

**DROPPING OR ADDING A CLASS (Grades 9 - 12)**

Students may be permitted to drop a class and enroll in another class only once and no later than the sixth day of the first semester. However, such action shall require the approval of the principal, the teacher of the class which the student wishes to drop, the teacher of the class in which the student wishes to enroll, and the student's parent.

After the sixth day of the first semester, no student shall be permitted to drop a class unless there are extenuating circumstances which justify the same. Each school principal shall determine whether such extenuating circumstances exist, provided that mere poor academic performance in a class shall not, by itself, constitute extenuating circumstances.

Students may be permitted to drop a dual credit course in accordance with the provisions delineated by the college or university. Course reassignment will be addressed on a case by case basis in collaboration with the school principal and the counselor.

Adopted: May 24, 2016  
Effective: July 1, 2016