

RETENTION POLICY

End of:	Total Credits Needed for Promotion to Next Grade	Mathematics Credits in Required Courses	English Credits in Required Courses	Science Credits in Required Courses	Social Studies Credits in Required Courses	Other Credits
Grade 9	5	1	1	0	0	3
Grade 10	10	2	2	1	1	4
Grade 11	15	3	3	2	2	5

Retention Policy - As of 8/2/2010

We want every student to graduate on time, and we hope to work with you and your student to ensure that your family will be able to celebrate this special occasion. Earning a Maryland high school diploma is not easy and is not automatic; it represents the hard work of students, teachers, parents, and all the adults who work with our students. Students who earn the diploma are prepared for moving to the next phase of their education and career. For information on options available to earn the required course credits and to ensure that your child graduates on time, please contact his/her School Counselor at 301-879-1310.

SCHEDULE CHANGE POLICY

Counseling Services' Schedule Change Policy

Schedule changes have a serious effect on the master schedule, individual schedules and class size. The master schedule is developed by the number of course selections identified by students during the registration process. School administrators make decisions regarding the number of sections per department based on students' course selections. The following outlines our policy on schedule changes.

Schedule changes will be made automatically for the following reasons:

- Completion of a summer school course
- Incomplete schedule (missing a class)
- Two courses in the same period in the same semester
- Failure of a prerequisite course
- Master schedule conflict

Please bear in mind, when you transfer from one class to another, you will be required to make up any work missed. If you still desire to make a schedule change after considering the

aformentioned, please complete a *schedule change request form* in its entirety. **No forms will be processed without a parent signature.**

Please return the form to your counselor, who will then contact you regarding the change as soon as he/she is available. Schedule change requests will be processed in the order in which they are received. **Do not report to the requested class unless instructed to do so by your counselor.**

Information to include in your request:

1. Name of the course the student wishes to drop and the name of the course the student wishes to add
2. Teacher signature of course requesting to be dropped
3. Reason(s) for the change
4. A statement that the student and the parent understand that the schedule change may result in several other courses and/or teachers having to change

Requests for specific teachers will not be honored

Notes:

1. If a student drops a course after 25th day of each semester, the course appears on the transcript as a withdrawal with the grade/date at the time of withdrawal; no credit is given for the course. The withdrawal grade is not included in the transcript GPA but is computed on the report card for eligibility purposes.
2. Seniors, if you drop a course, a notice is included with your midyear report to colleges