

1.4 CLASS CHANGE (After the 1st week of the semester)

Parents/Students who would like to request a class change(s) for their student should follow the Procedure for Class Change Request (outlined below). This procedure is an open process and should involve discussion between the teacher, the parent, and the Counselor throughout. If at any time during this process the Director is not available to attend a scheduled meeting, the appointment shall be rescheduled. An exception to the progression outlined below may occur if the Counselor or the parent believes that circumstances necessitate.

Procedure for Class Change Request

1. Class change requests before the class begins will be accepted and requests will be fulfilled to the extent possible.
2. Concerns regarding an individual teacher should be first and foremost handled with the teacher. Parents should arrange an appointment to speak with the teacher and express concerns in open discussion. During this appointment, parents should discuss with the teacher expectations for change and solutions to the situation which will address teacher/class, student, and parent concerns.
3. In a situation where a parent feels that the meeting with the teacher did not produce satisfactory results, the parent should arrange a meeting with the teacher and the Counselor to review the concern and the lack of satisfaction in the results.
4. During the meeting with the parent, the teacher, and the Counselor, specific goals/expectations will be set by the Counselor together with a timeline for implementation. A date will be determined to meet again and discuss progress toward the goals/expectations. These goals/expectations will be set by the Counselor with the needs of parents, teachers, and students in mind and may include goals for any or all parties involved.
5. At the appointed time, the School Counselor will contact/meet again with parents and discuss progress toward the goals/expectations. In the case where no marked progress toward the goal/expectations has been made, discussion will begin regarding moving the student to another class. The Counselor will consider space, based on current policy, in offering a parent/student a position in another class.
6. Fees will apply to all class changes after the last day to change date.

Approved: 08/15/2015