

# GUIDELINES RELATED TO SCHEDULING

## SENIOR PRIVILEGE AM/ SENIOR PRIVILEGE PM

Seniors who can meet ALL graduation requirements with a shortened schedule, and who have confirmation that personal transportation exists, may request Senior Privilege AM / Senior Privilege PM (formerly Late Arrival and Early Release). Efforts will be made to schedule courses so that the requested Senior Privilege AM / Senior Privilege PM is facilitated; however, there is no guarantee that this will be possible. These options are noted on college transcripts. **Seniors must take a minimum of four (4) courses.**

## HAP (HELP AND ACCESS PERIOD)

HAP is a non-credit study period that is required for all freshmen and select sophomores. Freshmen who wish to take Art or Music for credit in lieu of HAP, may choose this option during course selection. Music is scheduled during the desired course (Chorus, String Orchestra, Concert Band or Percussion.) Juniors and seniors may select HAP for either the full year or semester.

## PREREQUISITES

**In order to sign up for a course that has a prerequisite, students MUST meet ALL stated prerequisites at the time of course selection.** Students who have not met the required prerequisites at the time of registration will not have these course requests added to their proposed schedules. Prerequisites are checked again at the end of the year, so final grades must be maintained in order to remain in a desired course. By the end of the fourth quarter, if a student's grade in a particular class has improved or no longer meets a prerequisite, the student must see their counselor by the end of the school year. If there is room in the appropriate class and the schedule can accommodate the request, the change may be made.

## SUMMER COURSEWORK TOWARD PREREQUISITES

Students who plan to take summer course work to satisfy prerequisites must inform their counselors of this intention. An Option II application **MUST** be filed. Please follow all Option II guidelines and deadlines. However, their course selections will **not** reflect these plans, and there will be no guarantee that the desired course will be available at the end of the summer even if the prerequisite is met. Please be aware of the following:

- Students will not receive Honors or A.P. weighting for any classes taken outside of SBHS.
- Credit for a summer course will be issued by SBHS only if the student achieves both an 85% in the course as well as an 85% on the placement exam.
- In order to use an advancing (120 hour) summer course as a prerequisite for a math course, students must comply with the Math department's standards/procedures for use of summer school advancing coursework. Be sure you read the department section carefully.
- A summer online school remedial course (60 hrs.) can be used to make up credits for a course failed during the school year. Parents are responsible for all financial costs. The original course and grade remain on the transcript and the grade from summer school is also listed on the transcript and included in the GPA. Enrichment classes (60-100 hrs.) must be pre-approved in order to satisfy a prerequisite. No credit is given to enrichment work. Enrichment coursework and grades are listed on the transcript but not included in the GPA

## HONORS / ADVANCED PLACEMENT / COLLEGE LEVEL COURSES

These courses are designed to be very challenging in the level of material and concepts presented, the pace of the course, and the amount of work required. Advanced Placement (AP) courses require students to complete college level work and are considered to be our most rigorous courses.

In order to take these classes students must fulfill ALL entry requirements and **be fully committed to remaining in the course for the FULL school year.**

AP courses require an application and approval from the appropriate supervisor or teacher which is done during course selection. **For AP courses that require a summer assignment: Students are responsible for getting the summer assignments and materials from the appropriate teachers prior to the last week of school.** Failure to submit the completed summer assignment by the due date will result in removal from the class.

**IMPORTANT:** Students enrolling in Advanced Placement Courses must also complete the **Advanced Placement Request** form below and it must be returned to SPS.

[AP Request Form](#)

### **SUMMER ASSIGNMENTS**

Courses that require completion of a summer assignment will include, in the course description, general information about the nature of the assignment and approximate time needed to complete the work. The timeframe listed is considered an average. Individual students may take more or less time depending on their work habits and prior knowledge.

### **SCHEDULE CHANGES**

Students should take the course selection process very seriously. Before making course choices, students must be familiar with course descriptions and requirements. **Changing your selections after the fact will be very difficult, if at all possible.** Before selections are finalized, counselors will review the choices, checking prerequisites and considering post-high school plans. **It is the students' responsibility to be familiar with qualifications for the courses they wish to take and their status regarding graduation requirements and college entrance requirements.**

Students may initiate a level change during the first two weeks of school. After this time, ALL changes must be initiated by the teacher and approved by the department supervisor.

**We encourage students to make the BEST decisions at time of registration and to make a serious commitment to the courses they originally select.**