



# WILLOUGHBY-EASTLAKE CITY SCHOOLS

## Middle School Program of Studies and Planning Guide 2026 - 2027

|                                                                                                       |                                                                                                 |                                                                                                |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
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[www.weschools.org](http://www.weschools.org)

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## WILLOUGHBY-EASTLAKE CITY SCHOOLS



The Portrait of a Graduate was developed after a year-long process of soliciting feedback from staff, parents, business and civic leaders, and community members. After reviewing and prioritizing more than 1,000 pieces of feedback, the Portrait of a Graduate Summit was held in April 2024. More than 150 people were in attendance. They reviewed the potential competencies, discussed their relevance, and decided on the six key competencies that make up our Portrait. The Portrait competencies have been embraced by staff and students as key elements for success at school and as essential qualities needed following graduation.

## EVERY PERSON MATTERS. EVERY MOMENT COUNTS.

### Collaborator

Being a COLLABORATOR means fostering trust and cooperation, contributing fairly, supporting shared responsibility, embracing problem-solving together and contributing to group goals.

### Communicator

Being a COMMUNICATOR means being able to articulate your ideas and thoughts in personal conversations, in a group, and when presenting, while also being a good listener.

### Creator

Being a CREATOR means generating innovative ideas and approaches, visualizing possibilities, adapting and taking risks, experimenting, exploring the unknown, and expressing yourself through the arts or other means.

### Critical Thinker

Being a CRITICAL THINKER means assessing information, applying logic, looking at evidence, using reasoning skills, gaining insights and generating new ideas and approaches to challenges.

### Empathetic

Being EMPATHETIC means being understanding, showing kindness, being sensitive to the feelings of others, respecting different perspectives and showing concern and caring.

### Resilient

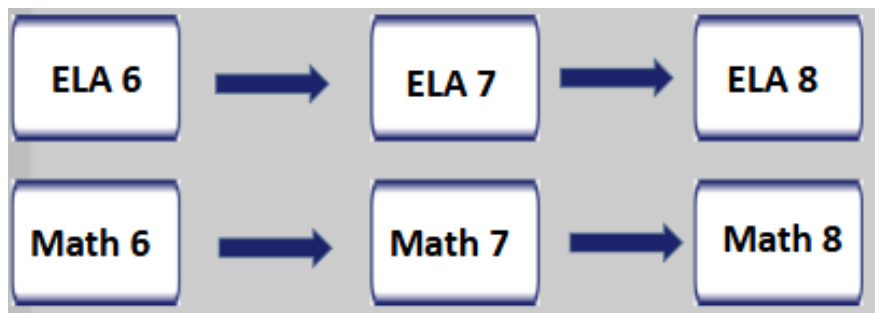
Being RESILIENT means being optimistic, persistent, flexible, confident, taking action, bouncing back from setbacks and focusing on what could be.

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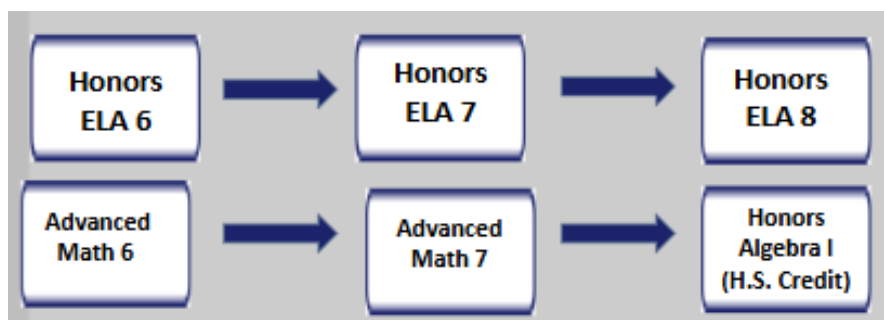
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## **[English Language Arts and Math Overview](#)**

