

Course and Level Changes

Student placement in core courses is based on teacher recommendations in the spring. Appeals to these recommendations are allowed until May 13th. Appeals must be made using the Recommendation Override Form. This form can be obtained in the Guidance Department. No changes to teacher recommended placements will be made after May 13th.

Once the school year has begun, a parent must contact the teacher to request a level change. **** Any changes made after term 1 grades are issued will result in the original dropped course remaining on the student transcript showing a "WP" if passing or a "WF" if failing. The new added course will also show on the student transcript.***

If a change is deemed necessary, the student must obtain a Course/Schedule Change Form to be completed by the parent, teacher and department head. It is the student's responsibility to complete the form and have all signatures in place. The guidance counselor will then review the request and issue a Drop/Add Form to adjust the student's schedule if the change is approved.

*Course changes are not allowed except to:

- Add a course in place of a Learning Center
- Change a course that was already taken
- Change a course to meet graduation requirements

No course may be dropped or added before week two of a semester or after week three of a semester. Requests for changes outside this time period must be initiated by a faculty member.

Course and Level Change Appeal Procedure

Procedure for appealing a teacher's recommendation for placement in a leveled course or admission to a course:

1. If a parent or guardian wishes to appeal a recommendation regarding level placement or admission to a course, the parent should do so promptly, in writing, on the individual course request sheet before June 1.
2. If the course request sheet has already been turned in, the parent should write to the Director requesting a review of the teacher's recommendation.
3. The Director, the teacher and the student's guidance counselor will consult, review the student's grades, and if necessary, ask the student to complete an additional assessment facilitated by the Director.
4. This assessment, along with the student's grades and a meeting with the student, will provide the Director with information to accept or reject the recommendation of the teacher.
5. At the end of the year, if a student does not meet the criteria for remaining at the same level for a course, the student may retake the final exam of the pre-requisite course. The student must achieve an 80% or better on the exam which will be administered the last day of summer school. 9
6. If a student requests to move to a higher level course, the same process will be used requiring the student to earn an 80% on the higher level final exam as described above.
7. If the parent or guardian wishes to appeal the decision of the Director, the parent may appeal to the Principal in writing within forty-eight hours.
8. The Principal will review the recommendations of the teacher, the guidance counselor, and the Director; if necessary, the Principal will meet with the student and render a placement decision.