



Schedule Change Policy 2019-2020

The schedule change policy is designed to promote academic success at TBMS. We do understand the need to change student schedules from time to time, but changes to student schedules can impact many other courses, and therefore will be made on a limited basis.

Schedules **will** be changed for the following reasons:

- Academic misplacement-Student is placed in the wrong level of class
- Missing a class(es)
- TBMS will utilize the first ten school days of each semester to involuntarily change schedules for the purpose of balancing classes

Schedules **will not** be changed for the following reasons:

- A desire for another instructor
- A desire for a class to be a different/specific period
- The student is failing the class
- To have classes with friends
- Student conflict with another student in a class (students need to discuss problems with administrators or counselor for conflict resolution)

Personality conflict will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent or teacher should contact an administrator to meet about the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student's schedule.

All schedule change requests must be made by submitting the Schedule Change Request form to the office. The forms are located in the front office.