

**Palmer Ridge High**  
**November 28, 2018**

**SCHEDULE CHANGES FOR 2<sup>ND</sup> SEMESTER**

Counselors will be available during finals week to work on schedule changes. They will be located in the Juice Bar area during the scheduled Access period from 7:35-8:35 a.m. each day. Counselors will be unable to address schedule change requests via email or phone.

Due to increased enrollment, please know that schedule changes are quite difficult. Class changes can be requested for the following circumstances:

- To fill an open period in your schedule
- To meet graduation requirements for seniors
- To retake a course that was failed
- To add a missing A or B part of the course
- To fulfill a teacher recommended change for extenuating circumstances

\*\*Requests for teacher changes or elective changes will not be accommodated.

**STUDENT MESSAGES/ITEMS DROPPED OFF**

Many students receive messages from parents/guardians while school is in session. In consideration of teachers, students, and staff, we are requesting that parents make arrangements with their students for after-school plans before they leave for school. **Please note that when a note is delivered, it not only interrupts your student's learning time but also everyone else in the class.** Students are expected to be prepared for school on a daily basis. No student to student messages will be taken! Please be aware that when a message is left for a student, it does not guarantee the student will receive his/her message. Another great way to communicate with your student is by text messaging him/her as students are able to check messages during lunch provided that they are not in the academic wing of the school. There is a courtesy phone located in the front office for student use for emergencies only. The student must request permission from front office personnel prior to using the courtesy phone.

If your student knows something is being dropped off, it is your **student's responsibility** to check with Campus Security and pick up the item(s). Messages will not be sent to students for dropped off items.