## English Language Arts (ELA) and Math College Preparation Pathway



## English Language Arts (ELA) and Math Honors Preparation Pathway



Students will receive a weighted grade for Honors Algebra I. Grade points are:

A = 4.5 points, B = 3.5 points, C = 2.5 points, D = 1.5 points, F = 0 points

## Grade 6 Program Course Selections

### Core Courses

- English/Language Arts (ELA) 6 or Honors ELA 6\*
- Math 6 or Advanced 6\*
- Science 6
- Social Studies 6

### Encore Courses

- Art 6
- Computer Literacy I
- Physical Education 6
- Instrumental Music 6
- Exploratory Music 6
- Choir 6
- STEAM

*\*Indicates course requires prerequisite coursework or eligibility requirements.*

**All courses are offered based on enrollment and staff availability.**

# 6th Grade General Course Descriptions

## M311 English Language Arts (ELA) 6

This course engages students in reading and writing aligned to the 6<sup>th</sup> grade Ohio Learning Standards. This course prepares students to learn how to proficiently read grade-appropriate complex literature and informational text while developing the ability to cite textual evidence to support analyses. Students will examine how authors use evidence to support views, how to engage in research to support arguments, and how to organize and share findings. Vocabulary studies will include the study of roots and affixes as well as word analysis to determine the meaning of academic words. Writing skills will continue to be refined with an emphasis upon how to answer questions with writing. Students successfully completing this course will be fully prepared to enter ELA 7. **Fee Required**

## M3001 Math 6

This course engages students in math experiences aligned to the 6<sup>th</sup> grade Ohio Learning Standards. This course will focus on 4 areas: 1) connecting ratio and rate to whole number multiplication and division and using concepts of rate and ratio to solve problems; 2) completing their understanding of division of fractions and extending the notion of number to the system of rational numbers, which includes negative numbers; 3) writing, interpreting, and using expressions and equations; and 4) developing understandings of statistical thinking. Students successfully completing this course will be fully prepared to enter Math 7. **Fee Required**

## M2001 Science 6

Science 6 engages students in learning experiences aligned to the ODE Science Standards. This course incorporates hands-on and inquiry-based learning opportunities. Studies will focus on Earth and Space Science (ESS), Physical Science (PS), and Life Science (LS). ESS will focus on the study of rocks, minerals and soil, which make up the lithosphere. PS will focus on the study of foundational concepts of the particulate nature of matter, linear motion, and kinetic and potential energy. LS will focus on the study of the basics of Modern Cell Theory. This course prepares students for Science 7. **Fee Required**

## M1001 Social Studies (SS) 6

Social Studies 6 engages students in learning experiences aligned to the ODE Social Studies Standards. This course focuses upon Regions and People of the Eastern Hemisphere, through the lenses of History, Geography, Economics, and Government. This course prepares students for Social Studies 7.

## M8011 Physical Education (PE) 6

This course engages students in learning that uses the Focused Fitness Five for Life Curriculum Program to address the ODE Physical Education Standards and promote lifelong health and wellness. PE 6 builds upon learning in 5<sup>th</sup> grade PE and introduces students to the new expectations for students in grades 6-8. PE 6 prepares students for PE 7 and begins to prepare them for the required ODE Physical Education Evaluation for the 6-8 grade band which occurs in 8<sup>th</sup> grade.

## M7001 Art 6

This course engages students in exposure to historic and stylistic trends in art, while providing opportunities for students to create original works. An introductory exploration of different media and techniques will be provided. **Fee Required**

### **M7003 Instrumental Music 6**

The focus of this class is based upon two distinct elements that comprise the early development of young musicians. Students will study the fundamentals of music, including the reading of music, rhythmic concepts, musical terminology, musicianship and the skills needed to perform in an instrumental ensemble. Additionally, students will study the fundamentals of their instrument, including hand position, posture, tone production and technique. Though previous experience in beginning band and/or private lessons is desired, it is not required for this class.

