

Scheduling for Classes

It is the philosophy of Ferndale High School that students are responsible for choosing the classes that will meet their educational and career goals. To accommodate this belief we allow students to pick the classes they would like to take the following year.

During the spring, students will receive scheduling information for the following year from their counselor. This information will include a copy of their scheduling card, available classes, graduation requirement information, specific classes that must be taken, and any other pertinent information. In choosing classes it is highly recommended that students follow these steps:

- 1) Review four-year plan in portfolio to determine your progress
- 2) Sign up for any required classes that you failed
- 3) Review Talon and pathways documents to identify classes to take
- 4) Talk to your counselor for planning assistance or to ask questions
- 5) Review information with your parents

Once you have followed these steps, you will need to turn in your scheduling card with both your signature and the signature of a parent/guardian. You will be given a deadline in which to bring in your signed scheduling card, and it is up to you to ensure that this deadline is met. Students who turn in their scheduling card late will be scheduled after all other students have been scheduled. **Those students who fail to turn in a scheduling card will have their classes chosen for them, and will not be allowed to make schedule changes the following year.** *Scheduling for classes does not register you for the following September.* All students **MUST** register in August in order to receive a schedule. Please pay attention to registration dates and register in August so your schedule can be finalized before the first day of classes.

Schedule Change Guidelines

Due to the overwhelming number of schedule change requests that counselors get at the beginning of each semester, and because the master schedule is based in large part on student demand for classes, students will only be allowed to make changes in certain instances. A student's schedule change request must conform to one of the following guidelines. **In addition, changes will only be allowed during the first two days of the semester.** To initiate a change, a student must complete a "Schedule Change Request" form and return it by the deadline.

Changes will be made for the following:

- 1) Not scheduled into a required class.
- 2) Incomplete schedule.
- 3) Registered for duplicate classes.
- 4) Lacking a required prerequisite.
- 5) Running Start schedule change.
- 6) Previously failed a class with a teacher.*

Changes will not be made for the following:

- 1) To have a different teacher.*
- 2) To change lunches.
- 3) To take a class with friends.
- 4) You don't like the classes you signed up for

*Because of the size of the school and limited class sizes, requests for specific teachers cannot be honored. Exceptions will only be made when a student has failed a previous class with that teacher.

Scheduling for a Shortened Schedule

Students will be expected to sign up for a full schedule (eight classes each semester) during their freshman, sophomore, and junior years. Students who have senior standing may choose to schedule for less than a full schedule depending on the number of credits they still need for graduation. In those cases students may elect to have an "open period (s)" in their schedule.

Because of factors such as (but not limited to) class sizes, periods courses are offered, or other scheduling conflicts we cannot guarantee where an open period will appear in a student's schedule. All efforts will be made to schedule these "open periods" at the beginning or end of each day, however, the "open periods" may be scheduled at a time other than that based on the factors outlined above. *Students who have an "open period" will not be allowed on campus during that time.* Furthermore, students with less than seven periods in a semester will be considered part time students (see section on Full Time Status and Government Benefits)

Withdrawing from a Class

Students who withdraw from a class after the first twelve days of the semester and prior to the fourth week of the semester will receive a "W" on their transcript to indicate withdrawal from that course. If a student withdraws from a class after the first four weeks of the semester, the student will withdraw with an "F" grade, which will be affixed to their permanent transcript. Furthermore, any student who drops a class after the first twelve days of the semester will not be placed in another class. In those instances, the student's schedule will be changed to accommodate a late arrival or early release period, *and the student will not be allowed on campus during that period.* In order to withdraw from a class, the student will need to get a "Withdrawal from a Class" form and have both the parent/guardian and teacher's signature prior to processing of the withdrawal.

Year Long Courses

When a student signs up for a one-year course (for example Spanish 1) he/she will automatically be scheduled in both first and second semester sections of the course. If a student does not wish to take the second semester of the course, then approval must be obtained from the parent and the first semester teacher **prior to** the end of first semester. Exceptions to this will be made for students who have failed the first semester of the course, or if the first semester teacher recommends that the student not continue. Under these circumstances a student will not be allowed to continue into second semester without administrative approval.

Audit Status

Any student who enrolls in a class **after the first twelve days** of the semester will not be eligible to earn credit in that class, and will be placed on audit status. However, if, at the end of the semester, the teacher feels the student has demonstrated the ability and effort needed to meet the course requirements, the audit status may be removed and the student will be able to receive a letter grade and credit for the course. It is the student's responsibility to discuss the requirements for removing the audit status with his/her classroom teachers. Students who transfer from another school to FHS after the first eight weeks of the semester will not be placed in a class on audit status and will only be enrolled in courses in which they were currently taking at their previous school.

Transfer between In-District High School Campuses

Students have the option of transferring between FHS and other high school campuses in the district (such as Clearview HS and Windward HS). Students who wish to transfer from FHS to Clearview must follow the Clearview application guidelines, and will transfer on a space available basis at the beginning of each semester, or at Clearview's nine-week quarter mark.

Students who wish to transfer from Clearview to FHS may only transfer within the first twelve days of each semester. Students who wish to transfer to/from Windward HS must make a request with their counselor or Windward HS staff no later than one week prior to the beginning of classes for the current school year. No transfers will be allowed at any other time during the school year.

Transferring Credit from other Institutions

Current FHS students who wish to take a class (or classes) from other institutions or through summer programs, may, with prior approval, transfer the credit back to FHS under the following guidelines. Students are allowed to transfer to FHS a maximum of two credits while a student at FHS, and the credits must come from an accredited program or institution. Students who wish to transfer more than two credits must obtain administrative approval prior to beginning the class or program. This policy does not pertain to students who are enrolling in the Ferndale School District as a new student and transferring credit from their previous school, nor to students taking classes through Running Start.

Full-time Status and Government Benefits

Some government programs (including DSHS, Social Security, child support inquiries, etc) that provide assistance for students and their families stipulate that students must be enrolled in school full-time in order to qualify for benefits. Full time status at Ferndale High School is defined as attending seven or more classes each semester. If you are receiving any form of government assistance or funding, please check with your contact person to ensure that you are meeting that agency's definition of full-time status. Those students who are registered for less than seven periods will not be able to receive verification from the school that they are attending full-time.

Fees and Fines

Class fees are due starting the third week of each semester. The details of required class fees are listed in the course description. Any student taking a physical education class will have a lock checked out to them. If the lock is not returned in the allotted time, a \$10 fine will be assessed. All fines must be paid for a student to receive their transcripts and diploma. Questions regarding fines and class fees can be directed to the ASB office at 383-9281.

Counselor Confidentiality

Counselors at FHS adhere to a strict code of ethical standards as defined by the American School Counselor Association. This assures that when you talk with a counselor, what you share is held in confidence and is not repeated to anyone, including teachers, parents, administrators, or other students, without your written permission. Exceptions to confidentiality are:

- 1) You threaten to hurt yourself or someone else.
- 2) You report instances of child abuse.
- 3) If there is a court order to disclose information.
- 4) FHS Counselors sometimes collaborate and consult with each other in order to provide the best care possible for students.
- 5) Student provides a written release to allow the counselor to share information with other individuals or agencies.