard	Bob Howard
Council Chairperson	Council Chairperson	Council Chairperson

This policy was amended on June 25 2013.

This policy was amended on April 14 2015.