

## Johnson Middle School's Schedule Change Policy

### **Registration Policy and Procedures**

During the spring semester, JMS School Counselors present information about registration to rising 7<sup>th</sup> and 8<sup>th</sup> graders. After the presentation, students are given a registration packet and elective form. The elective form allows students to request the courses they would prefer to take throughout the school year. Courses requiring an application (Spanish, Advanced Art, Yearbook, etc.), or audition (Show Choir, Jazz Band, etc.) will be assigned by the counselors accordingly and placed on the student's schedule. Counselors meet with each student one-on-one to discuss their elective choices. The registration process helps us plan the number of sections we need for classes and balance class sizes.

Students will receive their schedule on registration day in August. All schedules are reviewed by the counselors for accuracy. There should be very few schedule changes necessary as students request the courses they wish to take.

### **These are examples of reasons schedule will be changed:**

1. Student is missing an English, Math, Science, or Social Studies Course
2. Student is placed in a course without meeting the pre-requisite (placed in Spanish 2 without taking Spanish 1).
3. Have more/less than four class periods - All students are required to have 4 courses per semester (4 Academic – Math, English, Science, Social Studies and 4 Electives) for a total of 8 courses.
4. PE is on a student's schedule, although they completed and submitted a PE Waiver
5. Balancing class sizes

### **These are examples of reasons schedule will not be changed:**

1. Student/Parent does not like the teacher.
2. Teacher gives too much classwork/homework.
3. Student wants to be in the same class as friends.
4. Student is no longer interested in their elective.

Personality conflicts will not be justification for changing a class. We ask that the student and parent take the responsibility to meet with the teacher to discuss the problem. If a solution is not reached, then the parent or student should contact their grade level counselor to meet about the issue. If a schedule change is requested, it must be approved by a school administrator.

The schedule change course request form can be found on the JMS website under the "Counseling Department" page.

If you have any questions, please contact the appropriate grade-level counselor for the 2020-2021 School Year.

- 7<sup>th</sup> Grade School Counselor – Mrs. Moose
  - Email: [Moose.Jessica@brevardschools.org](mailto:Moose.Jessica@brevardschools.org)
- 8<sup>th</sup> Grade School Counselor – Mrs. Tsairis
  - Email: [Tsairis.Karen@brevardschools.org](mailto:Tsairis.Karen@brevardschools.org)