

**North Allegheny School District  
Parent/Guardian Responsibility for Student Placement**

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Student's ID Number: \_\_\_\_\_ Current School: \_\_\_\_\_

**Waiver Philosophy**

A waiver is a contract between the student and parent(s)/guardian(s) and the School District. It provides a course placement which supersedes the teacher-approved level. Students who pursue a waiver must understand that this action carries with it responsibility and accountability. Neither **curricular content** nor **performance expectations** of a course will be deleted or diminished to accommodate students who waive into a course. Additionally, students may not waiver through prerequisite courses in order to seek a higher-level course. Students who attempt to waive into higher level courses in the same content area in consecutive years may be denied entrance into the higher-level course, as indicated in the Program of Studies.

**Student Responsibility and Accountability**

If a student is experiencing difficulty in a class into which he/she has waived, the following actions must take place prior to a request for a change of schedule.

- The student must exhibit active participation in the class by doing homework, taking notes, and giving effort commensurate with ability.
- The student must seek help outside the normal classroom setting if difficulties continue. Tutoring by the teacher, other teachers in the school, parent volunteers, peer tutors, and paid tutors must be considered.
- The student must consider the effect on his/her schedule, grade transfers, and staffing limitations prior to requesting a schedule change.
- Student must understand that **schedules may not be able to be changed based on the current enrollment of courses into which the student is attempting to transfer.**

If a student does withdraw from a course for which a waiver contract has been signed, one of the following consequences will occur for a full year course (for a semester course the 25 is replaced with a 20).

**If withdrawal occurs . . .**

- during days 1–15 a change in the course may be made without a notation appearing on a student’s transcript.
- after the 15<sup>th</sup> day, a “W” will be placed on the official high school transcript. There will be no exceptions.
- beyond the 25<sup>th</sup> day of the year or the 20<sup>th</sup> day of the semester for a semester course an "E" will be placed on the official high school transcript. There will be no exceptions.
- **all grades from the course in which the student has waived will transfer to the new class the student selects.**

Recommended Course: \_\_\_\_\_ Recommended Course #: \_\_\_\_\_

Requested Course: \_\_\_\_\_ Requested Course #: \_\_\_\_\_

<b>Signatures</b>	<b>Date</b>	<b>Comments / Requirements being waived</b>
Student		
Parent/Guardian		
School Counselor		
Teacher		
Principal		

## WAIVER PROCEDURE

Form Created: 2/15/1999

Last Revised: 1/3/2022

### Waiver Philosophy

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### PROCEDURES

- The current teacher shares the course approved with the student.
- If the parent/student indicates intent to opt for a course above the approved course level:
  - Communication is initiated by the parent and student to the appropriate teacher, School Counselor, or Administrator. Information is shared with the parent and student regarding the recommendation procedure, student achievement, and past performance of waived students in the course being considered.
  - If a waiver contract is still desired, the waiver form is given to the student by the current teacher. The student is responsible to obtain all the needed signatures on the form except for the Principal's signature. The form must be handed in to the School Counseling Office on or before **February 25, 2022**. This submission implies the acknowledgement of the conditions identified on the form. Any appeal to waiver into a class past the **February 25, 2022** deadline, must be made to the Building Principal. The Principal will consult with appropriate staff members on the matter prior to making a judgment on the appeal. Teachers and counselors do not have the authority to grant exceptions to this deadline.
- A list of waived students is generated by the School Counseling Office in each building and is distributed to the Department Chairperson and Administration by the end of the school year. Waivers will be reviewed by the student's current teacher, department chair, school counselor, and administration.
- Students cannot waive past a prerequisite course.
- Students who waive into a course for which they are unprepared will have the opportunity to transfer to a lower level. **However, all student grades in the course into which the student waived will be transferred to the new course, and schedules may not be able to be changed based on the current enrollment of courses into which the student is attempting to transfer.**
- If a student does withdraw from a course for which a waiver contract has been signed, one of the following consequences will occur for a full year course. (For a semester course, the 25 is replaced with a 20).

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### Withdrawal from Course(s)

**A STUDENT WILL RECEIVE A FAILING GRADE FOR COURSES DROPPED AFTER 20 DAYS FOR A SEMESTER COURSE AND AFTER 25 DAYS FOR A FULL YEAR COURSE.** The "E" grade will be included in the QPA calculation.