

Catalina Magnet High School



2011-2012 Student/Parent Handbook

Graduation Planning
Class Registration
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College Entrance Requirements

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Section One:

Planning for Graduation

FOUR YEAR PLANS:

All Catalina Magnet High School students and their parents should carefully consider the Tucson Unified School District's high school graduation requirements when considering the student's four-year plan and the classes he or she should take.

Students will work with their counselor to develop a "four year plan" of courses to take during their tenure at Catalina. Please carefully review the plan for your graduating class.

Graduation requirements that may be taken any year:

- 1 year of Fine Arts or Career and Technical Education
- 1 year of Physical Education
- 1 semester of Health (10th, 11th, 12th)
- Required number of elective classes

SCHEDULING INFORMATION

At CMHS, freshman, sophomores and juniors must be enrolled in six classes.

Per new state regulations, all students, including seniors, must be enrolled in at least five classes. Seniors who have earned 17 credits and passed all portions of the AIMS test may take five classes, but these seniors may not take fewer than five classes. All other seniors must take six classes. Exemptions to the AIMS requirement MAY be granted by an administrator in certain situations.

ALL reduced schedule requests must be approved by the student's counselor and by the principal. No schedules will be reduced to fewer than five classes. **If a student's fifth class is designated as his/her primary JTED class, he/she must enroll in a total of six classes during both the first and second semester.**

Senior students with less than a full schedule will not be allowed to remain on campus. CMHS will not provide a study hall for students who have before or after school commitments. A student who enrolls in fewer than six classes must have their own transportation to arrive and/or leave at the appropriate time. If transportation is not available or the student has before or after school commitments, the best option may be to enroll in six classes. Students who rely on TUSD school buses for transportation must have a full six-period schedule.

Students that enroll in less than six classes must compress their schedule so that all of their classes meet consecutively. **Students may not have an open period within their class schedule.**

Students who wish to enroll in more classes, whether the need is to make up credits necessary for graduation or the student wishes to broaden the educational experience, should consult with the CMHS counselors for opportunities offered by summer school, correspondence courses, and Pima College.

Credit Requirements for Class of 2012

A student shall successfully complete a minimum of 22 credits that include the following:

English	4	
Math	3	Algebra I (or equivalent), Geometry (or equivalent), and Intern. Algebra (or equivalent)
Science	3	Biology by end of sophomore year
Social Studies	3	World History/Geog. (10 th), American History (11 th), American Government (.5) AND Economics (.5)
World Language	0	
Fine Arts or Career and Technical Education	1	
Health	.5	
Physical Education	1	
Electives	6.5	
Total Credits	22	

AIMS Requirements

In addition to meeting credit requirements, each student must demonstrate proficiency in the state-mandated Arizona Instrument to Measure Standards (AIMS) exams. AIMS exams in Reading, Writing, and Mathematics are administered in the spring of students' sophomore year. Students receive one of the following four scores for each exam: Falling Far Below, Approaching, Meets, or Exceeds. To meet state graduation requirements, students must achieve a score of Meets or Exceeds on each portion of the exam. After sophomore year, the exams are re-administered each fall and spring for those who have not passed a portion.

World languages are not required for high school graduation, but any student considering enrollment at a four-year university must pass at least two years of the same foreign language; some select colleges and universities require three or more years of the same language.

Credit Requirements for Classes of 2013 and Beyond

A student shall successfully complete a minimum of 23 credits that include the following:

English	4	
Math	4	Algebra I (or equivalent), Geometry (or equivalent), Interm. Algebra (or equivalent), and a 4 th credit of math
Science	3	Biology by end of sophomore year
Social Studies	3	World History/Geog. (10 th), American History (11 th), American Government (.5) AND Economics (.5)
World Language	0	
Fine Arts or Career and Technical Education	1	
Health	.5	
Physical Education	1	
Electives	6.5	
Total Credits	23	

AIMS Requirements

In addition to meeting credit requirements, each student must demonstrate proficiency in the state-mandated Arizona Instrument to Measure Standards (AIMS) exams. AIMS exams in Reading, Writing, and Mathematics are administered in the spring of students' sophomore year. Students receive one of the following four scores for each exam: Falling Far Below, Approaching, Meets, or Exceeds. To meet state graduation requirements, students must achieve a score of Meets or Exceeds on each portion of the exam. After sophomore year, the exams are re-administered each fall and spring for those who have not passed a portion.

