

2016-2017
CURRICULUM GUIDE



WESTWOOD HIGH SCHOOL



WESTWOOD HIGH SCHOOL

300 WESTWOOD DRIVE
ISHPEMING, MICHIGAN 49849
(906) 485-1023 • FAX (906) 485-1530
<http://westwood.nice.k12.mi.us>

Dear Parents and Students:

This "Curriculum Guide" is designed to assist students, parents, and faculty members in developing appropriate student schedules for the upcoming school year. Its purpose is to inform you of general information and short descriptions of the various courses. We realize that a number of individual questions will remain unanswered by the "Guide"; however, it is hoped that through its use, you will be assisted in developing an academic program which will be challenging and rewarding.

It is highly recommended that parents and students together carefully select courses which will enhance an academic plan that will prepare young people for career choices in adulthood.

During our pre-enrollment procedure, our guidance counselors will inform the students that their course selections will be considered final. A master schedule will be established, the number and size of classes will be determined, teaching assignments made, books and supplies ordered based on course selections.

If we can be of further assistance to you regarding course selections, career planning, or any other matter of concern, please feel free to call a guidance counselor or myself at 485-1023.

Sincerely,

David T. Boase
Principal

DTB/ld

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PROGRAM PLANNING

High school is only one step, but a very important step in preparing young people for adulthood. All students should carefully plan their high school career regarding courses to be taken. Careful planning with parents, teachers, and counselors will enable each student to develop an academic program which will be challenging and rewarding.

The freshman year consists of a structured program with few elective courses. The academic program during this year is designed to build the foundation for the next three years of high school.

The sophomore year provides students with the opportunity to explore options in course selections in order to determine their abilities and interests. During this year, students are encouraged to choose a specific area of study to be followed during their junior and senior years.

The junior and senior years will be the years of specialization. Students choosing vocational or college preparatory majors will have to meet additional requirements within their declared area of study. These additional requirements, together with other recommended courses, will serve as a guide in planning an academic program for each student.

CREDIT REQUIREMENTS FOR GRADUATION

A student attending Westwood High School for four years will have the opportunity to earn 28 credits. A minimum of 26 credits is required for graduation. Within those 26 credits, the following requirements must be met:

MICHIGAN MERIT CURRICULUM FOR THE CLASS OF 2017, 2018, 2019 AND 2020

English Language Arts	4 credits
English 9	
English 10	
English 11	
English 12	
Math	4 credits
Algebra I	
Geometry	
Algebra II	
(1) Additional class	
Science	3 credits
Physical Science	
Biology or Applied Biology	
Chemistry or Physics or Applied Chemistry	
Social Studies	3 credits
World History	
US History	
Economics (1/2 credit)	
American Government (1/2 credit)	
Visual, Performing and Applied Arts	1 credit
Physical and Health education	1 credit
PE/Swimming (1/2 credit)	
Health (1/2 credit)	
**Other Electives	10 credits
TOTAL	26 CREDITS

*** Students will need to earn 2 credits of Foreign Language. Students may substitute a CTE Program or a Visual & Performing Arts credit to meet the 2nd year of the World Language requirement. The Same Visual & Performing Arts credits cannot be used to meet both the World Language and Visual & Performing Arts requirement.*

Approved Foreign Language credits taken prior to HS (example 8th grade online foreign language) will count towards the total credit requirement.

SUGGESTED CURRICULUMS

The following courses are suggested by colleges and universities. Also, courses in other departments should be taken if you are planning to major in a specialized field. (Examples: Business, Music, Industrial Technology, Foreign Language, etc.)

Admissions determined by academic proficiency, grade point average, college entrance tests and class rank.

- 4 years of English
- 4 years of Mathematics
- 3 years of Science
- 3 years of Social Studies
- 2 years of the SAME Foreign Language
- 2 years of Fine Arts
- 2 years of Business/ Computer Experience

Plus required courses for graduation.

