Stuart M. Beville Middle School
Program Complaints Procedures

The following are the procedures that Beville Middle School has in place to address the complaints of parents, legal guardians or students about the IB Program

The parties with a complaint or concern must follow the following steps for Appeal.

I. Academic Appeals

Grade placement; class assignment; grades, exams, and exam grades; promotion/retention; honor rolls; and placement in site-specific programs.

A. First Appeal: Written appeal to the principal (or a committee designated by the principal to make recommendations) within three school days of notification of action, stating reason for appeal and the relief being sought. The principal or committee shall respond in writing within five school days, or as soon as otherwise practicable.

B. Final Appeal: Written appeal to appropriate Level Associate Superintendent or designee within three business days of notification of the principal's decision. The Level Associate Superintendent shall respond in writing within five business days, or as soon as otherwise practicable.

II. Transfer Appeals

The procedure and timeline must be in accordance with the provisions set forth in Regulation 721-1, "Student Transfers – Kindergarten/Elementary/Middle School" and Regulation 721-2, "Student Transfers – High School."

A. First Appeal: Supervisor of Elementary Counseling and Related Services for elementary school students or the Supervisor of Secondary Counseling and Student Support Services for middle and high school students.

B. Final Appeal: Written appeal to the Director of Student Services.