World languages are not required for high school graduation, but any student considering enrollment at a four-year university must pass at least two years of the same foreign language; some select colleges and universities require three or more years of the same language.

Graduation Additions and Exceptions

METHODS OF EARNING CREDITS OUTSIDE OF SCHOOL

Students must obtain permission prior to enrolling for courses that will be used toward graduation requirements. Transcripts, in this case, must be received by the CMHS registrar by May 1st of senior year. Students should first contact a CMHS counselor. The student may not be allowed to participate in commencement if this is not done.

Good reasons for taking coursework outside of CMHS:

- CMHS does not offer the course
- The student's schedule contains a conflict
- The course will further develop the student's career or college opportunities
- The student needs or wants to take more than six courses
- The student needs to recover credits

Students may earn graduation credits through selected, pre-approved correspondence or online courses that meet graduation requirements in accordance with TUSD board policy and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board.

Students who wish to take advantage of online or correspondence courses must have those pre-approved by a counselor before registering for them. **TUSD limits online and correspondence classes to a total of 2.0 credits toward graduation.** Students who do not have these classes pre-approved are in jeopardy of not having credits counted toward graduation and not having the credits appear on transcripts.

Students may not “walk” with their class if a final transcript from an online or correspondence class is not received in time. Counselors are bound by Board Policy when assisting students who wish to register for correspondence courses.

By the beginning of their senior year, all Catalina students are required to have successfully completed all credit recovery classes for credit deficiencies from previous years. Any fourth year student who does not have the minimum of 16 credits will be enrolled as a member of the junior class. Students are urged to see a counselor at any time they get behind in credits for credit recovery opportunities. Students should not wait until their fourth year before attending to this important academic matter.

SUMMER SCHOOL

Catalina, other district high schools, and several area districts offer classes during the summer through which students may recover failing grades or get ahead. TUSD's offerings are usually

published online in late spring. Fees vary, depending on district and state grants, but are generally \$100 per half credit. Students who need to recover failing grades are strongly encouraged to take advantage of the district's summer school programs.

The CMHS counselor must be consulted prior to summer school enrollment in order to ensure that the correct classes are chosen. If classes are taken out of district, it is the student's responsibility to have an official transcript sent to the CMHS registrar as soon as course work is completed.

TRANSFER STUDENTS, INCLUDING REFUGEE AND IMMIGRANT STUDENTS

High school credits earned in other schools and presented by transfer students toward graduation at TUSD shall be evaluated for approval by the registrar. Transfer credits from foreign countries are evaluated by the TUSD Welcome Center and students are awarded credits for classes that meet the district's and state's graduation requirements.

EXCEPTIONAL EDUCATION STUDENTS

Graduation requirements for students receiving special education and who have IEPs will be the same as that for students receiving regular education with the following exceptions:

- One-course substitution from any required academic area may be considered. The maximum number of course substitutions allowed is four.
- The alternative course that will serve as a substitution must contain comparable content material.
- Consideration for course waiver will be limited to the following:
 - Physical Education is required with adaptations to the extent possible, but may be waived for students receiving special education who are physically, mentally, or emotionally unable to complete the requirements.
- The IEP will guide the AIMS test for graduation requirements. All exceptional education students must take the AIMS test or the alternative assessment to the AIMS.

Students who are physically, mentally, or emotionally incapable of completing or benefiting from the course of study prescribed by the Arizona Board of Education and Tucson Unified School District will be provided an alternative course of study developed by the multi-disciplinary conference/individual education plan committee and will satisfy an individualized graduation plan. Such students would receive a diploma upon completion of their individualized graduation plan.

