



Parent or Legal Guardian and Student Complaints Procedures to IB Programme Decisions Made by George M. Hampton Middle School

As an IB World School, George M. Hampton Middle School is entirely independent from the IB, and is solely responsible for the implementation and quality of teaching of the programmes. The IB has no jurisdiction over decisions made by the IB World Schools, as set forth in the General Regulations. As a result, the IB does not resolve complaints by students, their legal guardians or teachers regarding decisions which fall within the remit of the IB World Schools. If a complaint arises regarding such decisions, students and parents/guardians should contact the school and follow the internal complaints procedures set out by George M. Hampton Middle School and Prince William County Public Schools.

Purpose

- To provide students and parents or guardians with consistent and fair systems and processes for handling appeals or challenges to IB Programme decisions taken by George M. Hampton Middle School.
- To explain how George M. Hampton Middle School will deal with complaints and students' requests for appeals against IB Programme decisions taken by the school.
- To ensure that details of these procedures are made widely available and accessible to all students and operate in accordance with such procedures.
- To inform students and parents or legal guardians of the school's procedures for addressing complaints and students' requests for appeals of IB Programme decisions taken by the school.

Academic Complaints

It is hoped that most complaints and concerns will be resolved quickly and informally. In the event of a complaint, parents/guardians should contact their child's teacher to outline the specific details. In most cases, it is hoped that the matter will be resolved by this means to the parents'/guardians' satisfaction. However, if the teacher cannot resolve the matter, the parent/guardian should contact the IB MYP Coordinator at George M. Hampton Middle School. The IB MYP Coordinator works with the student, parents/guardians, teacher, student's administrator, and school counselor to resolve the complaint. If the complaint is not resolved to

the satisfaction of the parents/guardians with the IB MYP Coordinator, they should follow PWCS Academic Appeals procedures below. Academic Appeals Academic appeals related to grades, PWCS exams, PWCS exam grades, and placement in the IB Program at George M. Hampton Middle School shall follow the PWCS Regulation 731-1 Appeal of Student Matters (Adopted 26 June 2019).

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.