

SCHEDULING GUIDELINES

- Students will not be given the opportunity to select teachers, time periods for courses, or lunch period. Time periods for courses and lunches are automatically determined.
- To remain on track for graduation and sports eligibility, students must maintain a yearly course load of a minimum of 30-35 credits.
- Credits will be awarded only for courses that have been completed. Partial credit will not be granted.
- Making course requests requires careful consideration of the many options located in the course guide. It is important to note that the number of course requests will determine whether a course is in fact offered as part of the high school master schedule. Every year, certain courses must be dropped from the master schedule due to lack of enrollment. **IT MUST BE NOTED THAT COURSE REQUESTS DO NOT GUARANTEE PLACEMENT IN A PARTICULAR COURSE.** Scheduling conflicts may occur when students request courses that have few sections.
- The administration reserves the right to schedule courses required for graduation based upon standardized testing results and need for remediation.

SCHEDULING TIMELINE & ADD/DROP POLICY

August 16, 2019	Full schedules released in the portal
August 16-30, 2019	Window for course request changes opens- forms available on website and in guidance
September 1-10, 2019	No schedule changes requests will be accepted or permitted once September begins unless there is an error in a core subject. STUDENTS MUST REMAIN IN COURSES FOR THE FIRST FIVE DAYS OF SCHOOL.
September 11- 18, 2019	Window for course request changes- forms available on website and in guidance
September 18, 2019	Deadline for a student to enter a new course and drop a course without penalty or record. Exception: teacher-initiated level changes
September 19, 2019 – End of Quarter 1	A student dropping a course will receive a WP or WF (withdraw pass or fail) depending on course average at time of the drop. Both a WP and WF count into the GPA as attempted, but earned credits (receiving zero points).
January 2020	Teacher portal opens for teachers to make placement recommendations. Counselors send out scheduling forms and process overview.
February 1st	Deadline for recommendations to be approved by administration
February-March	Counselor Individual Course Selection Meetings- Requests are viewable through the portal
April	Course requests tallied/ Begin building Master
April 20-24, 2020	Window for teachers to revise recommendations. Teachers must discuss with the student and parent before submitting the change to guidance.
May 31, 2020	Window for course request changes closes
Last week of School	Counselors notify students schedules have been released in the portal (just courses received- no periods)

GRADING

GRADING SCALE AND CONVERSION VALUES:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F*
97-99	93-96	92-90	87-89	83-86	80-82	77-79	73-76	72-70	68-69	65-67	50-64
4.25	4.00	3.75	3.25	3.00	2.75	2.25	2.00	1.75	1.25	1.00	-

AS OF 2019-20 HONORS CREDIT COURSES ARE WEIGHTED AS FOLLOWS:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D
4.75	4.5	4.25	3.75	3.5	3.25	2.75	2.5	2.25	1.75	1.5

AP CREDIT COURSES ARE WEIGHTED AS FOLLOWS:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D
5.25	5.00	4.75	4.25	4.00	3.75	3.25	3.00	2.75	2.25	2.00

PASS/FAIL

After consulting with their school counselor, a student may select to schedule a class on a pass/fail basis. With the exception of ELL students, the following limitations will be in effect:

- The student will not receive a grade, but upon successful completion of the entire course will be awarded credit (based on teacher recommendation).
- For ranking purposes any course taken on a pass/fail basis will not be in the calculation of the G.P.A.
- Students may select a maximum of two (2) classes or ten (10) credits to be taken pass/fail during their four years at Passaic Valley. Students who return for a fifth year may elect a class pass/fail provided they have not used their two (2) classes of ten (10) credit option during the last four years. Only one course may be taken pass/fail in any academic year.
- Courses required for graduation may not be taken pass/fail.

*All requests must be in writing and need the approval of the Director of Student Personnel Services.

COURSE AUDIT

Under certain circumstances students may schedule a class in which they will earn no credit. An audit carries with it the responsibility to attend, take tests and complete all the required work. This option is contingent upon teacher approval, class size, the availability of equipment, etc. With the exception of ELL students, students are limited to one five (5) credit course (not required for graduation) during their stay at PVHS. The following limitations will be in effect:

- Students may only Audit a class if they are failing the class and wish to audit in order to schedule the same class for the next school year.
- Students must declare their request to audit in writing and be approved by the Director of Student Personnel Services the class before the end of the first quarter. Requests after the first quarter may not be honored

