



Mountain Song Community School Teacher/Student Assignment Policy and Procedures

The MSCS Executive Leadership Team (ELT) holds the ultimate responsibility for the assignment of students to the class teachers. The ELT will have input from the registrar and class teachers on factors that include student needs, classroom balance, class size, and other appropriate educational factors.

Students new to MSCS will be assigned to classes based on the aforementioned. It is the intent of MSCS, based on Waldorf guidance, that students will remain in the class to which they have been assigned. All teachers have their particular and unique gifts with children. MSCS makes every effort to ensure that all students have a quality educational experience, regardless of the particular teacher.

Procedures to be followed if there is a dispute or request for change of class teacher:

Step 1: A parent/guardian must meet with the child's teacher to address concerns.

Step 2: If the issue isn't resolved after step 1, the parent, ELT and teacher will meet.

Step 3: If steps 1 and 2 did not resolve the issue, begin Student Support Circle Process.

The team may include special education teacher, school psychologist/counselor, social worker, and/or other professionals deemed necessary.

Step 4: If the parent/guardian does not feel resolution has been found, they shall refer to the Grievance Policy for further consideration.

*The Student Support Circle process is for general education that addresses individualized student growth. This involves sitting down with the teacher, parents, Pedagogical Director, and staff to create a plan with benchmarks and interventions to support the child throughout the year. Refer to Parent Handbook.

Revision History

Date	Approval Status	Change Description
2016-01-21	APPROVED	Original approval of policy
2018-11-04	DRAFT	Updated format and changed director to Executive Leadership Team
2018-12-11	APPROVED	Approved by Board