



# **Bodine High School for International Affairs International Baccalaureate Program**

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## **Complaints and Student Appeals Policy**

### **Philosophy**

Bodine High School administration and faculty are committed to responding to student and parent concerns promptly and equitably. This is consistent with our schoolwide goal of providing opportunities in a supportive and nurturing environment that is characterized by individual integrity and mutual respect.

### **Complaints and Student Appeals Procedures**

We will provide any student or their parent/guardian the opportunity to discuss a decision or situation that a student considers unjust or unfair. Specifically:

1. Concerns about a student's academic work, instructional materials, and/or the classroom environment/procedures should be brought to the attention of teacher. Students and parents are encouraged to discuss problems and complaints through emails, phone calls, and scheduled conferences with the classroom teachers.
2. If the classroom matter remains unresolved after meeting or corresponding with the teacher, the student, their parent/guardian or the teacher may bring the matter to the IB Diploma Program Coordinator's attention for consideration and action.
3. IB program and students' overall academic performance issues will be handled by the IB Diploma Program Coordinator. These may include concerns about admission to the program, core requirements for Diploma Candidates, the internal calendar for IA completion, IB assessments, and awarding of diplomas and certificates. Program policies are posted on the school's website.
4. The IB Diploma Program Coordinator can be contacted to begin meetings to determine if special learning accommodations are warranted. The IBDP Coordinator will work with the Special Education Team to resolve any issues of this nature.
5. Parents and students are welcome to contact the Head of School when problems cannot be resolved with the teachers or the IBDP Coordinator.

### **Complaints and Appeals Contacts at Bodine High School**

Richard Mitchell, Principal and Head of School

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Phone Number: 215-400-7630 ext 1063

Kelli Mackay, International Baccalaureate Program Coordinator

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## **School District of Philadelphia Nondiscrimination in School and Classroom Practices Policy**

The School District of Philadelphia is committed to maintaining schools that are spaces with inclusive climates and that support the social, emotional, and mental health of all students. As required by federal, state, and local laws and regulations, the Board of Education shall provide for an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, ethnicity, age, religion, sex, sexual orientation (known or perceived), gender identity or expression (known or perceived), ancestry, national origin, marital status, pregnancy, socio-economic status, English language proficiency, political beliefs, veteran status, disability, or other protected class.

The Board is committed to the maintenance of a safe and positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities.

To maintain an educational environment that discourages and prohibits discrimination, the Board designates the District's Compliance Officer/Title IX Coordinator as the Compliance Officer responsible for coordinating the District's efforts to comply with this policy and applicable laws and regulations. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 440 N. Broad Street, Philadelphia, PA 19130

Email: [antiharassment@philasd.org](mailto:antiharassment@philasd.org)

Phone Number: 215-400-4830

*This policy is reviewed and updated annually based on the current IB Guide and the evolving needs of our students. The members of the Bodine community who contribute to its revisions include the principal, the DP Coordinator, IB teachers, and Parent Advisory Committee members.*

Revised December 2022