..... NCAA ACADEMIC ELIGIBILITY

CORE UNITS REQUIRED FOR NCAA CERTIFICATION

	Division I	Division II
English Core	4 years	3 years
Math Core (Alg I or higher)	3 years	2 years
Natural /Physical Science Core (including at least one year of lab science if offered)	2 years	2 years
Social Science Core	2 years	2 years
From English, Math, or Natural/Physical Science	1 year	3 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Nondoctrinal Religion)	4 years	4 years
TOTAL CORE UNITS REQUIRED	16	16

WESTWOOD HIGH SCHOOL NCAA APPROVED CORE COURSES

(Please visit)
www.eligibilitycenter.org

. . . . NCAA ACADEMIC ELIGIBILITY

FOR MORE SPECIFIC INFORMATION, SEE YOUR ATHLETIC DIRECTOR.

NCAA Eligibility

NCAA rules require that core courses are academic, four-year college-preparatory courses. Courses taken through distance learning, online, or for credit recovery need to compare in length, content and rigor to courses taught in a traditional classroom. See the NCAA Academic Eligibility section of the Westwood High School Curriculum Guide for approved WHS traditional courses. If you are expecting to apply for the NCAA eligibility, it is recommended that you take core courses in the traditional classroom and reserve your online selections for electives. If an online core course is needed, the Principal, Guidance Counselor and Online Coordinator will work with you to choose an online course that will meet the NCAA guidelines.

NCAA ACADEMIC ELIGIBILITY rules are changing all the time. DO NOT rely on this printed information. Go to the following site for the most up-to-date information:

<https://web3.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks>

..... ART

AR00 INTRODUCTION TO ART TECHNIQUES 1/2 credit-semester

Prerequisite: Grades 9-12

Students will explore a variety of materials as they relate to art in both two and three dimensions. Areas explored may include pottery, sculpture, painting, drawing, photography, printing processes, etc. Emphasis will be on learning the elements of art and principles of design.

AR02 DIGITAL PHOTOGRAPHY-ILLUSTRATION 1/2 credit-semester

Prerequisite: Grades 9-12, grade of "B" or better in 8th grade art.

Class work will include digital and general photographic information and techniques. The photographic skills learned will be used to explore areas of two-dimensional illustration and design in traditional as well as digital media.

AR04 PAINTING & DRAWING 1 1/2 credit-semester

Prerequisite: Grades 9-12, grade of "B" or better in 8th grade art.

This class is an introduction to drawing and painting through a variety of traditional and contemporary methods. Emphasis will be placed on analytical seeing as well as familiarization with and control of drawing and painting materials. Styles of art throughout history will be explored using famous artists as inspiration.

AR08 PAINTING AND DRAWING II 1/2 credit-semester

Prerequisite: Grades 9-12, Painting and Drawing 1 (AR04) or recommendation of instructor.

This class will focus on techniques that will help students produce drawings and paintings in the styles of great artists throughout history. This class will culminate in the mural project.

AR10 SCULPTURE-CERAMICS 1 1/2 credit-semester

Prerequisite: Grades 9-12, grade of "B" or better in 8th grade art.

Students will work with a variety of materials to produce a group of three-dimensional objects. Introduction to the basic skills and techniques of pottery as well as papier mache, wire, wood, and found objects will allow students to explore sculpture in creative and personal ways.

. ART (CONT.)

AR16 **INDEPENDENT STUDIES IN ART** 1/2 credit-semester

AR17 Prerequisite: Grades 10-12,

This course is designed for students wishing to further study two-dimensional or three-dimensional media. Emphasis will be placed on the development of skills in painting, drawing, photography, pottery, or sculpture. A digital portfolio of work including images, critiques, and statements about the art will be created and maintained by each student artist.

..... BUSINESS

BE00 BUSINESS AND TECHNOLOGY 1/2 credit-semester

****Visual and Applied Arts elective****

Prerequisite: Grades 9-12

This course is an introduction to business management concepts and applications. Students will develop skills in personal financial management, communications, resume and interview processes and teamwork, as well as the use of Adobe Illustrator software. Students will also have the opportunity to train and certify using industry standard applications..

BE02 INFORMATION MANAGEMENT 1/2 credit-semester

****Visual and Applied Arts elective****

Prerequisite: Grades 10-12

This course is designed to provide instruction to develop an understanding of the importance of employability skills, as well as career and professional development, and acquire strategies for pursuing a business career. Students will develop skills in advanced word processing, with the opportunity to earn industry certification in Microsoft Office applications. Students will also learn graphic design skills in Adobe Photoshop. This course is a prerequisite for all business courses except BAT, Management & Leadership, Economics, and Financial Mathematics.

