

# Liberty A+

## Appeals Program



In accordance with Missouri state guidelines, a school district may have a process to review an appeal by a student to meet the A+ Schools Program guidelines. Liberty Public Schools provides such a process for a student/parent to submit a request for an appeal for denial of A+ tuition.

**Attendance** and **Citizenship** are the only A+ requirements allowed to be appealed. Appeals for reasons other than attendance must be reviewed and accepted by building A+ Appeals Committee for final approval by district administration.

The procedures and due dates outlined below are established in the best interest of the student. Several state requirements mandate that names of A+ eligible student's be reported to the Missouri Department of Elementary and Secondary Education (DESE) **within two (2) weeks of graduation each year. The State is precluded from including names after a specified time because of state funding issues.**

There is no state appeal process. The State of Missouri will not address any local school issues regarding a student's A+ eligibility.

### **Student/Parent Responsibilities:**

- Contact the A+ Coordinator to discuss any attendance or citizenship concerns.
- Review attendance updates that are provided to the parents/students on a routine basis (one letter during junior year and two letters during senior year).
- Review communication from the school and/or A+ Coordinator regarding citizenship infractions. (These are provided when citizenship infractions occur.)

### **Criteria for Submitting an Attendance Appeal**

- The purpose of an appeal is to help the student meet the state requirements for A+ when extreme and unusual situations occur, such as those listed below:
  - Catastrophic illness
  - Hospitalization for surgery or emergency treatment



- Chronic issues that require regular medical treatment and for which the student has a 504 accommodation on file or for which the student could qualify for a 504 accommodation plan
- Catastrophic family crisis
- A request for an appeal must be submitted to the student's high school A+ Coordinator by **April 15<sup>th</sup> of the student's senior year**. A student may discuss attendance issues with the A+ Coordinator prior to his/her senior year, but the Appeals Committee will review attendance appeals during the spring semester of the students' senior year.
- To be considered for an attendance appeal, the student must currently meet all other requirements of the A+ Schools Program.

### **Initiating an Attendance Appeal:**

1. To initiate an appeal, request the Attendance Appeals Form from the A+ Coordinator at the high school.
2. **Complete the Attendance Appeals Form and attach original documentation** that provides detailed information, explaining and supporting the appeal. Examples of original documentation that provides detailed information, explaining and supporting the appeal. Examples of original documentation may be a letter signed by the attending physician or insurance documents. An insurance document (Explanation of Benefits (EOB) in lieu of physician's statement) may be used to verify a period of confinement to a medical institution.
3. **Assemble and submit all required documentation** to the A+ Coordinator on or before the date of **April 15<sup>th</sup> of the student's graduation year**.

### **Criteria for Submitting a Citizenship Appeal:**

- The purpose of an appeal is to assess a student's ability to meet the state requirements for citizenship under the A+ Program.
- A request for an appeal must be submitted to the high school A+ Coordinator by April 15<sup>th</sup> of the school year **in which the citizenship infraction occurs**. A student may discuss citizenship issues with the A+ Coordinator prior to this date.

### **Initiating a Citizenship Appeal:**

1. To initiate an appeal, request the **Citizenship Appeals Form** from the A+ Coordinator at high school.



2. **Complete the Citizenship Appeals Form and attach a letter** from the student requesting consideration of the appeal and any other documentation that will help the committee understand the nature of the appeal.
3. **Assemble and submit all required documentation** to the A+ Coordinator on or before the date of **April 15<sup>th</sup> of the year the citizenship infraction occurs.**

### **Review Process and Procedure:**

1. The Appeals Committee, comprised of representatives from Liberty High School, meets and reviews each student appeal.
2. The Appeals Committee meets **within two week after April 15<sup>th</sup>** to review all appeals (attendance & citizenship) received from seniors. The committee will meet in November to review citizenship appeals from sophomores and juniors. Sophomore and juniors appeals after November will be reviewed two weeks after April 15<sup>th</sup>.
3. The Appeals Committee reviews **only written documentation** submitted. Verbal appeals will not be granted.
4. **The A+ Coordinator submits the student's documentation** to the Appeals Committee. The student's name and demographic information are removed from the documentation submitted for the Committee's review.
5. The A+ Coordinator from the student's school **has no vote** in the decision on the appeal.
6. The Committee reviews a student's entire attendance and discipline record as well as any file in the school nurse's office for all four (4) years, including trancies, family vacations, tardies, out-of-school suspensions, etc., to advance the committee's understanding of the appeal. Review of the entire attendance record assists the Committee in understanding the student's level of commitment to maintaining the required ninety-five (95%) attendance for the A+ Schools Program.
7. For Attendance Appeals, only **absences** that meet the reasons stated in the *Criteria for Submitting on Attendance Appeal* section will be considered as an appealable absence.
8. For Citizenship Appeals, only citizenship infractions addressed on the Citizenship Appeals Form will be considered for review by the Appeals committee. The Appeals Committee. The Committee may opt to place a student on probationary status in the A+ Program for a citizenship infraction.
9. The student/parent is notified in writing of the Committee's decision within fifteen (15) days of the review. The A+ Coordinator initiates the letter and may also personally contact the student or parent to inform him/her of the Committee's decision.



