

Mayfield High School

Jeffrey M. Legan
Principal

Jarrold L. Mulheman
Assistant Principal for Curriculum,
Instruction & Staff Development

Nathan W. Bishko
Director of Excel TECC



Jane Reilly Perry
Assistant Principal
for Student Affairs

Brian Linn
Assistant Principal
for Student Affairs

June 7, 2018

Dear student,

On Monday, July 2, your schedule will be made available on the Infinite Campus portal. You are encouraged to login to the portal to review your schedule for the upcoming school year. Room locations and teachers may change before the first day of school and these changes will be reflected on the portal. Please remember that your yearlong classes may be scheduled during different periods in each semester. Although the course may be scheduled in different periods, your teacher will not change. This change allowed for students to be scheduled for more of their elective course requests.

We gladly change schedules for graduation requirements, insufficient credits, curriculum changes and our errors. **Please see the attached schedule change policy to review the criteria for making a schedule change.**

If you have a schedule change request that meets our criteria, you may come to the high school on July 9th or 10th to meet with a counselor and change your schedule. You may experience a one- to two-hour wait. Please be patient. We are sorry, but we cannot respond to phone calls or e-mail requests regarding schedule changes. In addition, students have five days starting on the third day of school to add or drop a course without a withdraw or withdraw/fail marked on the transcript, contingent upon the permissible reasons.

Schedule changes will take place in the guidance office.

Monday, July 9th 8:00 a.m. - 11:30 a.m. Seniors Only
 12:15 p.m. - 2:00 p.m. Seniors and Juniors Only

Tuesday, July 10th 8:00 a.m. - 2:00 p.m. All students

Sincerely,

A handwritten signature in blue ink, reading "Jarrod L. Mulheman".

Jarrold Mulheman
Assistant Principal for Curriculum,
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Schedule Changes/Dropping a Course – Students are strongly encouraged to explore all course offerings before requesting specific courses. Courses offered and the teaching staff assigned to those courses are based upon the number of students who request to take them. Schedule changes can seriously impact class sizes and course offerings. Therefore, schedule changes in preparation for the coming year should be made by the close of the current school year.

Students will have 5 days starting on the 3rd day of class to add or drop a course without a withdraw or withdraw/fail marked on the transcript, contingent upon the permissible reasons. (Semester 2 changes must take place within the first three days of the 3rd marking period.) Students looking to drop a course to replace with a lower level course, may only do so after 2 weeks of class. It will not be reflected on the student's transcript.

Schedule change requests will be considered for the following reasons:

- insufficient credit
- incorrect placement
- courses needed for graduation
- additional elective options where enrollment permits and does not require movement of other courses. (excluding AP)

Schedule changes will not be made for the following reasons:

- moving a class from one period to another
- getting an eighth period study hall
- moving a lunch period to another period or teacher preference.

Students earning a letter grade of A, B, or C (70-100) at the end of the first semester may NOT drop a year-long course without receiving a WF (withdraw/fail) unless there are mitigating circumstances, such as a different course is needed for graduation, and that course cannot be scheduled at any other time.

Students earning a D or F (0-69), and whose grades are trending down, must schedule a meeting with the teacher and the appropriate counselor (or administrator). If it is determined that it is in the best interest to drop the course, the course will be dropped from the student's schedule only after all the proper paperwork has been reviewed through the counseling office.