



Dear Parents,

Each February, sophomores and juniors make their course selections for junior and senior year, respectively. Freshmen begin this process in the spring, after third quarter grades are submitted.

There are some policies and procedures regarding scheduling that all parents should know:

All courses are fully described in the Course Catalog. Just click on the link to open it. You should also review any Guides on the web site that are printed for students at your daughter's or son's grade level and the Course Request Form your son or daughter will fill out and that requires your signature.

Admission to AP or Honors courses is competitive. In senior year, the requirements are included in the course description in the Catalog. In junior and sophomore year, admission is based on a student's *grades at the time of application*, and a recommendation from the student's present teacher. Specific grades students need for admission to AP or Honors courses vary, depending on how many students apply and how many places are available. The decision of the Department Chair is final; once a class is full, no other student may be admitted. *Because schedules must be completed by the time school closes in June, fourth quarter grades or Regents grades cannot be taken into consideration.*

Requests to move students into or out of particular teachers' classes cannot be honored. Students may request courses, but they may not request teachers. Changing a course for such a request often involves changing a student's entire schedule, and it disrupts the balance of class size that we work hard to achieve for the optimal education of all our students. On the rare occasion that a parent may have a concern about a teacher, the Department Chair will serve as mediator to resolve the issue.

Occasionally, we have to cancel a course due to under-enrollment. Or, a student may have a course conflict – that is, two courses a student wants meet at the same time and there is no other section of the course available. In those instances, students will meet with me or with a guidance counselor to revise their selection. No student will ever be placed in a course without the student's full participation and consultation.

Students will receive a class list in June, and their actual schedule when they return to school in September. Only under rare and serious circumstances (for example, a student fails a course and needs to make up a credit in order to graduate on time), can schedule changes be considered.

Thank you for reading and understanding the school's scheduling policies and for your continued interest in your child's education.

Cordially,

Dennis Vellucci
Assistant Principal for Academics