EARLY GRADUATION

Students who choose to graduate from high school in less than four years need to plan with their parents and school counselor before beginning 9th grade. Since CMHS students can only complete 3 credits a semester, other sources for completing required high school classes need to

be considered, such as summer school starting after 8th grade, on-line classes from approved TUSD sources, and Pima Community College. If the student is considering attending a four-year college after high school, he/she needs to begin taking college tests at the end of the sophomore year, and begin submitting applications to colleges and for scholarships during the third year of high school.

In addition, the student will still be required to take and pass the AIMS tests according to his/her regular graduation year. According to TUSD School Board policy, the student must submit a letter to the high school principal the semester before the semester of intended graduation requesting that he/she be allowed to graduate early. This letter should indicate the student has permission from parents and counselor to graduate early, and has a plan to complete all required courses.

PARTICIPATION IN GRADUATION EXERCISES

In order to participate in graduation exercises and receive a diploma, a student must have successfully completed Arizona State and TUSD graduation requirements, including passage of all sections of the AIMS. The student must also have been enrolled in and successfully completed the last semester at the Tucson Unified School District high school where they are officially registered.

Section Two:

Registering for Classes

PRE-REGISTRATION:

During pre-registration, typically held in the early spring, students have considerable choices in selecting their courses for the following year. Parents and students need to understand, however, that there remain some limitations.

- Some classes may not be offered as a result of insufficient enrollment.
- Some classes may be cancelled due to programmatic needs.
- Class schedules are typically determined by seniority of grade -- senior schedules are determined first, then juniors, then sophomores, and finally freshmen. As a result, some freshmen may not receive their requested electives. Alternate electives will be used in the order listed by the student on the pre-registration sheet.
- Some classes offer limited enrollment because of the facility (for example, use of the weight room, computer room, or culinary arts kitchens).
- There will always be schedule conflicts where classes will be offered only once or twice in the six-period day. In order for CMHS to offer a wide variety of classes, many will be offered only once during the day. It is impossible to prevent course conflicts.

When students do not receive their requested courses, their alternate choices will be used as a guide. CMHS staff reserve the right to use the alternate choices when necessary. Counselors will make selections based on availability when students fail to note their alternative courses.

AFTER PRE-REGISTRATION:

After student schedules have been run in the summer, there are increasing limitations for schedule changes primarily because most classes will be full. Students will not be added to classes that are considered full. Students enrolling new to CMHS will be added to required classes, but elective classes will be limited.

REGISTRATION:

During registration in early August, the focus of the Counseling Office is to assist students new to CMHS. Times for returning CMHS students to change their schedules will be limited and students should check with the CMHS Counseling Department on the availability of classes.

SCHEDULE CHANGES

Parents and students should be aware that CMHS has policies and practices that limit opportunities for making changes to a student's schedule, and at times, eliminate opportunities for changes. Pre-registration enrollment numbers are used to create the master schedule. As a

result, students must carefully consider their choices when submitting pre-registration information or when enrolling.

The CMHS administration reserves the right to change student schedules without parent permission in order to better balance class size, create a safer environment, or any other reason to improve the education of the student and educational climate of the school.

CMHS **does not** make schedule changes for the following reasons:

- The student would prefer a different lunch
- The student would prefer a different teacher
- The student would prefer a class with a friend
- The student would prefer his classes in a different order

Good reasons for schedule changes include:

- The student needs additional support in a content area
- The student has already received credit for the same course
- The student has completed an independent study, correspondence course, or summer school course
- The student has failed a class required for graduation
- The student did not complete appropriate prerequisite class(es)

SCHEDULE CHANGE REQUESTS

Students who wish to change their schedule must do so during times determined by the CMHS Counseling Department. The times are as follows:

For the following school year -- changes can be made as late as May.

During the first five days of the semester -- students may submit a Schedule Change Request Form to the Counseling Department. Students must attend scheduled classes while the request is being considered. Students will be alerted as quickly as possible by their counselors when a request is approved or denied. **After the first five days of the semester, Schedule Change Request Forms will not be accepted or considered.**

All schedule changes require parent permission and teacher input. When registering for year-long classes, students are **STRONGLY** reminded to remember the year-long commitment they are making to those classes. A student must continue to attend their scheduled classes until their new schedule has been processed by the counselor.