BE04 MULTIMEDIA/WEB DESIGN 1/2 credit-semester

****Visual and Applied Arts elective****

Prerequisites: Grades 10-12, Information Management

This course will prepare students to create multimedia (video, audio, animation) and professional web pages. Web browsing, multimedia on the Web, and writing XHTML code along with using multimedia and web design software will be emphasized throughout the course.

BE08 BUSINESS ADMINISTRATION AND MANAGEMENT

BE09 1/2 credit-semester ENTER BE08

1 credit-year ENTER BE08 and BE09

Prerequisites: Grades 10-12, Information Management

This course will provide practical preparation for the business world. Project management is emphasized as students work on individual plans to complete projects in a variety of job-related applications, such as personal information management, and will employ technological tools to expedite workflow. Students will use spreadsheet applications, manipulate data, facilitate group work through management of shared files, and demonstrate digital citizenship. Students will also employ information management techniques to assist in decision-making and will access, process, and evaluate information. Students will also have the opportunity to earn industry certification in Microsoft Office applications.

..... BUSINESS (CONT.)

BE10 ADVANCED BUSINESS ADMINISTRATION AND MANAGEMENT

BE11 1/2 credit-semester ENTER BE10

1 credit-year ENTER BE10 and BE11

Prerequisites: Grades 11-12, Business Administration and Management

This course will provide advanced instruction to prepare students for careers in management and enhance leadership skills. Project management is emphasized as students work on individualized plans to complete projects in a variety of job-related applications, such as information management, technical skills, presentation skills, financial analysis, and strategic project management.

BE12 COMPUTER INFORMATION SYSTEMS

BE13 **Visual and Applied Arts elective**

1/2 credit-semester ENTER BE12

1 credit-year ENTER BE12 and BE13

Prerequisites: Grades 10-12, Information Management

This course will provide students with the opportunity to manage IT projects while learning about new technologies, installation of software, Internet security, collaboration tools, email, ecommerce, and web programming.

BE16 BUSINESS LAW 1/2 credit-semester

Prerequisites: Grades 10-12, Information Management

This course is designed to develop an understanding of legal rights and responsibilities in business and personal law, with application to our everyday roles as citizens, workers, and consumers. Students will examine situations that show how business and personal law impacts not only business, but also the lives of young people and adults in society. This course will allow students to achieve an understanding of legal principles that may be used throughout life, and will learn how business has the responsibility to know, abide by, and enforce laws and regulations that affect business operations and transactions.

BE20 DIGITAL PUBLICATIONS

BE21 1/2 credit-semester ENTER BE20

1 credit-year ENTER BE20 and BE21

Prerequisites: Grades 11-12, Information Management

This course is designed to allow students the opportunity to design, develop, print, and publish in-house publications for school-related activities. Students will design and produce annual publications, programs, tickets, flyers, and brochures for school-related functions. Time-management will be stressed. This course explores the editing, layout and design practices of print media. Students will also develop digital photography skills. Students will sell and design ads for publications. Students will utilize team building skills to foster working relationships to complete projects.

. BUSINESS (CONT.)

BE22 ACCOUNTING

BE23 **4th-year Math requirement for seniors**

1 credit-year ENTER BE22 and BE23

Prerequisite: Grades 11-12, Information Management

This year-long course is designed to provide entry-level skills for employment as an accounting clerk, and prepare students for college coursework for careers in business management, business administration, or accounting. This course is an introduction to the theory and practice of accounting and financial reporting. Students will complete all phases of the accounting cycle to include: collecting and verifying source documents, analyzing and journalizing transactions, posting transaction data to ledger accounts, preparing a trial balance, worksheet, and financial statements, recording adjusting and closing entries and preparing a post-closing trial balance.

BE24 ADVANCED ACCOUNTING (ONLINE)

BE25 **4th-year Math requirement for seniors**

1 credit-year ENTER BE24 and BE25

Prerequisite: Grades 11-12, Information Management, Accounting

Advanced Accounting is a skill-level course that builds upon the foundation established in Accounting. This course is designed to help students develop in-depth knowledge of the principles of accounting with more emphasis being placed on financial statements and accounting records. The course is a study of previously learned principles as they apply to more complicated types of business organizations. The students will become familiar with specialized fields of accounting: cost accounting, tax accounting, payroll accounting, managerial accounting, and financial projections/interpretations.

