

**SAN DIEGO CITY SCHOOLS**

**Date:** April 27, 2005

**To:** Senior High School Principals, Counselors and Teachers, Division and Department Heads

**Subject:** APPEAL PROCESS FOR COURSES DESIGNATED AS HONORS

**Department and/or Persons Concerned:** Senior High School Principals, Head Counselors, and Teachers

**Due Date:** Appeal requests will be accepted by September 30, 2005 for submission to the Board in the fall; and by January 27, 2006 for submission to the Board in the spring.

**Reference:** Board meeting date of December 14, 2004

**Action Requested:** Use attached form when requesting an appeal.

**Brief Explanation:**

On December 14, 2004, the Board of Education approved the designation of the following courses as “honors” in the Course of Study and granted them district-weighted credit for the first time:

<ul style="list-style-type: none"><li>• American Literature 1, 2 Honors, Honors Cluster, Honors Seminar</li><li>• Chemistry 1-2 Honors, Honors Cluster, Honors Seminar</li><li>• U.S. History and Geography 1, 2 Honors, Honors Cluster, Honors Seminar</li><li>• Precalculus 1-2 Honors, Honors Cluster, Honors Seminar</li></ul>	<ul style="list-style-type: none"><li>• Filipino 7-8 Honors</li><li>• French 7-8 Honors</li><li>• German 7-8 Honors</li><li>• Japanese 7-8 Honors</li><li>• Latin 7-8 Honors</li><li>• Spanish 7-8 Honors</li></ul>
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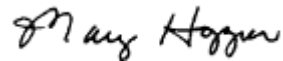
At the December 14 meeting, the Board also approved an appeal process that would allow teachers or other district staff to request a review of a course not listed above if they believe it should be granted honors status. That process includes the preparation of an application (Attachment A), securing the required signatures, and presentation of the application before a review panel consisting of an AP teacher, high school principal, instructional leader, curriculum director and a university representative. Courses accepted by this panel will be submitted to the Board of Education for approval.

Completed applications and attachments are due to the Instruction and Curriculum Division, Room 2114, Eugene Brucker Education Center on September 30, 2005 (panel meeting in October, Board of Education meeting in November), or on January 27, 2006 (panel meeting in February, Board of Education meeting in March).

Questions regarding this process should be addressed to Barbara Shaw at 619-725-7782.

Deborah Beldock  
Executive Director  
Instruction and Curriculum

APPROVED:



Mary Hopper  
Chief Administrative Officer

DB:BS:dc

Attachment

Distribution: Lists A, B, F, and K



## **B. COURSE CONTENT**

Prepare materials that address the following elements in detail and attach the pages to this application. Descriptions, assignments, materials and assessments must be representative of college level rigor.

- 15. Course Goals and/or Major Student Outcomes**
- 16. Course Objectives**
- 17. Course Outline**
- 18. Texts & Supplemental Instructional Materials**
- 19. Key Assignments**
- 20. Instructional Methods and/or Strategies**
- 21. Assessment Methods and/or Tools (in addition to benchmark assessments, be sure to attach a copy of the end-of-course comprehensive final exam)**