DROPPING A CLASS:

Students may not drop a class after the designated drop/add periods noted previously. Students who decline to attend after the first full week of school will still have the course listed on their transcript and will receive the grade of F. Students will not receive the grade of No Credit (NC).

Students who drop a class during or after the first full week of school may affect their AIA eligibility. Students wishing to drop a class during this time should consult the CMHS Athletic/Activities Office prior to completing the process.

CMHS PROBLEM SOLVING PROCESS:

It is expected that students and parents will work with the teacher and CMHS counselors when encountering difficulties. It is not an acceptable practice for students and/or parents to request a schedule change first. It is a rare occasion when a schedule change is completed after the first full week of school and is only done when it is determined that:

- The student is making a sincere effort to do the work in the class.
- The student is regularly making contact with the teacher in the classroom.
- The student and parents have worked with the teacher to understand the scope and nature of the problems causing difficulties.
- The student and parents have consulted with the counselor, so that the counselor can offer general support and can talk to the teacher with the student.

If it is agreed that there has been consistent effort by and communication between the student, parents, teacher, and counselor, and there has not been improvement, then it may be necessary for the administrator to approve a schedule change.

LEVEL CHANGES:

Catalina considers courses in the Honors Program to differ significantly in their curriculum and topic sequencing. As a result, no schedule changes will be made after the first ten days of the school year to move a student to or from Honors Program classes and regular classes of the same subject. Therefore, it is imperative that students and parents choose courses carefully, using the Honors Program self-assessment as well as the student's past academic related-behaviors and work habits.

Student schedules will not be changed simply because the student's grade is lower than desired.

Students will not be granted a level change at semester. If students are experiencing problems, it is expected that students (and parents) will work with the teacher to monitor and adjust the work habits necessary for the desired improvements. Teacher-initiated level changes may be allowed, provided the "problem-solving process" (outlined previously) has been followed, but level changes not supported by the teacher will not be permitted.

Students in Catalina's ELD program may have schedules changed by a teacher, counselor, or administrator because of new AZELLA test results or because of state requirements for block periods. Schedules for Exceptional Education students may be changed to comply with students' Individual Education Plan (IEP).

PREREQUISITES:

Students who are sophomores, juniors, and seniors and are returning students must meet the prerequisites to enroll in a course.

Freshman students must meet minimum grade or skill requirements for advanced courses.

Students new to CMHS and TUSD should work with the counselors, the registrar, and pertinent TUSD officials, who will interpret the students' official transcripts and determine appropriate placement. Incoming parents are responsible for ensuring an official transcript is available in a timely manner so that counselors can provide the best advice possible. Counselors are not responsible for incorrect class placement if no official transcript is available at the time of registration.

Parents and students who wish to consider the possibility of enrolling in a class when the prerequisites have not been met will be required to get teacher and counselor input, and administrative approval, prior to enrollment.

Section Three:

Programs and Services

ADVANCED PLACEMENT (AP) COURSES:

Advanced Placement courses follow a nationally recognized curriculum. This curriculum is designed to be college level. The amount of material covered within a year typically forces much of the classroom instruction to be lecture style.

In May, a comprehensive test is offered in each subject where students, if they score well, may earn college credit. Students must pay for the test (around \$86 for each test) and provide their own transportation to the test site. College credit is determined by each college or university and varies in the type and amount of credit. Students should contact the colleges and universities of their choice for information as to whether credit is given and if so, on the amount of credit available.

Some recent research indicates that students with high PSAT, ACT and SAT scores will do well on the Advanced Placement exams. The research indicates that these higher scores are better predictors of AP exam success than a student's GPA.

AIDE POSITIONS:

Students may only earn 1.0 credit as a teacher, counseling or office aide during their tenure at CMHS. Only junior and senior students in good standing may serve as aides. **Any exceptions to this policy MUST be based on unique circumstances and approved by an administrator.** This includes any request to serve as an aide for NO CREDIT.

CHRONIC HEALTH:

This program is for those students with a chronic health condition, as certified by a physician, who are unable to attend regular classes for intermittent periods of time of one or more consecutive days because of illness or accident, but who are not able to qualify for homebound services. Forms to be filled out by the physician must be obtained through the CMHS Health Office.