BE26 ENTREPRENEURSHIP

BE27 **Visual and Applied Arts elective**

1/2 credit-semester ENTER BE26

1 credit-year ENTER BE26 and BE27

Prerequisites: Grades 11-12, Information Management

This course is designed to allow students the opportunity to begin to prepare for careers in management, marketing, or entrepreneurship. Management of an entrepreneurial venture will be a focus of this class, which will involve product planning, designing, and pricing, along with all other aspects of running a small business. Students will be guided through the process of creating a small business of their own to develop money management and financial planning. Students will also develop an understanding of consumer credit.

..... BUSINESS (CONT.)

- BE28** **ECONOMICS (ONLINE)** 1/2 credit–semester
Meets Social Studies requirement for graduation
Prerequisites: Grades 11-12

Students will discover the role of economics in their personal lives and in domestic and global economies as they move from the basics of demand, supply, market equilibrium, and decision-making to market institutions, the national and international economies, the role of government, and public policy. Students will apply economic concepts fundamental to global business operations and will understand management's responsibility to abide by laws and regulations that affect business operations. Students will also understand tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources. In addition, students will study personal finance and business in a free market economy. They will learn about personal budgeting, career explorations, the banking system, and the stock market.

- BE30** **MANAGEMENT AND LEADERSHIP** 1/2 credit–semester
Prerequisite: Grades 9-12

This course provides students with the opportunity to gain valuable knowledge about leadership and management. Students will develop skills in communication, management, self-awareness, and human relations. Leadership skills prepare students to be contributing members of our society. The leadership and management course fosters skills for effective communication and decision making, develops team-work skills, as well as responsibility, dependability, planning, and organizational skills, which are invaluable for transition from school to the world of work. Students will understand strategies used to foster positive, ongoing relationships with customers and coworkers. Character education will be stressed, along with building team-work skills to foster working relationships in business management and administration.

- BE32** **FINANCIAL MATHEMATICS** 1 credit
BE33 **4th-year Math requirement**
Prerequisite: Grade 12

Financial literacy is the ability to use knowledge and skills to manage financial resources effectively for lifetime financial security. This course is designed to help students become financially literate and to use math in everyday business and personal situations. It will also assist students in becoming smart consumers and good citizens. Areas of study include gross income/net income, checking accounts, savings accounts, charge accounts/credit cards, loans, vehicle transportation, housing costs, insurance, investments, and purchasing/sales/marketing.

..... DIRECTED STUDIES

DS00 **DIRECTED STUDIES** 1 credit-year

DS01 Prerequisite: Grades 10-12 Students are only enrolled in this class by instructor recommendation

Directed Studies is designed to assist “at-risk” students who have demonstrated a need for extra assistance in achieving success in the regular classroom setting. This class is taught by a certified Guidance Counselor. The class is focused primarily on academic study skills. Students also participate in social skill development, interpersonal communication skills lessons, career activities, and crisis management techniques. To be eligible for Directed Studies, the student must go through a referral process. This may include recommendations from the teachers, counselors, administrators, or parents.

DS02 **LINKS: PEER TO PEER MONITORING** 1/2 credit-semester

Prerequisite: Grades 9-12 Students are only enrolled in this class by instructor recommendation

Our LINKS: Peer to peer support program, increases opportunities for students with disabilities to access general education peers, settings and curriculum. LINKS model typical academic and social behavior in educational environments throughout the school day and provide support for students with disabilities to promote independence and socialization. The Peer to Peer Support Student is assigned to the program 5 days a week during their scheduled class period. He/she follows the same schedule for one semester or trimester. The primary responsibility of a Peer to Peer Support Student is to model age appropriate behavior for the student with the I.E.P. The Peer to Peer Support Student may provide peer support to his/her assigned student in the areas of organization, social skills, and academics during the scheduled class period. The LINKS student is expected to participate in training, follow school and classroom expectations, journal daily, and will participate in case-conferences throughout the semester.

