



RAMONA JUNIOR HIGH SCHOOL

SCHEDULE CHANGE POLICY

Ramona Junior High School creates student schedules with careful consideration to each student's academic level and area of Interest. In order to provide consistency for parents, students, and teachers, schedule changes will be kept to a minimum. Before making a request, please review the information below to assure that you fully understand the Schedule Change Policy.

In the rare occasion that a schedule change is needed, a Schedule Change Request form must be submitted to the front office. No request may be made through personal meetings, phone calls, or emails. Once the proper form is provided to the front office, the students' records will be reviewed and a decision will be made regarding the request. A request does not guarantee a schedule change will occur.

WEEK	PROCESS
Week 1-3	Only appropriate schedule changes permitted
Week 4 and beyond	Only schedule changes that correct an oversight will occur. Highly unusual schedule changes shall only be authorized by Administration

Appropriate schedule changes are for the following reasons only:

1. Missing a period/subject
2. Duplicate class/period
3. Movement from an appropriate placement into a specialized program
4. Student requires a specific intervention
5. Student was inappropriately placed in the wrong grade level

Schedule changes not permitted:

1. Schedule matching with friends
2. Teacher preference
3. Arrange classes in a preferred order
4. Adding to an impacted class