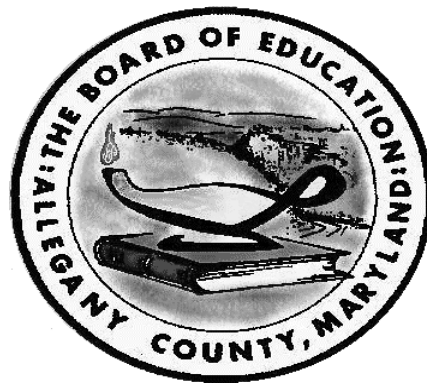


*A Student's Guide to
Rights and
Responsibilities in
the Allegany County
Public School System*



**Respect, Responsibility, and the Right to
Learn!**

Revised July 2009

The Board of Education of Allegany County is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, religion or disability in matters affecting employment or the provision of service, programs or activities in compliance with the American with Disability Act of 1990, Section 504 of the Rehabilitation Act of 1973 and Individuals with Disabilities Education Act. An Equal Opportunity Employer.

Introduction

This booklet serves as a guide to the rights and responsibilities you enjoy as a student of the Allegany County School System. It is not a definitive statement of your rights in any given situation and you can go to the ACPS website at acps.allconet.org and look under “Student” and then “Policies” to further review specific policies. The Annotated Code of Maryland, the Code of Maryland Regulations and the policies of the Allegany County Public Schools are subject to change. Any such changes may supersede the statements and references contained in this publication. As a student in the Allegany County School system you are guaranteed the rights and expected to accept the responsibilities contained in this document.

While the information and procedures in this document are guidelines for all schools, there is a recognized distinction among students with differing ages, maturity, and disabilities. School personnel may take these developmental differences into consideration when administering this document. In addition, action taken by school authorities shall be free from bias based on race, color, sex, age, national origin, sexual orientation, religion or disabling condition.

We encourage you to review this handbook with your parents so that your parents are aware of your rights and responsibilities as is required by the Maryland State Department of Education.

Table of Contents

<u>Subject</u>	<u>Page Number</u>
Student Records	1
Directory Information	1
Grading Policy	1
Student Searches and Seizure	2
School Safety and Security	3
Attendance Policy	3
Student Service Learning	4
Student Expression, Assembly, Patriotism, and Religion	4-7
Student Harassment, Bullying, Violence, and Hate Crimes	7
Discipline	7-9
Weapons	9
Substance Abuse	9
Behavior on the Bus	10
Dress Code	10
School Facilities	11
Medication in School	11
Student Government	12
Student Organizations	12
Interscholastic Sports	13
Complaint Procedure	14

Student Records

As a student of the Allegany County Public Schools, you have a school record that is maintained by your school principal. That record is housed at your school of enrollment. You and your parents have the right to access, inspect and review the contents of your school record with reasonable notice. You also have the right to have any inaccuracies corrected. Your school record includes your cumulative record, health record, and discipline file. For some students their school record might also include a confidential record if they received Special Education services or have a 504 Plan.

Directory Information

Pertinent law governs confidentiality and/or disclosure of information in student records. In general, schools may not disclose personally identifiable information from your records to third parties without first obtaining parental consent. However, schools may publish “directory information” about you which is not considered harmful or an invasion of your privacy. Directory information may include your name, address, telephone listing, electronic mail address, photographs, date and place of birth, field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, recognition awards, and recent educational agencies or institutions attended. Your parents/guardians will choose whether or not to have directory information disclosed. If they choose not to have the directory information given out, your parents must put this in writing to the ACPS by September 30th of each school year.

References: Individuals with Disabilities Education Act
Code of Maryland Regulations, Section 13A.08.02.
ACPS Policy on Directory Information
Maryland Student Records System Manual
Family Education Rights and Privacy Act
Section 504 of the Rehabilitation Act of 1973
Parental Rights, Maryland Procedural Safeguards Notice

Grading Policy

ACPS is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair process for evaluating and reporting your progress that is understandable to you and your parents. Grades are an essential way to communicate your progress and reflect what you know and are able to do in relation to curricular expectations.