Students who are excused from school because of chronic health issues are required to make up coursework missed in order to receive credit for classes.

ENGLISH LANGUAGE DEVELOPMENT (ELD):

The English Language Development Program at CMHS is a developmental program which assists students in the acquisition of the English language. In addition, its goals are to support English Language Learners as they become independent learners and to promote the awareness and acceptance of diversity. Students focus on oral, reading and writing skills in ELD classes as well as through accommodations made by classroom teachers for ELD students enrolled in regular classes. The ELD program is designed to meet students' academic, cognitive, and affective needs as they move toward full participation into mainstream classrooms with eventual exiting of the ELD program. Placement and exit are determined by student performance on the AZELLA language assessment. Students are monitored for progress and advancement throughout the year.

EXCEPTIONAL EDUCATION/SUPPORT PROGRAM:

Public Law 94-142 mandates school districts to provide programs for students with identified special needs. Students may become eligible for Special Education services in any of the following categories: *Learning Disability, Mentally Handicapped, Emotional Disability, Speech and Language Impairment, Orthopedic Impairment, Hearing or Visual Impairment, Autism and Other Health Impairments.*

A complete evaluation by the school psychologist and Support Staff team members determines eligibility for placement in the above-mentioned programs. An Individual Education Plan (I.E.P.) is developed by team members, which include parents, teachers, counselor and the student. A class schedule is determined at this meeting.

If you feel your child qualifies for special education services, please contact the Exceptional Education Department Chair at 232-8641 or the school psychologist at 232-8444.

GATE PROGRAM (FOR GIFTED STUDENTS):

The State of Arizona has mandated that individual schools and school districts must provide "special assistance to those students who score two standard deviations above the mean on an approved test." Services at Catalina are provided through select English classes and advanced level courses in math, science, and social studies.

Students who score in the 97th percentile or above on any state approved test of cognitive abilities qualify for services. See your counselor for more details or to get a referral form for testing.

GPA/WEIGHTED GRADES

A students' cumulative weighted grade point average (GPA) will be used to determine their official class ranking.

For the purpose of determining the grade point average of students attending Catalina Magnet High School, the following scale will be issued: A = 4, B = 3, C = 2, D = 1, and F = 0.

Catalina Magnet High School recognizes that some courses are designed to be more challenging. As a result, some Advanced Placement courses may receive weighted grades. The weighted grade scale is: A = 5, B = 4, C = 3, D = 2, and F = 0. Teachers will determine how these grades are assigned. The teacher's grading system will be given to students during the first week of class as a part of his/her course syllabus.

HOMEBOUND

Students with a serious health condition that prevents them from attending school on a regular basis may continue their education through homebound services. A doctor's statement that a student will not be able to attend school for at least 60 consecutive days is required. A Homebound instructor will see the student in his/her home to provide instruction. Not all courses offered at CMHS can be offered through homebound schooling. For more information contact the CMHS Exceptional Education chairperson for proper paperwork.

MAGNET CLASSES

While all Catalina graduates fulfill the minimum requirements for acceptance into the state university system, the school also offers focussed study in Aviation and Health Care for students interested in pre-college vocational training, advanced college-bound coursework through its Terra Firma Learning Community (as well as in other Honors and Advanced Placement classes) and studies in Culinary Arts, and Air Force Junior Reserve Officer Training Corps (AFJROTC). Most advanced study begins sophomore or junior year, after students have satisfied core academic class requirements. Freshmen interested in magnet classes are urged to see a counselor to develop a plan for the course of their Catalina careers.

TUSD ACTIVITIES ELIGIBILITY REQUIREMENTS:

The TUSD Governing Board has changed the eligibility requirements for students that participate in Arizona Interscholastic Activities (A.I.A.). The new requirements include:

1. Seniors must be enrolled in a minimum of five classes.
2. Freshmen, sophomores, and juniors must be enrolled in a minimum of five classes.
3. Students must not receive a failing grade at specified grade checks.
4. Students must have a C average at specified grade checks.

