



# NASHOBA REGIONAL HIGH SCHOOL

12 Green Rd. Bolton, MA 01740

School Year 2015-2016

Honors Level

## Override Request Process for Students Entering Grades 10, 11, & 12

### 2015-2016 Deadline for submission of all materials to Guidance – March 30<sup>st</sup>

*Please note that there must be a definite window of time available for override requests: the deadline exists in order to allocate sufficient time for building the high school schedule to best meet student course requests. Any Override Request received after the stated deadline may not be included in the schedule build and consideration of approval will include seat availability in the course as a significant factor.*

If a student wishes to take a course at a *higher* level than recommended by the current teacher, a specific process must be followed to request an override.

- To initiate an override request the student must currently have and maintain a cumulative average of an 80 or higher in the subject area.
  - If the cumulative grade is a 90 or higher, in the current course and/or prerequisite course, there is great probability that the override will be granted.
  - If the cumulative grade falls between 80-89 the student must usher the override request through an appeals process. If the student does not maintain the average required for an override through the year end, the course request will revert to the originally recommended level.
- *Submit requests by stated deadlines.* Students whose initial registration to the district is after the master schedule is built (i.e. summer registrations) may request an override subject to sufficient seat availability in the class and minimum performance levels on applicable placement assessments.
- The override appeals process requires that the student complete the attached form and submit it to Guidance. The appropriate Department Chair will review the student's narrative request, speak with the student's current and perhaps former teachers in that subject area, review the student's history of grades, work ethic, work completion and work quality, and determine if the override request is appropriate to be granted.
- The Department Chairman will notify the student and Guidance of the decision reached.
- If the request is not granted, the student may initiate a meeting with the Department Chair to discuss the reasons for the denial and develop a plan to meet eligibility for the desired level during the following year.
  - Students will have the opportunity to appeal a denied request to the Principal. An appointment with all of the pertinent materials and documents must be conducted in order to review the situation. The Principal will make the final decision within five days of the appeal meeting.



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**Honors and AP Level** courses are recommended for students who have demonstrated exceptional academic achievement through a combination of ability and motivation. Instruction will assume that students are able to grasp concepts on initial presentation and will, therefore, emphasize observation, analysis, synthesis, and problem-solving. Students are expected to be able to organize their time, to plan long-term assignments and to seek help when necessary, all on their own initiative. A student recommended for Honors demonstrates the following characteristics:

- Has comprehensive and in-depth understanding of rigorous subject matter
- Has the ability to provide sophisticated solutions to complex problems
- Has the ability to self-assess and learn from mistakes
- Engages in metacognition (is a reflective learner)
- Has the ability to organize time and materials efficiently
- Has the ability to read and understand college level materials
- Has excellent ability to convey complex ideas both verbally and in writing
- Has the ability to easily analyze, synthesize and evaluate information
- Demonstrates intellectual curiosity by exceeding stated requirements

To the student:

Take the opportunity to advocate for yourself! Using all of the above description and criteria, please submit a narrative description of your ability to achieve successfully in the Honors course you are requesting. The best argument will include evidence of interest, ability, and performance, as well as an understanding of why current performance levels have not resulted in a recommendation from your teacher to be in an Honors course next year. You may want to include current and past grades in this subject, as well as your achievement in any related areas. Pay careful attention to your approach and execution of this narrative as it is your best opportunity to demonstrate that the move will be a successful one for you.

Student Name: \_\_\_\_\_

Name and level of recommended course: \_\_\_\_\_

Teacher who recommended that course: \_\_\_\_\_

Current course in this subject area and grade: \_\_\_\_\_

Course & Level of requested course: \_\_\_\_\_

*Any student enrolling in a course at an override level is committing the course for a minimum of 10 weeks.*

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

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

\_\_\_\_\_  
Date