

APPEALS PROCESS -- MARCELINE R-V SCHOOL DISTRICT

STUDENT APPEALS PROCESS

In cases of an appeal where time is a factor, action by the appeals committee will begin **no later than ten school business days** (excluding weekends and holidays when school is not in session) **after receipt of the certified letter**. In all other cases where swift action is not necessary, the appeal will be handled at the **next scheduled appeals committee meeting**. The following action(s) will be followed in the appeals process:

1. The student and his or her parents or guardians may appeal the student's dismissal from the program by submitting written notice of appeal to the Appeals Committee **no later than ten school business days** (excluding weekends and holidays when school is not in session) **after receipt of the certified letter notifying the student of his or her dismissal from the program**.

2. If the Appeals Committee uphold the dismissal from the program, the student and his or her parents or guardians may appeal the student's dismissal from the program by submitting written notice of appeal to the superintendent **no later than ten school/business days** (excluding weekends and holidays when school is not in session) **after receipt of the certified letter notifying the student of the Appeals Committee's decision**.

3. The student and his or her parents may appeal to the superintendent's decision to the Marceline R-V Board of Education for final decision.

A. The student and his or her parents or guardians may appeal the superintendent's decision by submitting written notice of the appeal to the Board of Education **no later than ten (10) school/business days** (excluding weekends and holidays when school is not in session) **after receipt of the certified letter notifying the student of the superintendent's decision**.

B. The appeal will be considered at the next regularly scheduled board meeting following receipt of the written notice. The appeal will be conducted in accordance with the policies set forth by the Board of Education. **The decision of the Board will be final and no other appeal will be permitted.**

4. The A+ Appeals Committee shall be composed of the following:
Marceline High School Principal

Marceline High School Counselor
Marceline High School A+ Coordinator
(2) A+ Advisory Committee Members*

*Members of the Appeals Committee will serve annual terms.

**Marceline R-V Schools
A+ Program**

**Appeal of Attendance/Citizenship
Certification Form**

Student Name: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Address: _____

Phone Number: _____

This request is to appeal the **CITIZENSHIP** certification of my son/daughter for the following: (please check)

SEMESTER: ____ FALL ____ SPRING ____ SCHOOL
YEAR

This request is to appeal the **ATTENDANCE** certification of my son/daughter for the following: (please check)

SEMESTER: ____ FALL ____ SPRING ____ SCHOOL
YEAR

In the space below, please indicate the basis of your appeal concerning the attendance or citizenship certification for the A+ Schools Program. If

additional space is needed, please attach another sheet of paper.

Appeals Committee Office Use: Date Received: _____