### **M7002 Exploratory Music 6**

This course will develop the listening, analytical, and performance skills of students while engaging them in learning about a number of musical genres, including classical composers, popular musicians, identifying orchestral and world instruments, basic instrumental music skills, form and structure, music around the world, and current events in music.

### **M7006 Choir 6**

This course engages students in the study of vocal production, independence in part-singing, the refinement of technique, basic music theory, and introduction to various genres of music.

### **M3201 Computer Literacy I**

This course will introduce 6<sup>th</sup> grade students to touch-typing with emphasis on correct technique and speed building. They will also begin to use technology strategically to find and evaluate information. Internet safety will also be emphasized.

### **M904 STEAM**

STEAM is an engaging, hands-on course that integrates Science, Technology, Engineering, Art, and Mathematics to foster creativity, collaboration, and problem-solving skills. Students will explore real-world challenges through project-based learning experiences that encourage innovation and critical thinking. A key component of the course is regular access to the Fab Lab (Fabrication Laboratory), where students will design, prototype, and create using tools such as 3D printers, laser cutters, and other maker equipment. Students will learn the design process—from brainstorming and planning to building, testing, and refining their ideas. This course encourages teamwork, perseverance, and a growth mindset while providing students with opportunities to explore emerging technologies and creative design in a dynamic, hands-on learning environment.

# Grade 6 Honors Course Overviews

## M112 Honors English Language Arts (ELA) 6

This more rigorous and challenging program requires additional reading/writing assignments and research beyond ELA 6, as well as possible participation in various contests and competitions. The Selection Criteria below will be used to identify students for placement in this program. **Fee Required**

### Suggested Selection Criteria:

- Accomplished (4) or Advanced (5) on ELA OST
- NWEA/MAP Reading percentile score of 75 or above
- Mastery of Grade 5 ELA Standards
- Gifted Identification in Reading

## M3004 Advanced Math 6

Advanced Math 6 places a strong emphasis on the continued study of integers, order of operations, variables, expressions, and equations. Students will solve equations and inequalities, write and solve proportions, and explore geometry, statistics, and graph concepts. Problem solving will be emphasized throughout the course. This curriculum is preparing students for Advanced Math 7 in 7<sup>th</sup> grade and Honors Algebra I in 8<sup>th</sup> grade (high school credit). The selection criteria below will be used to identify students for placement in this more rigorous and challenging program. Students enrolled in this course will take the Grade 6 Math OST assessment in the spring.

### Suggested Selection Criteria:

- Accomplished (4) or Advanced (5) on Math OST
- NWEA/MAP Math percentile score of 75 or above
- Mastery of Grade 5 Math Standards
- Gifted Identification in Math

## Grade 7 Program Course Selections

### Core Courses

- English/Language Arts (ELA) 7 or Honors ELA 7\*
- Math 7 or Advanced Math 7\*
- Science 7
- Social Studies 7

### Encore Courses

- Health 7
- Computer Literacy II
- Physical Education 7
- Career Connections 7
- Choir 7
- Instrumental Music 7
- Exploratory Music 7
- Art 7
- STEAM

*\*Indicates course requires prerequisite coursework or eligibility requirements.*

**All courses are offered based on enrollment and staff availability.**

# Grade 7 General Course Descriptions

## M111 English Language Arts (ELA) 7

This course engages students in reading and writing aligned to the 7<sup>th</sup> grade Ohio Learning Standards. This course prepares students to demonstrate an emerging sophistication in their ability to analytically read increasingly complex texts. Students will recognize the interplay between setting, plot, and characters and learn to provide an objective summary of a text. The ability to compare and contrast different interpretations of a topic and evaluate the use of evidence will be refined. Emphasis on writing will include the ability to cite several sources of evidence, and produce clear introductions, transitions, and conclusions. Students successfully completing this course will be fully prepared to enter ELA 8. **Fee Required**

