



Mount Carmel Area School District

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Drop/Add Policy

Adopted - March 15, 2007

During the first two weeks of the school term, a student may drop a course/Vo-Tech with written permission from:

1. Student's parent.
2. Teacher whose class student is dropping.
3. Teacher whose class student is entering.
4. Guidance Counselor.

* The course will not appear on the student's transcript.

Any student requesting to change to a different course from week three of the school term to the end of the first marking period, must put the request in writing stating why he or she should be moved to a different course. A committee will then review this request.

The committee will consist of the following:

Mrs. Anne Darrup
Mrs. Eileen Frank
Mrs. Angela Farronato
Mrs. Donna Veach
Mr. Bernie Stellar
Classroom teacher of course wishing to drop

A meeting will then be held with the committee. The student and parent/guardian must attend the meeting.

Should approval be granted by the committee to move the student into a different course, the student will be given a withdrawal (W) for the first four weeks of school.

Weeks five through nine, should approval be granted by the committee to move the student into a different course, the student will be given a withdrawal (W) for the final grade and a pass (P) or fail (F) for all remaining marking period grades. A failing (F) grade in any course will keep a student off the honor roll and possibly prevent entrance into the National Honor Society.

Schedule changes will not be permitted after the first marking period.

