

**CLASS SCHEDULES:
STUDENT**

It is the policy of the Colcord Board of Education that any changes to class schedules for students must be made during the first week of school. Class scheduling is an important and complex process. Every effort will be made to accommodate the student. The office will make changes during the first week of classes to balance out classes as deemed necessary to meet state guidelines. Students wishing to change their class schedule will be given the opportunity to do so during the first week of each semester. Class changes will be made with priority given to graduating seniors. Written parental approval is required for class changes. There will be no class changes after the third week of class unless deemed necessary by the principal.

Students who desire a change in their class schedule must obtain teacher and parent/guardian approval. If the change will eliminate a mandatory core curriculum class from the student's schedule, the student and the parents of the student will be provided with a statement informing the student and parent that the class may not be offered again at a time that is convenient for the student. If the student takes the class via concurrent enrollment after dropping the class at the local site, the student and the student's parents shall be responsible for all costs associated with the class.

The request must then be submitted to the appropriate counselor for consideration. The student will be informed if the change can be made but must adhere to the original schedule until notified.

REFERENCE: 70 O.S. §11-103.6
Atty. Gen. Op. 99-64 (1999)