..... ENGLISH

EN02 **ENGLISH SURVEY 1** 1 credit-year

EN03 Prerequisite: Grade 9

This course will explore reading, writing, speaking, listening, and literary skills. Increased comprehension, better study skills, and greater vocabulary knowledge are the goals of the reading section. In writing and speaking, students will be directed toward good content and logical and effective presentation. Students will also be introduced to the literary genres. Research skills will be introduced and a short research paper required. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

EN04 **DRAMA** 1/2 credit-semester

Prerequisite: Grades 9-12

The emphasis in this course will be dramatic literature. The students will study the fundamentals of dramatic writing, acting, and directing. The students will read and produce scenes from classic and modern dramas, and will write their own plays. The final exam will include a performance of a one-act play.

EN05 **DRAMA II** 1/2 credit-semester

Prerequisite: Grades 10-12, Drama (EN04)

Drama II will explore the classical genre of English drama. Students will engage in performances of classical scenes, study the construction of classical plays, and create modern scenes and one act plays based upon classical themes and plots. The exam will be a performance.

...ENGLISH (CONT.)...

EN08 **ENGLISH SURVEY 2** 1 credit-year

EN09 Prerequisite: Grade 10, English Survey 1 (EN02-EN03).

This course will further explore the reading, writing, speaking, listening, and literary skills introduced in English Survey 1. The course involves extensive reading and study of the various genres of literature: poetry, short stories, novellas, novels, nonfiction, Shakespearean drama, Greek, Roman and other myth. This course will also provide practice in expository, persuasive, report writing, audience awareness and application of grammatical corrections and various speeches. A research paper will be required. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

EN10 **ENGLISH SURVEY 3** 1 credit-year

EN11 Prerequisite: English Survey II (EN08 - EN09)

This course involves extensive reading and study of a number of genres of literature including classic and contemporary fiction, literary nonfiction, and informational texts. Students are asked to focus on comprehension, analysis and evaluation. Students will also be asked to write for various audiences and to develop their ideas and apply appropriate conventions of language.

EN12 **COLLEGE ENGLISH** 1 credit-year

EN13 Prerequisite: Grade 11, English Survey 2 (EN08 - EN09)

Includes all of the reading, writing, speaking and listening skills taught in English III, but also includes more advanced literature and writing assignments designed for those planning to seek a four year degree in the arts and sciences. Emphasis on technical and creative writing, and also on advanced vocabulary, and literature. **Strongly recommended for those planning to take College Preparatory Literature.**

EN20 **AMERICAN LITERATURE** 1 credit-year

EN21 Prerequisite: Grade 12, EN10-11

The emphasis in this course will be on reading and understanding American Literature in its historical perspective. The changes in our language and ideology since America began will also be emphasized. In addition, technical writing, grammar, and vocabulary will be emphasized, as well as practical skills in speaking and listening. Tests are largely essays.

...ENGLISH (CONT.)...

EN22 **COLLEGE PREPARATORY LITERATURE** 1 credit-year

EN23 Prerequisite: Grade 12, EN12-13

This course is directed towards college bound students, especially potential English and/or history majors. Novels, plays, short stories, and poetry of the world's enduring authors will be read and discussed with special emphasis on American and British authors and their works in the historical perspective. Advanced grammatical, speaking, vocabulary, and analytical skills will be emphasized. Tests will be essays and oral projects.

EN26 **CREATIVE WRITING** 1/2 credit-semester

Prerequisite: Grades 11-12

Students should have a mastery of the English language and the desire to write. Students will write articles, poetry, short stories, and drama. Daily journals, reading assignments, and a final project are also required. Submission for publication is also encouraged.

EN32 **POETRY** 1/2 credit-semester

Prerequisite: Grades 11-12, College Literature or Creative Writing (completion or current enrollment in either or both courses)

This course will concentrate on the reading and writing of poetry in its myriad forms. Reading focus will be on the masters of classical and contemporary poetry. Writing assignments will be either original student poems in various forms or explications of famous and not so famous works by established authors. Submissions for publication will be encouraged.

