**ACE Appeal Process:**

There are two reasons that a student would not get credit in ACE: too many absences or not completing enough work that meets basic competency.

**Too Many Absences**:

If you feel that there were extenuating circumstances that led you to “n’ing” out of an ACE class, you can request an appeal and present your case to Ms. Bayer and Ms. Lopez. The appeal process consists of:

* Scheduling a date and time that is convenient for the staff members, **as close to the time that the “n” was received.**
* Collect any relevant documentation that would support your case (doctor’s notes, family testimonial, etc...)
* Gather all relevant information from the class to demonstrate effort shown and academic progress made so far (i.e. completed benchmarks, completed assignments, feedback on class participation, etc…) Teacher input about effort and performance will also be considered.
* Give a presentation to convince Ms. Bayer and Ms. Lopez that your case deserves to be an exception and why.

\*\*\*If you choose not to appeal an “n” or lose your appeal, you can drop the class. However, you will need to wait until it is offered again to earn the needed benchmarks and credits. You are also not permitted to independently start attending a different ACE class, in its place.

**Not Completing Enough Work**:

If you did not complete enough benchmarks during a cycle to earn basic competency ***but are within one week’s worth of being able to do so***, you can bring your case to Ms. Bayer, Ms. Lopez, and your teacher from the class to present your case for being able to get the opportunity to stay in the class for ***one week*** after the cycle ends to make up the work. In the appeal meeting you should:

* Present a *convincing* case about why you were not able to complete the work in the given time-frame of the class. Please keep in mind that the teacher’s input about your effort throughout the course of the class (i.e. class participation) will be weighed heavily in this decision.
* Lay out how you plan to make up the remaining benchmarks in the given 1 week period.
* Address how you plan to change the habits or barriers that interfered with your ability to achieve these benchmarks the first time around.

You must schedule this appeal with the needed staff members , no later than the Monday following the end of the cycle from 3-3:15pm.

**N’ing out of an ACE class because of attendance**

I can appeal to stay in the class if:

☐ I schedule the appeal hearing as close to the day that I N’d out as possible.

☐ There were extenuating circumstances that led to my absences and I have authentic documentation to prove these extenuating circumstances

☐ I have evidence that shows my effort in class and positive academic progress made so far (i.e. completed benchmarks, completed assignments, etc…)

*An Appeal hearing should be scheduled with Ms. Bayer and Ms. Lopez.*

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**Not completing enough work/ Receiving an IP**

I can appeal to get one additional week to complete work after the cycle ends if:

☐ I have legitimate reasons for why I was not able to complete the work in the

given time-frame of the class. (Please keep in mind that your teacher’s assessment of the effort that you showed during the course will be weighed heavily in this decision)

 ☐ I have written out a detailed plan on how I would make up the remaining

benchmarks in the 1 week period.

☐ I am prepared to talk about which Habit of Success I need to improve on and how I will improve on it, in order to prevent this from happening again.

*An Appeal hearing must be scheduled no later than the last day of the cycle with Ms. Bayer, Ms. Lopez and the ACE teacher from this class.*