

# IMPORTANT SCHEDULING PROCEDURES AND PROTOCOLS

## **Course Planning**

The Nordonía High School curriculum contains a wide variety of courses. A descriptive paragraph in the [NHS Online Course Book](#) summarizes course content. (This can be found on the NHS Support Services website.) Specific prerequisites are also listed so that you know if you qualify to take a particular class. It is not always an easy task to decide which courses should be chosen and in what sequential order they should be taken. Course planning decisions must involve you, the student, your parents, your teachers, and your school counselor.

Many of the courses at Nordonía are open to all students during the four years of attendance, however, some are not. Please pay particular attention to the grade levels listed that are permitted to take each course. Your teachers will recommend specific courses for you depending upon assessed academic potential and past academic records.

In January, registration materials are made available for students to use when selecting courses to be taken during the next school year. Your proposed courses for next year must be reviewed by your parents, teachers, and your school counselor.

It is important to stress the seriousness of course registration. The complexity of scheduling for a school the size of Nordonía requires an early and accurate collection of student course information. The careful, timely planning of a schedule, gives a student the opportunity to select courses they are best suited for and interested in.

## **Schedule Change Requests**

During the time between course registration (February) and the start of the school year (August) students and parents may elect to change a student's schedule for the next school year. After the start of the school year, course changes will only be made if:

- 1) There is a scheduling conflict that cannot be resolved.
- 2) Changes are necessitated by failures.
- 3) Satisfactory completion of a course in summer school requires a change.
- 4) A technical error was made in the process of scheduling the student's request.

Schedule changes **after** the school year has begun are not permitted since a student's schedule is the result of careful planning by the student, their counselor, their teachers, and their parents, and critical staffing decisions were based on the student's course selections.

## **Changing Course Levels**

A student may move from one course to a more or less difficult one within a discipline through teacher recommendation only. Students should first demonstrate that they have completed all homework and sought additional help from the teacher or tutor. The teacher may initiate a level change at any time during the semester if the teacher feels the change is appropriate due to academic misplacement and after communication with the student's parents and counselor.