..... FOREIGN LANGUAGE

FL00 **SPANISH 1** 1 credit-year

FL01 Prerequisite: Grades 9-12. **Student may elect to take a foreign language in their freshman year, but it is NOT mandatory.**

This course is designed to develop basic skills in listening, speaking, reading, and writing the language. Awareness of the Hispanic culture, and its similarities, differences, and contributions to "American" culture is also studied. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE)

FL02 **SPANISH 2** 1 credit-year

FL03 Prerequisite: Grades 10-12. **Student must have a grade of "B-" or better in Spanish 1 (FL00-FL01) or the consent of the instructor before enrolling.**

This course emphasizes further development of the listening, speaking, reading, and writing skills in the language, and is designed to promote greater fluency in Spanish. Don Quijote, a classic novel geared to the intermediate level is studied, and the Hispanic culture is also explored in more detail. In addition, a Spanish Day competition at Northern Michigan University is included in the course outline. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE)

FL04 **SPANISH 3** 1 credit-year

FL05 Prerequisite: Grades 11-12. **Student must have a grade of "B" or better in Spanish 2 (FL02-FL03) or the consent of the instructor before enrolling in the class.**

This course builds on the fluency level achieved in Spanish 2 in the areas of listening, speaking, reading, and writing of the language. Conversational Spanish is emphasized, including acceptable slang and colloquial expressions, and fine tuning grammar concepts. A one-page research paper in Spanish is required during the second semester. The Hispanic culture is also covered in more detail. In addition, a Spanish Day competition at Northern Michigan University is included in the course plans. Note: This class is directed toward the serious language student, whether or not college bound. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE)

..... HEALTH CARE

HC00 **HEALTH CARE ASSISTANT** (2 Hour Block) 2 credits-year

HC01 Prerequisite: Grade 12

This vocational course is designed for the student to explore the diversity of the health care field. During the first semester, students are instructed in anatomy and physiology, diseases and treatment, and medical terminology. Personal care skills will be taught and practiced in a lab setting. CPR and First Aid certifications will be earned. CNA (Certified Nurse Aid) classroom and clinical lab skills are also an option for those students interested. In the second semester, students move out into the clinical setting 3 days a week. Students will explore a variety of health careers by observing in areas such as the Emergency Room, Obstetrics, Surgery, Cardio-Pulmonary Services, Physical and Occupational Therapy, Radiology, and Laboratory. Under supervision, students will practice nurse aide skills at the pharmacy, dental, chiropractor, and veterinary. College credits may be earned for Medical Terminology and CPR/First Aid for NMU, LSSU, Finlandia, and Bay. Good attendance is mandatory.

..... HEALTH EDUCATION

HE00 **HEALTH EDUCATION** 1/2 credit-semester

Prerequisite: Grade 9

This course is using an exciting health program called the Michigan Model for Health which is listed on the National Registry of Evidence-based Programs and Practices.

The lessons will give each student critical health information and opportunities to build health skills that will develop life-long habits related to nutrition, physical activity, safety, drug and violence prevention, social and emotional health, and personal health and wellness. In addition, reproductive health and HIV/AIDS education will be taught, emphasizing abstinence.

..... INDIVIDUAL STUDY

INDIVIDUAL STUDY 1/2 credit-semester

Prerequisite: Grades 11-12

Individual study takes place in academic areas where "advanced" courses are desired by the student but are not offered at Westwood High School or when an offered class cannot be obtained in the student's schedule due to conflict. Students in such courses receive advanced instruction independently from the instructor within regular classes. (STUDENT PARTICIPATION IN SUCH COURSES IS BASED UPON THE RECOMMENDATION AND APPROVAL OF THE INSTRUCTOR. SEE A GUIDANCE COUNSELOR FOR INDEPENDENT STUDY FORMS.)

..... INDUSTRIAL TECHNOLOGY

IT00 INTRODUCTION TO TECHNOLOGY 1/2 credit-semester

Prerequisite: Grades 9-12

This course is designed to help students acquire a background and perspective on the technologies within which they eventually will live and work. Technologies in communications, manufacturing, construction, biotechnology and transportation will be explored and discussed. Students will acquire knowledge of what has happened recently in technology, and also build an understanding and appreciation for the fact that change has become a way of life in modern society. A combination of theory and hands-on computer activities will be practiced throughout the course.

IT04 DRAFTING-CAD 1/2 credit-year

Prerequisite: Grades 10-12

This course is designed to explore the ever changing drafting fields, using both traditional board techniques and Computer Aided Drafting programs.

Students will engage in drawing orthographic, geometric, pictorial, and developmental drawings.

