

PRAIRIE VISTA MIDDLE SCHOOL

SCHEDULE CHANGE POLICY FOR PRE-AP CLASSES

Since personnel, facilities, and material resources are assigned to the campuses based on student's course choices, it is imperative that students choose courses carefully (including alternates). Low enrollment or teacher availability may cause some courses to be canceled. Changes to student schedules create an impact on many other courses, and therefore will be made on a limited basis. Schedule change forms are available in the counseling office. Schedule changes are approved by the student's counselor and/or administrator.

I. Unacceptable reasons for requesting a schedule change from a Pre-AP/AP course:

- Student wants a different teacher.
- Student wants to be with friends.
- Student wants to change a class because he/she does not want to do the class work or has not done reading / required work.
- Student is not making an A or B in the course

II. Process to exit an Pre-AP course:

- No schedule change request will be accepted during the first 10 instructional days of the course.
- Parent or teacher will contact his/her student's counselor.
- If a parent has not done so, a parent must turn in a written request, providing a valid explanation for the schedule change request to his/her student's counselor.
- Before enacting the process to exit, the reason for the schedule change in conjunction with the student's past academic history, absences, and use of tutorials and interventions will be reviewed.
- Thereafter, a student-teacher-counselor-parent conference will be held prior to the end of the first six weeks of the course. (It is recommended that a student-teacher-counselor-parent conference is held for any student failing to maintain a passing grade of 70 in a Pre-AP and/or AP course.) Options to be discussed at the conference include:
 - developing a plan for the improvement of the student's performance that includes alternative instructional strategies, student attendance, student effort, student utilization of tutorials and other interventions, and specific target dates for progress reports to student and parent;
 - or**
 - exiting the student from the course and placing the student in another appropriate course of the student's past academic history and the committee assessment indicate the student does not have the skills to be successful in the course and the student was inappropriately placed in the course. Students who exit the course or program will have their schedules changed at the end of the first or second six weeks.

III. Appeal Process for Denied Schedule Change Request:

- Parent must submit a verbal or written request, requesting/providing a valid explanation for the schedule change requested to be reviewed, to his/her student's counselor. The counselor will enact the appropriate action.