



West Cabarrus High School IB Complaints and Appeals Procedures

This document will outline the procedures for complaints and student appeals against the IB Programme decisions at West Cabarrus High School.

Classroom based concerns (grades, instructional practices, etc.)

- Address concerns with teacher- via email, phone call, or a conference
- If concerns are not addressed properly, escalate concerns to
 - IB Coordinator
 - Diploma Programme: Todd Tinsely
 - Career-related Programme: **Christina Morgan**
 - IB Counselor: Emily Fesmire
 - IB Administrator: **Jennifer Brayley**
- If concerns are still not addressed properly, escalate concerns to Principal: Acquanetta Edmond
- At this point, if concerns have not been satisfactorily addressed, escalate concerns to the school district
 - On the district website there is a subsection for resolving concerns and filing grievances.

IB Programme complaints and appeals

- Address complaints and appeals with IB Coordinators- via email, phone call, or a conference
 - Diploma Programme: Todd Tinsley
 - Career-related Programme: **Christina Morgan**
- If complaints and appeals are not properly addressed, escalate complaints and appeals to the IB Administrator: **Jennifer Brayley**
- If complaints and appeals are still not addressed properly, escalate complaints and appeals to Principal: **Acquanetta Edmond**
- At this point, if concerns have not been satisfactorily addressed, escalate concerns to the school district
 - On the district website there is a subsection for resolving concerns and filing grievances.