### **Further Consideration of a Denied Appeal:**

After having received notification of the Appeals Committee's decision, the student and/or parent may desire to further discuss the decision. The student and/or parent have the right to discuss the appeal and should contact the Principal/Director of Guidance for further discussion.

### **Procedure for an Appeal After April 15<sup>th</sup> of Student's Senior Year:**

Liberty Public Schools recognizes that in extreme cases, a senior student may have a situation occur after April 1<sup>st</sup> of their senior year that has a negative impact on the student's attendance and/or citizenship standing for A+ eligibility. In this case, the following process is instituted:

1. Appeal is to be reserved for absences or incidents that **occur from April 1<sup>st</sup> of the student's senior year to graduation** of the student.
2. Student/parent submits documentation to the A+ Coordinator as soon as possible, but **prior to the graduation date**. Documentation must meet the *Student/Parent Guidelines above*.
3. The Appeals Committee meets to review the appeal.
4. **Only written documentation may be submitted**. Verbal appeals will not be granted.
5. The A+ Coordinator submits the student's documentation to the Appeals Committee. The student's name and demographic information are removed from the documentation submitted for the Committee's review. The A+ Coordinator has no vote in the decision on the appeal.
6. The Committee reviews a student's entire attendance and discipline record as well as any file in the school nurse's office for all four (4) years, including trancies, family vacations, tardies, out-of-school suspensions, etc., to advance the committee's understanding of the appeal. Review of the entire attendance record assists the Committee in understanding the student's level of commitment to maintaining the required ninety-five (95%) attendance for the A+ Schools Program.
7. For Attendance Appeals, only **absences** that meet the reasons stated in the *Criteria for Submitting on Attendance Appeal* section will be considered as an appealable absence.



8. For Citizenship Appeals, only citizenship infractions that have **occurred since April 1<sup>st</sup>** and are addressed on the Citizenship Appeals Form will be considered for review by the committee.
9. The student/parent is notified in writing of the Committee's decision within ten (10) days of the decision by the A+ Coordinator from the student's school.

**A+ SCHOOLS ATTENDANCE APPEALS FORM  
DUE APRIL 15TH OF STUDENTS SENIOR YEAR**

**ATTENDANCE APPEAL:**

The purpose of an appeal is to assist the student meet the state requirements for the A+ Program when extreme and unusual situations necessitate an appeal. An appeal must be for one of the following reasons:

- Catastrophic illness
- Hospitalization for surgery or emergency treatment
- Chronic issues which require regular medical treatment and for which the student has a 504 accommodation on file
- Catastrophic family crisis

Please attach documentation supporting the appeal.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Today's Date: \_\_\_\_\_

NATURE OF AND REASON FOR APPEAL (List exact dates and times appealed):



**A+ SCHOOLS CITIZENSHIP APPEALS FORM**  
**DUE APRIL 15TH OF STUDENTS SENIOR YEAR**

**ATTENDANCE APPEAL:**

The purpose of an appeal is to assist the student meet the state requirements for the A+ Program when extreme and unusual situations necessitate an appeal. An appeal may be for one of the following reasons:

- Unlawful use of drugs/alcohol.
- Violations of the District's Student Discipline Policy.
- Violation committed by a student under contract which involves poor behavior, disrespect, profanity, dishonesty, etc.
- Any student under contract who received two in-school-suspensions in one year.

Please attach documentation supporting the appeal if applicable.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Today's Date: \_\_\_\_\_

NATURE OF AND REASON FOR APPEAL (List incident(s) you are appealing)



## REQUIRED ITEMS TO BE SUBMITTED:

1. Original documentation from a physician, hospital medical personnel, and/or insurance detailing information supporting and explaining the appeal. This documentation must indicate the dates the student is appealing. Examples of original documentation may be a letter signed by the physician or an insurance document (Explanation of Benefits {EOB} in lieu of physician's statement which verifies a period of confinement to medical institution). The documentation should include:
  - Specific dates and times to be considered for appeal
  - Physician diagnosis
  - Treatment
  - Period when the student was confined to home or hospital
  - Date physician released student to return to school
2. A letter from the student requesting consideration of the appeal
3. Any additional pertinent documentation which will help committee members understand the nature of the appeal and support the request.

Optional: A letter from the parent or guardian as in addition to the above information.

I acknowledge receipt of the Appeal Process Procedure.

\_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_