Therefore, grading and reporting practices must:

1. Provide meaningful feedback on your achievement to you, your parents, teachers, administrators, and the school system. This feedback should provide relevant information for instructional purposes.
2. Be aligned with the Voluntary State Curriculum (VSC), Core Learning Goals (CLG), and Essential Learner Outcomes (ELO).
3. Achieve consistency within and among schools.
4. Be an accurate reflection of your achievement compared to curricular expectations outlined in the VSC, CLG, and ELO.
5. Be a fair representation of your performance on a variety of measures over time.
6. Provide clear and timely communication to your parents and you as to the grading criteria and the components.
7. Reflect a commitment to school attendance as an essential component of a quality learning experience.
8. Include formative and summative assessments.
9. Provide opportunities for you to demonstrate mastery of grade level or curricular expectations through a variety of methods.
10. Provide regular and frequent information to you and your parents about your progress.
11. Consistently require high expectations of you across all courses and programs.

Reference: ACPS IKA Evaluation of Students

Student Searches and Seizure

A principal or assistant principal may make a reasonable search of you or your belongings on the school premises if he or she has a reasonable belief that you possess any items, which are illegal to possess under state laws, or other relevant laws, rules, or regulations. A principal and /or an assistant principal may search your school and your locker. The right to search your locker or other lockers at the school shall be announced or published annually in the school. The police may be called for all incidents involving seized illegal items. These items will be turned over to the police at the time of the search. If you refuse to permit a search, the administration may notify your parents/guardian and/or the police. Disciplinary action may be taken against you. These searches are done to maintain a safe and orderly environment for you and the entire school community.

A principal, assistant principal/coordinating teacher or teacher in charge may make a reasonable search of you or your belongings on a school-sponsored trip if they have reasonable belief that you have an item for which it is a criminal offense to possess under State or other relevant laws, rules or regulations.

References: Annotated Code of Maryland, Education Article, Section 7-308
ACPS Policy JIH Student Interrogation/Search/Arrests

School Safety and Security

One of the goals of ACPS is to create and maintain school environments that are safe, drug-free, and conducive to learning. You have the right to feel safe and secure during your educational experience. To assure your safety, schools and buses are inspected for health, fire, and safety hazards during the school year. School staff and administrators use safety practices every day to ensure your safety and security. If your parents visit the school during the school day, they must sign in at the front office and receive a visitor's tag. Also, each school has an emergency plan for crises that may occur during the school day or at school-sponsored events. Procedures are in place at your school and it is vital that you, your parents, and school staff have an understanding of these emergency procedures. Many crises require help from outside agencies in the community. Some of the procedures that your school may use include: lockdown, lock in, evacuation, shelter in place, reverse evacuation, and duck-cover-hold. Your school has a detailed plan of how these procedures are executed during emergencies. Safety drills are conducted to ensure that you have knowledge of these procedures prior to their use in a real emergency.

References: ACPS Policy JHF Student Safety
ACPS Emergency Safety Plans

Attendance Policy

You are expected to attend school regularly. State law mandates that you must attend school regularly between the ages of 5 to 16. School attendance is directly related to your school achievement. Administrators, teachers, and all support staff are available and very willing to assist you with issues which may prohibit good attendance. This information should help you understand the attendance policy for the Allegany County Public Schools.

Definitions you need to know and understand about the county attendance policy:

Lawful Absence—When enrolled in a public school, you are considered lawfully absent (including absence for any portion of the day) under the following conditions:

Code 01	Death in the immediate family
Code 02	Illness of the student
Code 04	Court summons
Code 07	Hazardous weather conditions
Code 08	Work approved by ACPS

Code 09	Observance of a religious holiday
Code 10	State emergency
Code 13	Other emergencies
Code 17	Health exclusion
Code 18	Suspension
Code 19	Lack of authorized transportation (this does not include students denied authorized transportation for disciplinary reasons).

Unlawful Absence-You are considered unlawfully absent (including absence for any portion of the day), for any reason not stated above.

Truancy—You fail to attend school regularly as required by law, without lawful cause for absence.

Tardy—You fail to attend school or a given class at the start of instruction.

As a student of ACPS, you are expected to make up all missed work when a lawful or unlawful absence occurs. Students tardy or late to class for lawful reasons will be given the same opportunity to make up work. Tardiness shall be treated in a similar manner as lawful or unlawful absences. Also, when you are involved in an approved school-sponsored activity during the day (i.e. field trip), you shall be marked “present”.

References: COMAR 13A.08.01.03
ACPS JED Attendance Policy

Student Service Learning (SSL)

All students working towards a Maryland high school diploma must complete 75 service learning hours. Service learning hours are incorporated into the 6th, 7th, 8th, and 9th grade subject areas and students will have opportunities to earn hours in creative arts, English, math, physical education/health science, and/or social studies. Details of the ACPS student service learning plan may be found at acps.allconet.org or by contacting the service learning office at the Board of Education of Allegany County, 301-759-2042.

