Marietta High School International Baccalaureate (IB) Programme

Parent & Student Guide: How to Question or Appeal an IB Decision

At Marietta High School, we want every student and family to feel heard, supported, and treated fairly throughout their International Baccalaureate (IB) journey. While Marietta City Schools has a general district policy (Board Policy JCE) for handling student complaints, it doesn't cover the specific academic rules of the IB programme.

This guide explains how you and your child can ask questions, resolve concerns, or formally appeal an IB-related decision made at our school.

What Decisions Can Be Appealed?

Any enrolled IB student—or a parent/guardian acting on their behalf—has the right to request a review of school-level decisions that affect their grades, testing, or standing in the IB programme. This includes decisions about:

- **Joining or Staying in IB Classes:** Being denied entry into an IB course or programme, prerequisite questions, or being removed from an IB class.
- **Classroom Grades & Deadlines:** Disputes over grades on Internal Assessments (IAs), predicted grades sent to the IB, missing work, or internal due dates.
- **Academic Honesty:** School rulings regarding plagiarism, improper collaboration, or unauthorized AI use before work is officially submitted to the IB.
- **Testing Accommodations:** Decisions about whether the school will request special testing accommodations from the IB for your child.
- **IB Core Projects:** Decisions regarding the supervision, requirements, or evaluation of the Extended Essay (EE), Theory of Knowledge (TOK), Creativity, Activity, Service (CAS), Personal Project, Community Project, or Reflective Project.

(Note: Official exam scores released directly by the IB after final exams are handled through a separate IB process called an "Enquiry Upon Results." Our IB Coordinator can help your family request this if needed.)

Step-by-Step: How to Appeal a Decision

We encourage open communication and aim to solve concerns quickly at the classroom level first. If you or your child disagree with a decision, please follow these steps in order:

Step 1: Talk It Over with the Teacher or Supervisor

- **When:** Within **5 school days** of receiving the decision.
- **What to do:** Your child (with your support, if desired) should reach out directly to the IB teacher, advisor, or project supervisor.

- **Goal:** This informal conversation gives everyone a chance to review the IB grading rubric, clear up any misunderstandings, and find a fair solution together.

Step 2: Send a Written Appeal to the IB Coordinator

- **When:** Within **5 school days** of the Step 1 conversation (if the issue isn't resolved).
- **What to do:** Submit a written appeal to our IB Programme Coordinator. Be sure to include:
    1. Your child's name, grade, and the specific IB class or project.
    2. A brief description of the decision you are appealing.
    3. Why you believe the decision should be reconsidered, along with any helpful documents or examples of student work.
- **What happens next:** The IB Coordinator will review everything, talk with both your family and the staff member involved, and send you a written decision within **5 school days**.

Step 3: Request a Review from the Principal

- **When:** Within **5 school days** of receiving the IB Coordinator's decision.
- **What to do:** If you still disagree with the outcome, submit a written request to the Principal.
- **What happens next:** The Principal—or an impartial school review team made up of an administrator, a counselor, and an IB teacher not involved in the situation—will review the case and provide a final school-level written decision within **7 school days**.

Step 4: District-Level Review (Policy JCE)

- Once all the school-level steps above are complete, if you believe the decision violates district policy, state or federal law, or your child's rights, you may file a formal district grievance under Marietta City Schools Board Policy JCE.

Our Promise to Families

- **No Retaliation:** Your child will never be treated unfairly, penalized on future grades, or looked down upon by staff for respectfully questioning a decision or filing an appeal.
- **Easy Access & Translations:** You can find this guide anytime on our school's IB webpage, in your child's online classroom portal (such as Schoology/Canvas/Google Classroom), and in the IB Student Handbook. Translated copies (including Spanish and Portuguese) are available on our website or by asking the front office.
- **Annual Review:** Our IB leadership team, teachers, and student leaders review this process every year to make sure it remains fair, clear, and helpful for all families.