IT05 INTRODUCTION TO WELDING 1/2 credit-year

Prerequisite: Grades 9-12

This course is designed to give students a window into the world of industrial welding. In this course students will learn Flat Position welding using modern industry techniques. They will also gain knowledge on Oxy-fuel and Plasma cutting systems. Although not a requirement, this class would be an excellent option for a student looking to take Vocational Welding letter in high school.

IT06 APPLIED ELECTRICITY 1/2 credit-semester

Prerequisite: Grades 10-12

This is a study of basic theory, rules, circuits, processes, and materials of electricity. It will cover the use of various electrical test equipment with an emphasis on residential house-wiring.

IT10 INTRODUCTION TO WOODWORKING 1/2 credit-semester

Prerequisite: Grades 9-12

This course is designed to give students an introduction to woodworking. Topics such as wood species, hand tool use and safety, machining stock, squaring stock, joining, abrasives, and other beginning topics will be covered. Students will be expected to produce a simple project using hand tools only and will be required to complete a skills test on all power equipment.

. . . . INDUSTRIAL TECHNOLOGY (CONT.)

IT14 **WOODWORKING II** 1/2 credit-semester
Prerequisite: Grades 10-12

Cabinetmaking and Millwork is a comprehensive course which explains all aspects of modern Cabinetmaking and fine woodworking. This course teaches the skills and techniques practiced by the cabinetmaker, finish carpenter, millworker, or serious hobbyist. Others such as the architect, interior designer and those in furniture design, manufacturing, and sales will find this course to be a valuable experience.

IT20 **VOCATIONAL WELDING**
IT21 (2 Hour Block) (1 Hour Block)
2 credits-year or 1 credit-year
Prerequisite: Grades 9-12

This course is designed for students that will be looking to get into welding as a career choice. In this course students will learn how to weld steel, aluminum, and stainless steel in both flat and out of position settings. Students will also be completing welding tasks using many modern welding techniques. SMAW, GMAW, GTAW, and plasma and oxyfuel cutting procedures will be covered. Students will be offered Northern Michigan University Credit for taking Welding and have the opportunity to gain more NMU credit and become AWS certified by taking the MARESA Welding course while still in high school.

IT22 **SMALL ENGINE REPAIR** 1/2 credit-semester
Prerequisite: Grades 9-12

This course is designed to familiarize students with resources, technical processes, industrial application, and the technological impact of all major forms of transportation. Subject areas will include marine, automobile, and ATVs. Activities in this class will consist of lecture and discussion, experimentation, problem-solving situations, and hands-on applications. Students with an interest in exploring modern forms of transportation will benefit from the course.

IT26 **VOCATIONAL CONSTRUCTION TRADES**
IT27 (2 Hour Block)
2 credits-year
Prerequisite: Grades 11-12, Cabinetry and Millwork (IT14)

Vocational Construction Trades is designed for those students looking to further a career in the construction trades. This class focuses on residential construction using platform framing techniques. Students will be involved in on-site residential construction projects. This class is designed to be a stepping stone for a career in the construction trades.

. . . . INDUSTRIAL TECHNOLOGY (CONT.)

IT30 AUTOMOBILE MECHANICS (2 Hour Block)

IT31 1 credit-year

Prerequisite: Grades 11-12, Introduction To Technology (IT00).

This course is designed to provide the student with job entry skills in the field of auto mechanics. Instruction will be devoted to practical application of skills related to automotive mechanics. Areas also covered are: safety, engine fundamentals, suspension, steering and trouble shooting. Owning or having a vehicle available is recommended but not necessary.

IT34 SURVIVAL IN A MECHATRONICS WORLD

IT35 (Electrical/Electronics Equipment Installation and Repair, CIP 14.0101)
Prerequisite: Grades 11-12, Solid background in Science, Physics and Math

Our world, our lifestyle is intertwined in the integration of mechanical, electrical and computer information technologies. The term Mechatronics was coined to represent these classic fields as they are combined into a systems approach for troubleshooting and resolving problems instead of studying each technology separately.

This lab-based graded course is designed to provide students with a basic understanding and be a foundation for further training in the field of mechatronics. Students will learn the basics and interaction of electricity, electronics, sensors, programmable logic controllers, pneumatics and hydraulics, and mechanical.

The practice aspect of this course contains industry tours, lab exercises, creative thinking tasks, lab experience and mechatronics projects. You may consider the projects to be similar to modern Rube Goldberg projects.