References: COMAR 13A.03.02.06

Student Expression, Assembly, Patriotism, and Religion

Freedom of expression, assembly, patriotism, and religion are rights of all students as long as the exercise of these rights does not substantially disrupt or materially interfere with school work, school discipline, school activities, instruction, and/or invade the rights of others.

Expression

Speech

You have the right to talk about topics presented in class and give your opinions during class discussions. You must not interfere with the rights of others to give their views. In order to promote mutual respect, you must refrain from using vulgar and/or obscene language. You may not engage in speech (verbal, written, symbolic) that causes or is likely to cause a material disruption of school activities or that advocates dangerous or illegal behavior that is inconsistent with the mission of ACPS either at school or at a school-sponsored activity.

References: Tinker v. DesMoines Indep. Sch. Dist., 393 U.S. 503 (1969)
 Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)

School-Sponsored Publications, Productions and Other Media

School-sponsored publications such as newspapers, yearbooks, and literary magazines as well as school-sponsored productions such as school plays designed for use within or between schools are encouraged in the ACPS. School newspapers give students a chance to express their viewpoints, and generally, students have the right to decide on the content of these publications/productions as long as the contents meet specific guidelines. The final decision as to what will be published will rest with the staff, editors, and advisors.

Publications, materials and productions may be disapproved if the content, style, or activity violates relevant law and/or ACPS policies or if they possess a potential threat to the health and/or safety of students, might reasonably be perceived to advocate illegal activities, illegal discrimination, or are inconsistent with the ACPS mission.

References: ACPS Policy IGDB
 Hazelwood Sch. Dist. v. Kuhlmeier, 484 U. S. 260 (1988)
 Morse v. Frederick, 127 S. Ct. 2618 (2007)

Non-School Sponsored Publications, Productions and Other Media

ACPS students have the right to create and distribute publications, productions and other media without school sponsorship. A publication, production or other media is distributed when it is given away, sold, or put out for people to read or view. ACPS administrators *may* control the time, place, and manner in which the publications and/or productions will be distributed. Materials which encourage actions that threaten the health and safety of students, advocate illegal activities, are obscene and/or libelous (generally, the act of publishing anything false about someone that exposes him or her to public hatred or ridicule), or cause or are reasonably expected to cause substantial disruption of school activities will not be distributed.

Petitions

You have the right to circulate petitions at all times except during classes and assemblies. School administrators may stop the circulation of a petition if it violates relevant laws, ACPS policies, poses a potential threat to the health and safety of students, advocates illegal activity or discriminates, is obscene and/or libelous, or causes or is likely to cause a substantial disruption of school activities.

Dress

School personnel may advise students about appropriate dress for school in accordance with the ACPS dress code. Generally, you may be disciplined for attire that causes or is likely to cause a material disruption to school activities, endangers health or safety, depicts or is associated with gangs, promotes the use of tobacco, alcohol, or drugs, is lewd, vulgar, obscene, revealing, or of a sexual nature.

References: ACPS Policy JFCA, JFCA-R Student Dress Code

Technology

You have the right to use technology provided by ACPS for educational purposes. Computer equipment, computer services, and network access to schools and offices are provided for purposes consistent with the mission of ACPS. All actions are subject to ACPS review and may be logged and archived. You must comply with relevant ACPS policies, state, local, and federal laws.

References: ACPS Policy IIBG, IIBG-R Telecommunications Acceptable Use

Internet/Online Expression/Activities

Students *may* be disciplined for internet activities off school grounds if such online activities create a substantial disruption and material interference with school activities and/or harass or threaten others.

References: *Aziz Barimani v. Montgomery County Board of Education*, MSBE Op. No 00-30 (2000)
Tommy Kuka v. Montgomery County Board of Education, MSBE Op. No. 00-51 (2000)

Assembly

You have the right to meet in groups with other students to discuss issues. ACPS may permit identified groups to meet for expressive activities not directly related to the course of study offered by a school.

References: Annotated Code of Maryland, Education, Section 7-108
Perry Education Assn. v. Perry Local Educator's Assn., 460 U.S.
37 (1983)

Patriotism

You have the opportunity to participate in and/or watch patriotic exercises in school. Schools provide for a flag salute. All students and teachers stand and face the flag and recite in unison the pledge of allegiance to the flag of the United States of America. If you choose not to participate, no one will be permitted to intentionally embarrass you. You may not interrupt others who are participating in patriotic exercises.

