

SRDS MS Course Appeals Process

Dear Student,

One of our core values at SRDS is Intellectual Risk Taking. In support of that goal, you may enter an appeal in the hope of taking a class at a level for which you were not initially recommended. The Appeals process outlines the expectations to work at the level expected of the desired course and asks you to meet deadlines and complete all of the appeal process requirements on time. *It is very important to understand that successful appeals include making, and following, that plan in the timeline required.* **The appeal should be student initiated and directed and not require the active intervention of parents, teachers, or tutors for its success.**

Intention to Appeal

Any intention to appeal must be signed by you, your parent/guardian, advisor, the current course teacher, and department chair of the particular discipline. Completed intentions to appeal and with a typed rationale must be submitted by or before **Friday, April 12th** to advisors.

Meeting to Discuss Appeal

You will meet with the current teacher of the discipline(s) subject to appeal. During that meeting, the current teacher will review and provide feedback on your overall aptitude in the discipline, demonstrated performance, attitude, and initiative. The teacher will discuss what you need to accomplish in order to complete a successful appeal, and you will develop goals to accomplish in order to potentially move up to the desired level/course. First meetings will occur by **Friday, April 26th**. A summary of these goals will be sent by the teacher to your advisor, your parents/guardians, and to the department chair in an email so that they can help address each of the areas mentioned in the goals.

Status Updates – Student Initiated

After the appeals process has begun, you need to schedule at least 3 status update meetings with the teacher between April 26th and the final exam period. **Students are responsible for setting meetings and following through with their goals.** Status updates will reflect your progress in attaining the goals set forth and the teacher will summarize the meeting for advisors, department chairs and parents. Final decisions will be reached and communicated after final exams. The teacher should communicate significant developments and updates with parents, advisors and department chairs via email. You will be given the results of your appeal by the end of the school year.

Middle School Course Appeals Process

Student Name: _____ Grade in 2019-2020: _____

If a student plans to appeal a recommended course placement, please follow the procedure outlined on the following page.

NOTE: *Students may appeal a maximum of TWO (2) course placements each year and one complete form needs to be completed for each class under appeal.*

_____ **Appeal:** The student seeks placement in a higher level in one or more courses.

Course for 2019-2020: _____

_____ **Attach a typed rationale/explanation for appeal**

For example, I am appealing to be placed in Honors ___ because I think that.....

Signatures for Appeals: (1st student and parent, then teacher, then dept chair, then advisor)

Current Teacher

Student

Department Chair

Parent

Advisor (keeps form to submit)

_____ **Submit** this form and the attached rationale to the student's advisor by or before, **Friday, April 12th, 2019.**