## M3075 Math 7

This course engages students in math experiences aligned to the 7<sup>th</sup> grade Ohio Learning Standards. This course will focus on 4 areas: 1) developing an understanding of and applying proportional relationships, 2) developing an understanding of operations with rational numbers and working with expressions and linear equations; 3) solving problems involving scale drawings and informal geometric constructions and working with 2D and 3D shapes to solve problems involving area, surface area, volume; and 4) drawing inferences about populations based on samples. Students successfully completing this course will be fully prepared to enter Math 8. **Fee Required**

## M2101 Science 7

Science 7 engages students in learning experiences aligned to the ODE Science Standards. This course incorporates hands-on and inquiry-based learning opportunities. Studies will focus on Earth and Space Science (ESS), Physical Science (PS), and Life Science (LS). ESS will focus on the study of Earth's hydrologic cycle, patterns that exist in atmospheric and oceanic currents, the relationship between thermal energy and the currents, and the relative position and movement of the Earth, sun and moon. PS will focus on the study of the empirical evidence for the arrangements of atoms on the Periodic Table of Elements, conservation of mass and energy, transformation and transfer of energy. LS will focus on the impact of matter and energy transfer within the biotic component of ecosystems. This course prepares students for Science 8. **Fee Required**

## M1101 Social Studies (SS) 7

Social Studies 7 engages students in learning experiences aligned to the ODE Social Studies Standards. This course focuses upon World Studies from 750 B.C. to 1600 A.D.: Ancient Greece to the First Global Age through the lenses of History, Geography, Economics, and Government. This course prepares students for Social Studies 8.

## M3801 Computer Literacy II

This course will further students' skills in finding and evaluating information. Students will be able to produce and share original content with the use of various technology tools and applications using different types of electronic devices.

## M8111 Physical Education (PE) 7

This course engages students in learning that uses the Focused Fitness Five for Life Curriculum Program to address the ODE Physical Education Standards and promote lifelong health and wellness. PE 7 builds upon learning in PE 6 and prepares students for PE 8 and the required ODE Physical Education Evaluation for the 6-8 grade band which occurs in 8<sup>th</sup> grade.

# Grade 7 General Course Descriptions

### **M8110 Health 7**

This course provides students with the opportunity to develop an understanding of health concepts, behaviors, and skills that reduce health risks and promote personal well-being. Students will learn to set personal health goals and evaluate health information, products, and services. Topics include personal safety, physical fitness, prevention and control of communicable and non-communicable diseases, development of healthy relationships, communication skills, medication and substance abuse awareness, and sexuality education with an emphasis on healthy dating relationships.

### **M7103 Instrumental Music 7**

The focus of this class is based upon two distinct elements that comprise the continuing development of intermediate level musicians. Students will study the fundamentals of music, including the reading of music, rhythmic concepts, musical terminology, musicianship, and the skills needed to perform in an instrumental ensemble. Additionally, students will study the fundamentals of their instrument, including hand position, posture, tone production and technique. Though private lessons are desired, they are not required for this class. Beginning musicians will require additional study and instruction.

### **M7106 Choir 7**

This course engages students in the study of vocal production, independence in part-singing, the refinement of technique, basic music theory, and introduction to various genres of music.

### **M7102 Exploratory Music 7**

This course promotes student development of listening, analytical, and performance skills while engaging them in learning about a number of musical genres, including classical composers with an in-depth look at selected major musical works, popular musicians, musical notation (reading and writing music), forms and structure, music around the world, and current events in music.

### **M7101 Art 7**

This course engages students in exposure to historic and stylistic trends in art, while providing opportunities for students to create original works. An introductory exploration of different media and techniques will be provided. **Fee Required**

### **M991399 Career Connections 7**

Career Connections explores how classroom learning translates into marketable skills. Through hands-on learning and local business involvement, students will engage in career-related experiences to acquire basic skills in various career fields. These opportunities provide students with tangible experiences to begin career decision making. Teachers have the flexibility to select career fields relating to Ohio's in-demand jobs as well as skills and activities that align with local priorities.