References: Annotated Code of Maryland, Education, Section 7-105

Religion

You have the right to observe your own religious beliefs and practices in school as long as you do not violate the rights of others or interfere with school activities.

References: Annotated Code of Maryland, Education, Section 7-104

Student Harrassment, Bullying, Intimidation and Violence

You are responsible for respecting the rights of other students, teachers, and school personnel. You have the right to a learning environment that is free from any type of harassment, bullying, intimidation and violence based on religion, race, ethnicity, gender, national origin, disabilities, social economic status, sexual orientation, or age. You may be disciplined for harassment, bullying, intimidation and violence that occur in school, on school property, at school-sponsored activities, or on school-provided transportation. If you believe that you have been harassed, bullied or are the victim of a violence crime, you should report the alleged act to a teacher, counselor, school nurse or school administrator. ACPS will investigate all complaints.

References: Student Discipline Policy JK
ACPS Student Harassment, Bullying, Intimidation and Violence Crime
Policy JBA-R

Discipline

Students and staff will be responsible for treating each other fairly and for creating and maintaining a safe, healthy learning environment that promotes mutual respect.

The Board of Education expects discipline to begin with the teacher. Without good discipline, the school cannot discharge its primary responsibility - educating you and developing a good citizen. Without good discipline, you cannot realize the greatest opportunity for educational growth.

A discipline matrix is used as a guide to our progressive discipline policy. The policy will be implemented in conjunction with guidelines set forth by the "Individuals with Disabilities Education Act" (IDEA) and Section 504 of the Rehabilitation Act of 1973. Rules and policies incorporated in the progressive discipline policy have been established to allow for the efficient uninterrupted education of our students and the safe operation of schools. (Discipline Policy/Procedures, File JG)

You share the responsibility, with your parents, to act appropriately while attending the Allegany County Public School system. You are expected to display proper student behavior in halls, classrooms, on school grounds and while attending extracurricular activities.

Each school will develop and review individual school policies in its School Improvement Plan and/or Pupil Services Team. The school principal has the ultimate task of carrying out the discipline policy. Depending on the seriousness of the violation, the administrator has the authority to make the disciplinary action more severe.

Suspension of 10 Days or Less

School principals have the right to suspend you for up to 10 school days for cause as described in the ACPS discipline policy. If you are suspended, you cannot go to classes or take part in school activities for a specified length of time. If you are suspended, you may only return to the school premises during the regular school hours if you need to attend a previously scheduled appointment, or if you are accompanied by your parent or guardian.

School principals may suspend a student for cause for not more than ten (10) days. At the time of the suspension, the principal must allow you the opportunity to learn what you are accused of doing and be given the chance to offer your explanation for those actions. In addition, the school must notify your parents of the suspension and promptly schedule a conference between the parents and the principal. (ED Subsection 7-305 (a))

Expulsions and Extended Suspensions of More Than 10 Days

School principals may recommend that you be suspended for more than 10 days and/or recommend expulsion to the superintendent. You are entitled to a thorough investigation by the superintendent or his/her designee.

If the superintendent or his/her designee decide that an expulsion or extended suspension of more than 10 days is needed following a disciplinary hearing, you are entitled to an appeal to the Board of Education. This appeal must be in writing to the Board of Education within 10 days of the hearing officer's decision.

There are additional rules for suspending students with disabilities. See the regulations at the end of this section for more information.

References: ACPS JG Student Discipline Policy
Parental Rights, Maryland Procedural Safeguards Notice
Annotated Code of Maryland, Education, Section 7-305

Weapons

The presence of weapons in schools, on school grounds, and on school buses creates an atmosphere that disrupts the educational process and threatens the safety and well being of our students and staff. Possession or use of any rifle, handgun, shotgun, bomb, knife, look-alike gun or firearm, or the possession of any implement that could cause or is intended to cause bodily harm is strictly prohibited in ACPS. If you bring a firearm onto school property or to a school-sponsored activity or possess a firearm on school property or at a school-sponsored activity, you will be expelled for a minimum of 1 year in accordance with the Gun Free Schools Act of 1994. If you bring other weapons onto school property or to a school-sponsored activity, you can also be expelled for 1 year.