These A.I.A. and district requirements should be used to guide parents and students in selecting courses.

In addition, the Governing Board requires students to maintain good attendance and deportment. Students with excessive absences or disciplinary infractions, both defined by the school and/or district, will be ineligible.

See the Athletic Director if you have questions or concerns.

OVERVIEW OF THE CATALINA HONORS PROGRAM

The Honors Program at CMHS includes two types of courses: Advanced Placement (AP) and Terra Firma Learning Community (formerly Traditional) classes. All AP classes receive weighted grades.

Students and their parents who are considering entering the Honors Program at CMHS should consider their decision carefully. At each level, the honors option is a fundamentally different course from its general counterpart. From the textbook (college-level in some cases), to the experience, to the expectations of student capabilities, honors courses are considerably more demanding. In addition, students opting to register for two or more Honors Program classes in any given year should carefully consider the demands placed on their time and energy both in and out of school.

Honors Program courses in all disciplines have rigorous academic demands such as extensive reading, analytical writing, long-term projects, and/or challenging lab experiences as well as high expectations. These courses are designed for the self-motivated student who is an independent learner and requires little teacher direction or repetition to master difficult material. These students are often intuitive, curious, and eager to explore beyond the knowledge level, although they need not be in the GATE program. Likewise, previous success in a GATE program may not predict success in the Honors Program. Most honors classes have prerequisites or require teacher recommendation so please check each course description carefully before registration.

Entry into Honors Program classes are determined by pre-requisites listed in this Course Description Book. Those include but are not limited to:

- Placement test scores
- Teacher recommendations
- Success in previous courses

Before enrolling in AP or Honors courses, students should discuss the rigorous demands of these classes with a counselor and their parent/guardian.

Section Four:

College Entrance Requirements

Note that TUSD high school graduation requirements are not necessarily the same as college entrance requirements. Students who are interested in a particular institution of higher learning should check entrance requirements early in their high school career. Catalina counselors can be of tremendous help.

PIMA COMMUNITY COLLEGE CLASSES

CMHS students may take classes at Pima Community College for dual credit. Dual credit is receiving credit at PCC and CMHS. Students should consult with their counselor before choosing a class at PCC that will complete a required class for high school graduation. PCC will have students complete a dual enrollment form which their counselor and an CMHS administrator must sign. If this process is not followed, dual credit may not be awarded.

Seniors who enroll in a PCC class during the semester they plan to graduate and who need this class to complete CMHS graduation requirements **MUST** complete an **“Early Grade Report Form”** (available in the CMHS Counseling Department) which is submitted to their PCC instructor with an envelope during the last week of November for the fall semester, or the third week of April for the spring semester. The instructor will complete Part II of the form, returning the completed form to the student in the sealed envelope by the following class. The student delivers the unopened envelope to the CMHS Registrar.

So that correct schedules can be prepared, students interested in pursuing PCC credit in a dual-enrollment class at Catalina are responsible for registering at PCC before the beginning of the Catalina school year.

ARIZONA COLLEGE ENTRANCE REQUIREMENTS

Students who are planning to attend a college or university can consult with the counseling staff concerning entrance placement exams. The college preparatory requirements for Arizona universities include the following mandatory courses and credits for high school graduates:

- 4 credits English
- 4 credits Mathematics (Algebra, Geometry, Algebra II and advanced math for

- which Algebra II is a prerequisite)
- 3 credits Science (Biology, Earth Science, Physics, Chemistry)
 - 2 credits Social Studies
 - 2 credits of the same Foreign Language
 - 1 credit Fine Arts (art, music, drama)

NAU, ASU, and the U of A are strongly considering changes in their admissions. Please check with your university of choice for updated information. Students applying to in-state schools are strongly encouraged to apply by October 1st of their senior year.

OUT-OF-STATE AND PRIVATE COLLEGE/UNIVERSITY ADMISSIONS

Out-of-state and private colleges differ considerably in depth and breadth of requirements. Interested students should consult the college website for more information about application deadlines and admissions requirements because some colleges may require SAT II tests in addition to ACT or SAT. Many colleges have firm deadlines. The student should check with the college.