### **M904 STEAM**

STEAM is an engaging, hands-on learning experience that integrates Science, Technology, Engineering, Art, and Mathematics to foster creativity, collaboration, and problem-solving skills. Students will explore real-world challenges through project-based learning experiences that encourage innovation and critical thinking. A key component of the course is regular access to the Fab Lab (Fabrication Laboratory), where students will design, prototype, and create using tools such as 3D printers, laser cutters, and other maker equipment. Students will learn the design process—from brainstorming and planning to building, testing, and refining their ideas. This course encourages teamwork, perseverance, and a growth mindset while providing students with opportunities to explore emerging technologies and creative design in a dynamic, hands-on learning environment.

# 7<sup>th</sup> Grade Honors Course Overview

## M115 Honors English Language Arts (ELA) 7

This course is designed to extend the rigor established in Honors ELA 6. The more challenging curriculum includes additional reading, writing, and research assignments beyond those required in ELA 7, as well as potential participation in contests and academic competitions. The selection criteria below will be used to determine student placement in this program. **Fee Required**

### Suggested Selection Criteria:

- Accomplished (4) or Advanced (5) on ELA OST
- NWEA/MAP Reading percentile score of 75 or above
- Earned Semester grade of an A or B in Honors ELA 6
- Gifted Identification in Reading

## M3072 Advanced Math 7

Advanced Math 7 places a strong emphasis on geometric figures, equations, inequalities, and linear functions. Students will solve and graph equations and inequalities, write and solve proportions, and explore geometry, probability, and graph concepts. Problem solving will be emphasized throughout the course. Students will take the Grade 8 Math OST in the spring. Students will work through this challenging course to prepare for Honors Algebra I in 8<sup>th</sup> grade (HS credit). **Fee Required**

### Suggested Selection Criteria:

- Accomplished (4) or Advanced (5) on Math OST
- NWEA/MAP Math percentile score of 75 or above
- Earned Semester grade of an A or B in Advanced Math 6
- Gifted Identification in Math

## 8<sup>th</sup> Grade Program Course Selections

### Core Courses

- English/Language Arts (ELA) 8 **OR** Honors English 8\*
- Math 8 **OR** Honors Algebra I\*\*\*
- Science 8 **OR** Honors Science 8\*
- Social Studies 8 **OR** Honors Social Studies 8\*

### Encore Courses

- Art 8
- Physical Education 8
- Career Connections 8
- Choir 8
- Instrumental Music 8
- STEAM
- PLTW App Creators

**Students need to meet eligibility to enroll in:**

- Computer Science I\*\*
- Spanish I \*\*

*\*\* Indicates student will receive a high school credit upon completion*

**All courses are offered based on enrollment and staff availability.**

## 8th Grade General Course Descriptions

### M211 English Language Arts (ELA) 8

This course engages students in reading and writing aligned to the Ohio Learning Standards. This course incorporates exposure to fiction and nonfiction reading and in text analysis, while building student capacity to cite textual evidence to support an analysis/critique, engage in research/presentation of findings, and use rich vocabulary in speaking and writing. Students successfully completing this course will be fully prepared to enter English I in 9<sup>th</sup> grade. **Fee Required**

### M3085 Math 8

This course engages students in math experiences aligned to the Ohio Learning Standards. This course will focus on three areas: 1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with linear equations, solving linear equations, and systems of linear equations, 2) understanding the concept of a function and use of functions to describe quantitative relationships; and 3) analysis of two- and three-dimensional space and figures using distance, angle, similarity, congruence, and understanding and application of the Pythagorean Theorem. Students successfully completing this course will be fully prepared to enter Algebra I in 9<sup>th</sup> grade. **Fee Required**