The superintendent may specify, on a case by case basis, a shorter period of expulsion or an alternative educational setting. In all cases, school officials will involve appropriate law enforcement agencies when violations occur. You may be required to participate in a lethality evaluation by a school psychologist before returning to school. Appropriate state and federal regulations will be followed when dealing with weapons violations.

References: ACPS JICI Weapons at School
MD Annotated Code Article 27 Section 3

Substance Abuse

Possession, use, sale and/or distribution of alcohol, inhalants and/or drugs is strictly prohibited. The Board of Education supports strong and consistent disciplinary measures to ensure that students recognize that the possession, distribution and/or use of alcohol, inhalants, drugs or tobacco are both health-care problems and illegal acts. Violations of drug/alcohol laws will be handled as illegal acts as well as school disciplinary infractions. In cases of suspension or expulsion, you will have to have a mandatory referral for an alcohol/drug assessment made by school personnel to the Allegany County Health Department. Participating in the assessment and following through with all recommendations is critical to your successful return to a school program.

References: ACPS Substance Abuse By Students JICH

Behavior on the Bus

There are 10 “School Bus Regulations” posted in the front of every school bus. In addition, you need to observe some simple rules before the bus arrives and after you get to school. Audio-visual cameras may be used to record your behavior on the bus. If you violate these rules, you may lose the privilege of riding the school bus.

While you are waiting for the bus, you need to act appropriately at the bus stop. Be at the bus stop on time and wait at least 10 feet away from the curb or the roadway. If there is ice or snow on the ground, be careful not to slip into the road. You must also be careful as the bus may slide. If the bus does not arrive within 10 minutes of its scheduled time, you should return home and have your parent contact the Transportation Office.

When the bus arrives at school, disembark in an orderly manner. Go directly into your school. When riding the bus home, you cannot get off at any other stop except your own, unless you have a note from your parent, which has been submitted to school officials. Walk away from the bus after you get off. If you can touch the bus, you are TOO CLOSE!

Reference: ACPS JFCD Use of Video Camera’s on School Buses

Dress Code

School personnel may advise you about appropriate dress and grooming for school, in accordance with the local school discipline policy. School attire worn by you may not disrupt the educational mission of the school. It is a violation of the rules of the Allegany County Public School for you to dress in a manner that endangers the health or safety of yourself or other students. This includes not only the hours when school is in session, but also includes school activities. Some examples of violations of the dress code are:

1. Attire that could be used as a weapon (e.g. chains, hats/jewelry with spikes)
2. Attire which exposes or reveals skin or undergarments.
3. Attire which depicts gang affiliation.
4. Attire that depicts the use of weapons or that is obscene, defamatory or contains profanity.
5. Attire that promotes the use of tobacco, drugs, alcohol or other illegal or harmful products.
6. Attire that contains sexually suggestive messages.

If the administration feels that you have violated the dress code policy, they will allow you to remove or change your clothing.

School Facilities

School Buildings

When determining the use of school facilities, first priority will be given to those activities which are part of the regular school schedule, and other activities which are directly school related. Otherwise, facilities will be available for any community, civic, educational, social, recreational, or religious purpose consistent with the Public School Laws of Maryland. ACPS has established administrative procedures to help with implementing this policy. You need to contact the school administrator if you or your organization wishes to inquire about using a school facility.

Lockers

Use of a school locker is a privilege. In buildings where school lockers are provided, you are expected to keep your locker clean, neat and in a non-disruptive condition. In addition, lockers can be inspected periodically under the direction of the school administration. Any student can lose the privilege of using a school locker.

Textbooks

You have the right to use appropriate textbooks, materials, and/or technology in each of your subject areas. You also have the responsibility to care for the textbooks, materials, and/or technology which has been provided to you. You and your parent/guardian shall be financially responsible for the cost of repair or replacement of any lost, damaged or destroyed materials.

Student Parking

Procedures governing students parking on school property vary according to school. The local school is given authority to determine appropriate disciplinary action for parking violations. You are subject to all laws and local school rules regarding driving and parking vehicles on school grounds.

Reference: Annotated Code of Maryland 7-308

Medication in School

Children may not take medication in school, except that which is dispensed through the school nurse on the recommendation of the child's physician. You should take medication for minor illness at home or it is permissible for your parent to come to school to administer it to you.

If your doctor deems that it is necessary for you to take medication during the school day, the school must have complete written instructions from the prescribing physician on the form provided for this purpose. ("Physician's Authorization" form, revised 4/11/08) Medications must be delivered to the school by the parent and are kept in a locked space in a designated area in the school. Medications CAN NOT be brought to school by a student.

