

ADDENDUM E

COURSE RECOMMENDATION AND APPEAL PROCESS

COURSE RECOMMENDATIONS

Teachers will make course placement recommendations for each of their students for the following school year. Before inputting recommendations into Genesis, teachers should inform all students of placement recommendations and the rationale for their decision.

THE APPEAL PROCESS

A course level recommendation may be appealed in writing to the teacher, whose decision, in turn, may be appealed to the Content Area Supervisor, Vice Principal, and Principal. Students must use the official appeal form, which is included as Addendum F of this document and posted on the THS website.

The following process delineates the steps that students must take should they wish to appeal a course recommendation. This process is used for students currently in grades 9-12. Appeals for incoming 8th graders follow the same process and dates but concludes at the Content Area Supervisor level.

1. After the first semester of the school year, teachers recommend each of their students for an appropriate level of the next course in the departmental/program sequence. These recommendations are based on the teacher's knowledge of each student's current level of skills, content knowledge, demonstrable interest in the subject matter, and other predictors of success at the next level. (In some departments, students may be given a placement test as one indicator of their readiness for particular courses.) One predictor of success is the student's grade in the current course. For admission into honors or AP courses, teachers will use the information in the chart below as guidelines during the recommendation process:

Student's Current Course Level	Guideline First Semester Grade for Honors/AP Recommendation
Honors/AP	B
Advanced	B+
CPA	A-* ^{πλ}

*For students enrolled in European History CPA, the guideline grade for admission into AP U.S. History in the 11th grade is an "A." As noted within the Social Studies section of this document, students who might be interested in taking AP U.S. History in their junior year, and who do not take Humanities Honors in their sophomore year, should take European History – Advanced in their sophomore year instead of the CPA course.

^π The guideline grade for Geometry Honors recommendations is a grade of A- in Algebra 1 the first time the student takes this course. For students enrolled in Geometry CPA seeking admission into Algebra 2 Honors, the guideline grade is an A- or higher in both Algebra 1 from the previous year and the current Geometry class.

^λ The guideline grade for Science Honors recommendations is a grade of A- in both math and science courses.

2. If a student has not earned the guideline grade for a recommendation, a teacher may still recommend the student for the higher-level course if, in the teacher's judgment, the student shows promise for success in the higher-level course. These students do not have to submit a formal

appeal. Before making this recommendation, teachers should consult with their supervisor and with a student's case manager, if applicable.

3. Any student may submit an appeal for admission into a desired course level. Appeals must be in writing and completed on the official school form (included as Addendum F of this document and posted on the THS website). In addition to providing a rationale for the appeal, students will be asked on the appeal form to list all of the courses for which they are currently recommended and all of the courses for which they are appealing a placement decision. Before submitting the appeal form to his/her teacher, the student must meet with his/her guidance counselor (and case manager, if applicable) to discuss the student's planned appeal(s) and possible ramifications for the following year's desired academic program. For each planned appeal, the student must obtain the signature of the guidance counselor (and case manager, if applicable). The student should submit the appeal form directly to the teacher(s) of his/her course. All appeals must be submitted to teachers by February 10.
4. Teachers will submit appeals forms to Content Area Supervisors by February 10. Content Area Supervisors will make appeals decisions by March 14. Once a supervisor has received an appeal form, he/she will meet with the student to discuss the expectations of the desired course, hear the student's rationale for appealing the placement recommendation, and examine data (e.g., grades on particular assignments) pertinent to the placement decision. The supervisor may request that the student bring samples of work to be used as part of the overall assessment for placement.
5. After meeting with the student, initiating contact with the parent/guardian if necessary, and soliciting input from the counselor (and case manager, if applicable) the supervisor will make a placement decision.
6. Should the supervisor decide *not* to recommend the student for placement in the desired course, the student's parent/guardian may pursue the appeal further, adhering to the following steps:
 - a. The parent/guardian should first contact the student's guidance counselor (and case manager, if applicable) to discuss the proposed program for the following school year.
 - b. If, after that discussion, the parent/guardian still wishes to appeal, the appeal must be submitted to the Vice Principal by March 17. The Vice Principal will communicate his decision by March 31.
 - c. Should the Vice Principal decide ultimately *not* to recommend the student for placement in the desired course, the parent/guardian and student may appeal to the Principal within one week of the previous Vice Principal appeal. Principal level appeals must be submitted by April 7. Principal appeal decisions will be communicated by April 21.
 - d. Should the Principal decide ultimately not to recommend the student for placement in the desired course, the parent/guardian and student reserve the right to enroll in the course against the educators' advice. In this case, the parent/guardian and student will be asked to acknowledge, in writing, that the placement is sought against the educators' recommendations, and to provide a rationale as to why they intend to act against these recommendations. An official school form (found in the Appendix of this document) must be used for this purpose. No parent/guardian or student may submit this form without completing the entire aforementioned process. Students may not appeal more than two courses.

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