

## 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. Prior to entering recommendations into Genesis, teachers will inform all students of placement recommendations and the rationale for their decision.

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 professional opinion, the student shows promise for success in the higher-level course.

***These students do not have to submit a formal appeal. Students who wish to take a higher-level course which differs from the one that his/her teacher indicated he/she is recommended for should schedule an appointment with their teacher to discuss the desired course placement.***

The above process affords teachers the opportunity to consider individual situations prior to inputting recommendations into Genesis.

#### 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.

- 1. 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 8<sup>th</sup> graders follow the same process and dates but concludes at the Content Area Supervisor level. The Override process outlined in #8 below applies to students in grades 9-12. The override process does not apply for incoming 8<sup>th</sup> graders.***
2. 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:

<b>Student's Current Course Level</b>	<b>Guideline First Semester Grade for Honors/AP Recommendation</b>
Honors/AP	B

Advanced	B+
CPA	A-* <sup>π</sup> <sup>λ</sup>

\*For students enrolled in European History CPA, the guideline grade for admission into AP U.S. History in the 11<sup>th</sup> 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.

<sup>π</sup> 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.

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

3. Appeals to the Content Area Supervisors, Vice Principal, and/or the Principal must be in writing and completed on the official school form (included as Addendum F of this document and posted on the THS website). **Students are limited to two course placement appeals per year.**
4. ***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 proposed appeal(s) and possible ramifications for the following year’s academic program. All first-level appeals must be submitted to Content Area Supervisors by February 9<sup>th</sup>.***
5. Content Area Supervisors will review the appeal, examine data (e.g., grades on particular assignments) pertinent to the placement decision, and - if necessary – meet with the student to discuss the expectations of the desired course and hear the student’s more in-depth rationale for appealing the placement recommendation. The supervisor may request that the student bring samples of work to be used as part of the overall assessment for placement.
6. After meeting with the student, communicating with parents/guardians if necessary, and soliciting input from the counselor (and case manager, if applicable) the supervisor will make a placement decision. **Content Area Supervisors will make appeals decisions by March 9<sup>th</sup>. Students must check their school email account for the appeal decision.**
7. Should the supervisor decide *not* to recommend the student for placement in the desired course, the student may continue the appeal process to the Vice Principal. The student and parent/guardian should contact the student’s guidance counselor (and case manager, if applicable) to discuss the proposed program for the following school year. **If, after that discussion, there is a desire to continue the appeal process, the student should submit the appeal to the Vice Principal by March 16<sup>th</sup>. The Vice Principal will communicate his decision by March 29<sup>th</sup>.**
8. Should the Vice Principal decide ultimately *not* to recommend the student for placement in the desired course, the student may continue the appeal process to the Principal. **Appeals must be submitted to the Principal by April 13<sup>th</sup>.** Regardless of reason, the Principal will not accept or hear course placement appeals after April 13<sup>th</sup>. **The Principal will communicate his decision by April 27<sup>th</sup>.**

9. Should the Principal decide not to recommend the student for placement in the desired course, the parent/guardian reserves the right to enroll their child in the course against the educators' advice. In this case, the parent/guardian and student will be required 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. The *Course Recommendation Override form* (Appendix G in the Program of Studies) must be submitted. The entire aforementioned appeal process/steps must have been exhausted for the *Course Recommendation Override form* to be accepted and considered. Course Recommendation Override forms must be submitted by May 4<sup>th</sup>. Parent/Guardians are limited to submitting one Course Recommendation Override form per year. The High School Administration reserves the right to send the Course Recommendation Override form to the Superintendent of Schools for review and ultimate decision.