### M2201 Science 8

Science 8 engages students in learning experiences aligned to the ODE Science Standards. This course incorporates hands-on and inquiry-based learning opportunities. Studies will focus on Earth and Space Science (ESS), Physical Science (PS), and Life Science (LS). ESS will focus on study of the physical features of Earth and how they formed. This includes the interior of Earth, the rock record, plate tectonics and landforms. PS will focus on the study of forces and motion within, on and around the Earth and within the universe. LS will focus on the diversity and continuation of species. This course prepares students for Physical Science in 9<sup>th</sup> grade. **Fee Required**

### M1201 Social Studies (SS) 8

Social Studies 8 engages students in learning experiences aligned to the ODE Social Studies Standards. This course focuses upon the study of the U.S. from 1492 to 1877: Exploration through Reconstruction through the lenses of History, Geography, Economics, and Government. This course prepares students for World History 9<sup>th</sup> grade.

### M8211 Physical Education (PE) 8

This course engages students in learning that uses the Focused Fitness Five for Life Curriculum Program to address the ODE Physical Education Standards and promote lifelong health and wellness. PE 8 culminates in the administration of the required ODE Physical Education Evaluation for the 6-8 grade band.

### M7201 Art 8

This course engages students in the exploration of historic and stylistic trends in art. Visual Art vocabulary, techniques, and a variety of media will be applied to create both two-dimensional and three-dimensional works of art. **Fee Required**

## 8th Grade General Course Descriptions

### **M7205 Instrumental Music 8**

The focus of this class is based upon two distinct elements that comprise the continuing development of more advanced musicians. Students will study the fundamentals of music, including the reading of music, rhythmic concepts, musical terminology, musicianship and the skills needed to perform in an instrumental ensemble. Additionally, students will study the fundamentals of their instrument, including hand position, posture, tone production and technique. Though private lessons are desired, they are not required for this class. Beginning musicians will require additional study and instruction.

### **M7207 Choir 8**

This course engages students in the study of vocal production, independence in part-singing, the development of music reading and ear training skills, music theory, and familiarity with various genres of music.

### **M3802 PLTW App Creators**

This course introduces students to the concept of pair programming, app development, and the MIT App Inventor development tool. They learn about the Model-View-Controller (MVC) design pattern, app graphical design, event-driven programming, debugging, and algorithm creation using variables and conditional logic. They create engaging biomedical science apps and fun interactive games that apply these concepts and use basic user interface features, media, and animation.

### **M3900 Computer Science I (1 Semester Course - High School Credit\*\*)**

This high school credit course engages students in an introduction to the use of computers, basic programming, and several software applications.

### **M991400 Career Connections 8**

Career Connections explores how classroom learning translates into marketable skills. Through hands-on learning and local business involvement, students will engage in career-related experiences to acquire basic skills in various career fields. These opportunities provide students with tangible experiences to begin career decision making. Teachers have the flexibility to select career fields relating to Ohio's in-demand jobs as well as skills and activities that align with local priorities.

### **M904 STEAM**

STEAM is an engaging, hands-on course that integrates Science, Technology, Engineering, Art, and Mathematics to foster creativity, collaboration, and problem-solving skills. Students will explore real-world challenges through project-based learning experiences that encourage innovation and critical thinking. A key component of the course is regular access to the Fab Lab (Fabrication Laboratory), where students will design, prototype, and create using tools such as 3D printers, laser cutters, and other maker equipment. Students will learn the design process—from brainstorming and planning to building, testing, and refining their ideas. This course encourages teamwork, perseverance, and a growth mindset while providing students with opportunities to explore emerging technologies and creative design in a dynamic, hands-on learning environment.

