

Changing Your Schedule

Your schedules are finalized as of August 17, 2023. You're more than welcome to start checking your schedules now, but if I have to balance classes (because there are too many in a period) please keep in mind that you may get bumped out of a class. After Tuesday, August 22, I will not be moving anyone unless asked (procedure for making requests is below!)

It's important to realize that I've spent a lot of time on everyone's individual schedule to make sure they 1) have what they need to graduate 2) have something scheduled for every period, and 3) have gotten what they signed up for (when possible).

If you signed up for a class and didn't get- it's either full or it doesn't fit in your schedule. If there's a class on your schedule that you didn't sign up for, you either 1) Need it for graduation, 2) I've tried to put you in a similar class that you signed up for (for example, maybe you signed up for zoology and botany, but I put you in environmental science instead) or 3) you didn't sign up for enough classes, so I selected them for you.

Because I've spent so much time making sure everything is where it needs to be, **there are very few schedule changes that will be made**. This has always been a policy at Riverdale.

When I will change your schedule:

- 1) ***You're missing a whole period*** - Mistakes happen and sometimes things are missed. If you're missing a period on your schedule (no 1st period, no lunch, etc), please let me know ASAP.
- 2) ***You're missing something major***- For example, if you don't have a math or English class (and you need to take it) please let me know. This situation is unlikely to have happened. It's more likely that I've missed an AG or an Industrial Arts class.
- 3) ***You (or your parents) decided you have too many study halls***- If you're not planning on leaving for work or taking college classes your junior or senior year, you don't need to have multiple study halls in a day. If you need to stay all day and you have more than 2 study halls, let me know and we'll try to add some classes.

When I WILL NOT change your schedule:

- 1) ***You want to move your class so you can leave early or come in late***- If you're working or in college classes, I've tried my best to put all of your classes either in the morning, afternoon, or on even or odd days. If it didn't work out that way it's because there's too many students in a certain class.

- 2) ***You don't have any friends in a class/ You'd rather be in a different period-***
We have to make sure the classes are as balanced as possible. Changes will not be made for these reasons.
- 3) ***We're several weeks into the class and you don't think you're going to do well*** - I want everyone to be successful. Some classes are harder than others, and will require more work. I encourage you to talk to your teachers if you're having a hard time understanding or keeping up with the workload.
- 4) ***You're mad at/ don't like the teacher-*** I'm more than happy to have a private conversation with you about your feelings towards certain teachers and how to solve conflicts as they come up.
- 5) ***You've changed your mind-*** Because of the amount of time spent scheduling and trying to balance numbers in classes, unfortunately, we cannot take you out of a class simply because you don't want to take it.

Study Halls

The goal was to eliminate study halls this year due to limited staffing. If you have a study hall on your schedule one of three things happened: 1) there are no open classes for you to take that period, 2) I've exhausted all efforts to change your schedule and nothing else fits, or 3) you're taking college classes and those study halls offset the outside courses you're taking. Most study halls will be in the library. Because there are only so many seats in there, **I cannot drop a class that you're taking to add a study hall.**

FALCON time

Falcon time is a common study hall that everyone has. The purpose of this time is to get help with what you need from whatever teacher you need. You'll report to the teacher on your schedule and you can choose to stay in the assigned classroom and work on homework, or you can sign out using EHallPass to go to another teacher's room. More information on Falcon Time will be introduced on the first day.

I would LOVE to give everyone exactly what they want in a schedule, but sometimes it simply isn't possible. I'm happy to talk with you and coach you through difficult classes. If you're stuck in a class that you do not enjoy, I look forward to talking with you about RESILIENCE and DETERMINATION - character traits that may last well beyond the content that you learn in the class. Set a goal to not only do well in the class, but to exceed your own expectations. I promise you'll be so proud of yourself in the end!

Thanks for your cooperation! I'm looking forward to a great year!

 **Mrs. Shaw**

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How to make a schedule change:

Requests for schedule changes are due **MONDAY, AUGUST 28, 2023 by 3PM.**

Requests received after this time will not be made.

You will need to fill out the following google form to request a change, **EVEN IF YOU HAVE ALREADY EMAILED ME.** I will email you with a response on whether or not the change can be made. This is the easiest way to keep things organized. **I will not be making schedule changes during open house.**

Changes in schedules will be made the week of August 28. YOU MUST CONTINUE TO YOUR CLASSES AS SCHEDULED UNTIL I TELL YOU OTHERWISE.

Google Form for Schedule Changes Link: <https://forms.gle/XgWzyuhXCS8RMvP99>

Or, use the QR code:

