



SANTA FE HIGH SCHOOL

"We will inspire students to learn, grow, build relationships, and achieve success."

Nicole Sebok Principal

Assistant Principals

Nikolete Nikravan

Tammi Pickering

Karla Rodriguez

Elizabeth Yorlano

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. Santa Fe 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:

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

Step 2: Two-week conflict resolution period- This period is given to use the 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: Letter written to Assistant Principal; this letter should be written and addressed 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 (in person or phone) 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 or the Assistant Principal to the Campus Principal (Nicole.Sebok@sfsd.org) - If a change is still requested, stating the original conflict, steps taken to resolve the conflict, and why a schedule change is requested.

Schedule Change Request OR Pre-AP/AP/Honors Level Down Request: Refer to the Education Planning Guide (EPG).

We Are Santa Fe, We Are One Tribe