

March 3, 2017

Dear Students and Parents/Guardians:

The Garaway 7-12 School staff will be participating in arena scheduling for the 2017-2018 school year on Friday, May 5, 2017. **Regular classes for students will not be in session so that the faculty can participate in the scheduling process.** We will be holding the scheduling sessions in the HS gymnasium. A list of student names and scheduled times will be given to the students prior to scheduling day. These lists can be picked up in the office, as well. Please arrive on time the day of scheduling.

Seniors will be excused from classes all day.

Busses will run as usual for the district; however, because all teaching staff will be participating in arena scheduling, we will not be having our usual instructional time. It is encouraged that students only be present during their scheduled time. Any student without transportation will be supervised in an educational setting. Any student unable to attend on May 5th will need to set up an individual meeting with Mr. Calzada. Appointments can be made in the Counseling Office after May 5th.

The tentative schedule is as follows:

March 6	Informational meetings for parents and students (6:00-7:00 p.m. in the Learning Lab)
March 14	Course description booklet on-line
March 15	Class meetings
March 20-24	Pre-scheduling
March 27-31	Working on Master Schedule
April 10-14	Spring break-no school
May 5	Arena Scheduling for all students

This is a brief summary of how the arena scheduling works:

The counselor will work with students to review graduation requirements and course offerings for next year. Students are encouraged to talk with their *teachers, counselor, and parents* about courses that are best suited to meet their needs. Students will be bringing home a request worksheet that should be filled out with next year's classes and teachers' signatures. Parents **must** sign and date the worksheet before requests can be put in the computer. **Parents are strongly encouraged to aid in the construction of their student's schedule to ensure communication among**

families, students, and the school regarding the educational plan for each student. During the week of March 20th, students will put their course requests in on-line. Once the pre-scheduling is done, the scheduling committee will work off of course request numbers and have in place the Master Schedule. The Master Schedule will be put on our homepage when it is completely ready for public viewing and students can create their own tentative schedule for the coming year.

On the day of Arena Scheduling, when students enter the gym, we will have our counselor, teachers and administrators on hand to assist each student in selecting their courses and creating a schedule for the next year. Based on their plans, students will circulate the gym which will be set up with teachers at tables for each department. For example; English teachers will have a table, Math teachers will have their own table, Science, Foreign Language, etc. A sign-up sheet for each period that the class is being offered will be at each table. Students will sign their name to the appropriate class list and the teacher will add that course name, number and section to a schedule sheet that the student will then take to the Learning Lab where it will be put into the computer by school staff. A final schedule will be printed at that time that the student will take with them.

The process takes place on a priority basis so juniors will schedule before sophomores to allow them to select classes/electives they may need for graduation that a sophomore will still have two additional school years to take. **This could mean that certain classes/electives will close before every student has the opportunity to enter the arena.** However, given that there are limits on the number of students who can take each class, this system is the most equitable and efficient way to ensure that all students can take the necessary electives to graduate at some point during their four years at Garaway High School. **No student will be denied a core curriculum course (such as Math or English) that they need to take in order to continue their studies or meet graduation requirements.**

We look forward to arena scheduling again this year. Providing students with choices and personal guidance from parents and school personnel is the hallmark of a small high school and an advantage we have the luxury of affording our students.