Student Government

Participation

You have the right to participate in student government. The student government is accountable to students in the school. Any student legally enrolled in a school, academically eligible, and meeting any criteria set forth in the school constitution may run for and hold office in student government. (Allegany County Association of Student Councils: Constitution)

Faculty Support

School staff will support your right to participate in student government. The principal will ensure that the student government gives students a voice in school business. The student government will have a faculty advisor and school staff will help the student government get needed supplies and use of rooms. School staff also will excuse absences for students who miss class because of student government activities when those activities are approved.

Powers of Student Government

One responsibility of the student government is to represent you within the school whenever issues arise that are related directly to student concerns and rights. The student government may give the school administration recommendations about issues of student interest. The principal will meet regularly with the student government faculty advisor and the executive committee to talk about things that concern the students. Each school decides which student government members will be on the executive committee.

Reference: ACPS JFBA Student Government

Student Organizations

You may decide to join one of the many student organizations available at your school. These activities are held on school property and are subject to the supervision of the school's administration and faculty. These organizations are open to all students who qualify to fill the objectives of the organization.

Principals have the authority to place restrictions on participation in extracurricular activities for violations of disciplinary rules and regulations. Organizations which are secret, or limit who may become members may not conduct activities on school property.

Reference: COMAR 13A.08.01.09

Interscholastic Sports

Student Eligibility

State Regulations (COMAR 13A.06.03) set standards which govern your eligibility to participate in high school athletics. The Maryland Secondary Schools Athletic Association and Allegany County Public Schools establish their own rules for participation in their athletic programs. These standards used during the regular season and state tournament play help ensure that, while you are playing on a sports team, you are also making satisfactory progress toward graduation.

If you wish to participate in sports you must carry a passing grade in five subjects/credits regardless of the number of subjects carried. You can be declared ineligible if you are not passing all five classes by the first nine weeks' grades, first semester and third nine weeks' grades. If you are declared academically ineligible, you cannot practice with the team. If you have discipline problems, you could be ineligible to participate in athletic contests representing your school. The principal shall be the sole judge in these cases. If you wish to play a sport, you need to have a physical examination preformed by a licensed physician, certified physician's assistant under the supervision of a licensed physician, or certified nurse practitioner.

You must be registered at the MPSSAA high school where you play and may participate three seasons in any one sport in grades 10, 11 and 12. You can participate for four seasons if you begin in the 9th grade. Students 19 years or older, as of August 31, and high school graduates are ineligible (COMAR 13A.06.03.02).

If you decide to participate in extracurricular activities, you will receive a copy of "Rules Governing Participation on Athletic Teams and Extracurricular Activities". You and your parents will sign a contract with the school system saying that you recognize this agreement and will abide by these rules. If you don't uphold this contract and abide by these rules, you may not be allowed to participate.

Reference: ACPS JGA Conduct of Students Participating in Athletics and/or Extracurricular Activities

Complaint Procedure

Each school will accept and consider individual and/or group complaints. If legal advice is deemed necessary by either party or if the case alleges a violation of the law that may lead to litigation, the complaint will proceed immediately to the superintendent.

It is the intent of the school to provide fair treatment with a grievance, discrimination complaint, or a disciplinary action (not involving suspension or expulsion).

School-Level Decision

- If you have a problem or a complaint, including discrimination, you may meet with the principal or designee to seek an informal resolution.
- If you are not satisfied with the informal process or proposed resolution (or no resolution is reached within 15 school days of the meeting), you may file a written request to the principal for a formal review of the complaint. When the principal formally reviews the complaint, the principal shall provide you with the opportunity to present witnesses and evidence in support of the complaint. The principal shall render a decision in writing to you within 10 school days of the formal review.

Appeal of a Principal's Decision

Submitting an Appeal: If you are not satisfied with the decision rendered, you may appeal the decision to the superintendent or his/her designee. This appeal must be in writing within 10 school days of the principal's written decision. The appeal statement should include a request for a review of the complaint and the decision of the principal and should include all pertinent factual information. The appeal statement may include the remedy requested.

Review of an Appeal: After a review of the issue and related information, the superintendent or designee shall render a decision and notify you and the principal in writing within 10 school days of the receipt of the appeal.

Reference: ACPS JFH Student Complaints and Grievances