



HOBOKEN BOARD OF EDUCATION

Hoboken High School

800 Clinton Street * Hoboken NJ 07030* Phone: 201.356.3703 * Fax: 201.356.3704

Robin Piccapietra, Principal

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SCHEDULING AND LEVEL CHANGES

Program Changes: Adding and/or dropping courses and level changes

Selecting courses is the combined responsibility of the student, parent and counselor. A student's schedule is the result of a prior planning process shaped by the student's educational needs, interests, and desires. During that process, teachers will make course placement recommendations. School counselors and other personnel will provide guidance to students and their parents to help them make informed choices, and to maintain awareness of available options and the longer range impact of course selections. The results of this process are then used to build the master schedule, balance class sections, and equalize teaching loads. However, students sometimes seek schedule changes after the school year begins. To minimize the problems that result from inappropriate student initiated change requests, the following procedures will be implemented:

1. During the last week of August, the School Counseling Department will attempt to quickly resolve requests that reflect the following:
 - a. A scheduling **error** resulting in an incomplete or inaccurate program
 - b. Changes warranted by summer school makeup;
 - c. Course addition(s) that do not require course drops;
 - d. Previous failure or noted conflict between student and assigned teacher.

Only requests that reflect these circumstances will be processed that week.

2. Counselors will meet with students to consider additional kinds of schedule change requests. In petitioning for a change, students should be prepared to discuss why the results of the planning process are no longer appropriate. Students are advised that personal convenience and/or preference do not justify a change. Changes that will **not** be considered:

- i. Teacher preference;

- ii. An interest in joining friends in particular class.

3. If a course is dropped between 9/07/2023- 10/10/2023, nothing will be noted on the transcript. If a student drops a course after the above designated time period through the end of the first quarter, a WF will be noted on the transcript. If a student does not complete and submit a drop form, the letter grade he/she earned for the first quarter will be posted. If a letter grade has been posted, the student must remain in the course until the end of the year. Seniors who drop a course after the designated time period will be required to notify colleges about the changes in their academic program. Extenuating circumstances will be referred to HHS Administration.
4. Any and all **level changes** require the approval of the Principal, Vice Principal or Director of Guidance in collaboration with school counselors and case managers as warranted. These changes are dependent on the availability of space in an appropriate class. In these instances, the original course will not be noted on the transcript, and the receiving teacher will factor in the student's work in the original course in determining a semester grade. Any and all appeals for requests of course changes will be heard by the vice principal who in turn will make a recommendation to the principal.



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Drop/Add Form
(For School Year 2023-2024)

Hoboken High School
Guidance Department
Request for Schedule Change

Student Name: _____ Date: _____

Once classes have started, changing a schedule disrupts the learning and teaching process and is strongly discouraged. Courses can only be added or dropped within the given window in the semester without a penalty for a Withdrawal/F.

Students cannot withdrawal without parental consent, signature and legitimate rationale. Students wanting to switch from non-honor to honor classes or vice versa, must also submit this form for approval. However, changes will be accepted during the following time periods:

- * The first drop/add period is 9/07/2023-10/10/2023, including AP _____
- * The second drop/add period 10/11/2023-11/15/2023 (level change only) _____
- * The third drop period is 1/31/2024- 3/4/2024 (for 2nd semester classes only)_____

Course Dropped	Course Added	Reason

***NOTE: THE CHANGE IS NOT COMPLETE UNLESS CONFIRMED BY AN ADMINISTRATOR
The following signatures need to be obtained in the order listed before a schedule change can be processed.

Student: _____ Date: _____

Parent: _____ Date: _____

Guidance Counselor: _____ Date: _____

Administrator: _____ Date: _____

Where Students Come First