



## Ridgewood High School

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Principal

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Dear Students and Parents,

**Student course selections for the 2024-2025 school year are due on Friday, March 8 at 11:59 p.m.**

Please print out your course selections from Skyward and make sure that students and parents sign the sheet acknowledging the student's course requests for next school year. Signed sheets should be brought to your school counselor by the end of the day on Monday, March 11th. If a student would like to appeal (the process is explained below) a teacher's recommendation he/she has until **April 15, 2024**.

### **The Teacher Recommendation**

Each year, teachers make recommendations for student placements for the next school year. After spending the last six months with students in the classroom of their particular subject, teachers use observations of student skills, assessment achievement, student organization, preparation, work ethic, and student feedback on their goals as information to use when making their recommendation.

Our teachers at RHS, combined with 8th grade teachers at BF and GW, made approximately 14,000 class recommendations for almost 1,800 students in the last six weeks; the first step in building a master schedule for the 2024-2025 school year. Our teachers make recommendations with their students' academic path, mental health, and balance in mind. The goal of the teacher recommendation is to ensure our students are best placed in a setting where they are challenged, grow, and are successful.

### **The Teacher Recommendation Appeal**

A student may wish to enroll in a course other than the one recommended. To ensure that each student makes the best decision and receives feedback from the appropriate people, we designed the Teacher Recommendation Appeal Process to have our educators at RHS work collaboratively with students and parents to help each of our students be appropriately scheduled in September. This process is an important growth moment for our students as they journey through Ridgewood High School. Our teachers, counselors, supervisors, administrators, and parents are able to collaborate with the student to make a decision on what is best for their future. This is at the heart of the reason we have a teacher recommendation appeal process.

### **Steps of the Teacher Recommendation Appeal Process**

**Step 1:** Review your teacher recommendations and finalize your schedule in Skyward by March 8. Conversations on specific recommendations with your teachers should have been taking place in January and February.

**Step 2:** See your school counselor in person in the guidance department office to discuss your entire schedule for the 2024-2025 school year between **March 1 and April 5**. Remember the importance of balance in your schedule.

**Step 3:** If you would like to move forward with appealing a teacher recommendation, your school counselor will give you a google-form link for you to complete and **submit by April 15, 2024**. Parents should review the google-form link and sign off before students submit electronically. No teacher recommendation appeal will be accepted after **April 15, 2024**.

**Step 4:** Each appeal will be reviewed by department supervisors and administrators, after receiving additional input from teachers at RHS. Appeal decisions will be communicated to the student and parent/guardian in writing by **July 1, 2024**.

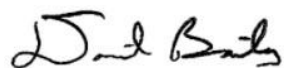
the appeal decision, there is a Parent Override Waiver Form available through the Director of Guid

**Step 5:** If a parent still disagrees withance's office. This information will be included in the appeal decision letter. Parents do have the right to waive their student into a class after going through the appeal process.

### **The 2024-2025 School Year**

If a student enrolls in a course they were not recommended for there is a chance that the student will receive grades lower than what they are used to. Furthermore, a student may spend a substantial increase in time and effort to keep up the pace of this course, which could impact other areas of the student's daily schedule. Please understand that when a student enrolls in a course other than the one recommended, due to scheduling parameters and class sizes, there is no guarantee that a student will be able to transfer from one class to another next year, if the need arises. Our hope is that each student will experience success in any chosen course of study, and we want you to be aware of the process and requirements associated with advancing into a course.

Thank you,



David Bailey  
Assistant Principal, Director of Guidance