## 8<sup>th</sup> Grade Honors Course Overview

**\*\*Please note that High School Credit coursework grades will be reflected on the student's High School Transcript and will become a part of the High School G.P.A., which is reported to colleges/universities.**

### **M107 Honors English Language Arts (ELA) 8**

Honors English Language Arts 8 continues the rigor that students experienced in Honors ELA 7 to prepare students to enter Honors English I in 9th grade. The course requires additional reading/writing assignments and research, as well as possible participation in various contests/ competitions. The Selection Criteria below will be used to identify students for placement in this course. Students will take the 8<sup>th</sup> Grade ELA Ohio State Test. **Fee Required**

#### **Suggested Selection Criteria:**

- Accomplished (4) or Advanced (5) on ELA OST
- NWEA/MAP Reading percentile score of 75 or above
- Earned Semester grade of an A or B in Honors ELA 7
- Gifted Identification in Reading

### **M3093 Honors Algebra I (High School Credit\*\*)**

Honors Algebra I is a high school course currently offered to eligible 8<sup>th</sup> grade math students. This course content/pacing directly reflects the course offered at both NHS and SHS to 9<sup>th</sup> grade students. This course assumes student mastery of 8<sup>th</sup> grade math content. This rigorous and challenging course requires students to take a state-mandated end-of-course exam that counts toward the new graduation requirements. The Selection Criteria below will be used to identify students for placement in this course.

#### **Suggested Selection Criteria:**

- Accomplished (4) or Advanced (5) on Math OST
- NWEA/MAP Math percentile score of 75 or above
- Earned Semester grade of an A or B in Advanced Math 7
- Gifted Identification in Math

# 8<sup>th</sup> Grade Honors Course Overview

## M2007 Honors Science 8

Honors Science 8 engages students in learning experiences aligned to the ODE Science Standards. This course incorporates hands-on and inquiry-based learning opportunities. Studies will focus on Earth and Space Science (ESS), Physical Science (PS), and Life Science (LS). ESS will focus on study of the physical features of Earth and how they formed. This includes the interior of Earth, the rock record, plate tectonics and landforms. PS will focus on the study of forces and motion within, on and around the Earth and within the universe. LS will focus on the diversity and continuation of species. This rigorous curriculum includes project-based learning beyond the scope of Science 8. This course prepares students for Honors Biology in 9<sup>th</sup> grade. **Fee Required**

### Suggested Selection Criteria:

- Accomplished (4) or Advanced (5) on ELA or Math OST
- NWEA/MAP percentile scores of 75 or above
- Earned Semester grade of an A or B in Honors Science 7
- Gifted Identification in Reading or Math

## M1007 Honors Social Studies (SS) 8

Honors Social Studies 8 engages students in learning experiences aligned to the ODE Social Studies Standards. This course focuses upon the study of the U.S. from 1492 to 1877: Exploration through Reconstruction through the lenses of History, Geography, Economics, and Government. This rigorous curriculum includes project-based learning beyond the scope of Social Studies 8. This course prepares students for Honors World History in 9<sup>th</sup> grade.

### Suggested Selection Criteria:

- Accomplished (4) or Advanced (5) on ELA OST
- NWEA/MAP percentile scores of 75 or above
- Earned Semester grade of an A or B in Honors Social Studies 7
- Gifted Identification in Reading

### **M4304 Spanish I (High School Credit\*\*)**

Spanish I is a high school World (Foreign) Language course currently offered to eligible 8<sup>th</sup> grade students. Course content and pacing directly reflect those offered at both NHS and SHS to ninth-grade students. The Selection Criteria below will be used to identify students for placement in this course.

#### **Suggested Selection Criteria:**

Students must be enrolled in Honors English Language Arts 8 to be eligible to enroll in Spanish.

### **M3900 Computer Science I (1 Semester Course - High School Credit\*\*)**

This high school credit course engages students in an introduction to the use of computers, basic programming, and several software applications.

#### **Suggested Selection Criteria:**

Students must be enrolled in a high school level course to be eligible to enroll in Computer Science I

**NONDISCRIMINATION POLICY:** The Willoughby-Eastlake City Schools comply with the Rules and Regulations as set forth in Title IX implementing the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Complaints from students will follow a three-step procedure: 1) grievance filed initially with the building administrator (or designee) with notification to the Title IX compliance officer, 2) review by the appropriate director, and 3) appeal to the compliance officer.