

Manvel High School Course/Teacher Change Process

It is our goal to encourage students to use problem solving and communication skills when faced with conflicts or issues which need to be resolved. Teaching students how to resolve conflict without giving up on a situation is a necessary life skill. Manvel High School's goal is to maintain student schedules in a consistent manner. If a schedule change is requested, the following steps should be followed:

Teacher Change Request 2022-2023

Step 1: Parent/Teacher Conference- The purpose of this conference is to discuss the problem and devise action steps to resolve the conflict.

Step 2: Two week conflict resolution period- This period of time is given to use the action steps devised during the parent/teacher conference to resolve the conflict. If after 10 working days the problem or concern has not been resolved, proceed to step three.

Step 3: Written communication from the parent to the Assistant Principal- This should be written and addressed (email is satisfactory) to the Assistant Principal, stating the original conflict, the steps taken to resolve the conflict, and why a schedule change is still requested.

Step 4: Parent/Student/Teacher/Assistant Principal Conference- Within 5 working days of receiving the letter, the Assistant Principal will set up a conference with the student, parent, and teacher. The intent of this conference is to resolve the conflict without disrupting the student/teacher's schedule.

Step 5: Written request from the parent to the Associate Principal or Principal- If a change is still desired, a letter must be written to the Associate Principal stating the original conflict, steps taken to resolve the conflict, and why a schedule change is requested.

APA/AP Course Changes- Advanced Academic Agreement

Students who enroll in APA or AP classes commit to completing the Alvin ISD Advanced Academics course. Students requesting a course change will have from the beginning of the 7th week until the end of the 9th week to complete the course change request process. This process entails multiple steps, including a form signed by the teacher, Advanced Academics Specialist, parent/guardian, and counselor. Proof of tutoring and/or other interventions or support measures are also required in order to request a course change. Course changes may not be official until AFTER the end of the first nine-week grading period. Course changes will only be made based on educational needs, per campus administration.

Step 1: Parent/Teacher Conference- To initiate a change out of an APA or AP class, a conference must occur between the student, the parent/guardian, the teacher, and the principal or designee to determine educational needs.

Step 2: Conditional- Changes will be made only if it is deemed educationally necessary and if space is available in the course. A non-credited course such as an open period or office aid will not be considered.

- Should the committee not agree that the change is based on the best educational need of the student, he or she will be required to complete the course selected.
- If the student transfers to another course, the student's grade (without weighting), will transfer to the new class.