..... LIFE MANAGEMENT

LM00 **TEEN CUISINE** 1/2 credit-semester
Prerequisite: Grades 9-12

This course combines consumer and food preparation skills with an emphasis on nutrition. Those who take this course should be interested in cooking and eating and should have a willingness to try new foods. Students will spend time in the classroom and in the Foods Lab. Topics covered will include: kitchen and food safety, recipe and measuring skills, cooking methods, mealtime customs, convenience foods, foods for meals and snacks, food combinations, etiquette and nutrition. Students will sew their own chef's apron and will prepare various recipes weekly in the lab. A holiday dinner and an etiquette luncheon may also be incorporated into the course.

LM02 **CHILD DEVELOPMENT** 1/2 credit-semester
Prerequisite: Grades 9-12

This course emphasizes the importance of families and parenting skills in our society today. Students who take this course should enjoy working with young children. We will be studying the child at various stages from prenatal through the preschool years. Students will take the "Baby Think It Over" home during this course. They will also spend time working with Young Fives and Kinderclub students at Aspen Ridge. Topics studied and discussed in the classroom include: parenting skills, teen pregnancy, prenatal development, Fetal Alcohol Syndrome, childbirth, special challenges for children and the physical, emotional, social and intellectual development of the baby from birth through the first year and toddler hood. We will also have infants and young children visit our classroom during the semester.

... LIFE MANAGEMENT (CONT.) ...

LM04 FAMILY LIVING/RELATIONSHIPS 1/2 credit-semester

Prerequisite: Grades 10-12

This course is about understanding, appreciating and strengthening families. Students will study the characteristics, roles and relationships of families in a changing world. Students will be encouraged to accept responsibility, build relationships and strengthen values. Contemporary family issues such as balancing work and family life, managing money, divorce, death, remarriage, family violence, substance abuse, and conflict resolution are studied and discussed. The course ends with a study on choosing a marriage partner, building a strong marriage and dealing with the parenting question. A community service project, work with the Family Resource Room and the novel *Tuesdays with Morrie* may also be incorporated into the course.

LM06 CHILD DEVELOPMENT 2 1/2 credit-semester

Prerequisite: Grades 10-12, Child Development (LM02)

Child Development 2 is an extension of Child Development. The physical, emotional, social and intellectual development of a child from ages 4 to 6 and ages 7 to 12 will be studied. Other topics include children with special needs, child abuse, stresses affecting families and childcare. Students will be assisting 3 days per week in classrooms at Aspen Ridge Elementary School. This class will prepare students for careers in working with young children, such as daycare provider, teacher, child psychologist, family counselor, etc. It will also prepare students to become better parents.

LM08 ADVANCED LIFE SKILLS 1/2 credit-semester

Prerequisite: Grades 10-12, Teen Cuisine (LM00)

Students must have a background in basic food preparation, including sanitation, safety, measurement and recipe skills, familiarity of different cooking methods, and cooking equipment. This class includes two large projects that involve cooking on a weekly basis, a sewing project, and days in the classroom atmosphere. The first project is the International Foods project. Students will research foods around the globe and the customs and traditions that come with it. We will cook many of the international recipes in class. The second project is our Restaurant Wars project. Students will be required to come up with a restaurant concept, including theme, décor, menu, etc. The students will present their restaurant concepts along with an item from their menu to a panel of judges that includes people from the community as well as staff. The sewing portion of this class consists of making a Rag Quilt. Students will be responsible to purchase their own quilt fabric or have me purchase it for them. Quilting will take place 1-2 days per week.

..... MATHEMATICS

MATH LAB 1/2 credit-semester

Prerequisite: Grades 9-12 Student must be referred by a high school Math Department teacher, and they must also be enrolled in a required Michigan Merit Curriculum class.

This course is designed to reinforce concepts and skills necessary to be successful in the mathematics classroom. This class is taught by a member of the mathematics department, and time will be spent assisting students with the concepts and homework that is covered in the Algebra I, Algebra II, or Geometry classrooms. To be eligible for Math Lab, students must be referred by their math teachers.

MA06 **PRE-ALGEBRA** 1 credit-year

MA07 Prerequisite: Grades 9-12

This course is designed to help students overcome weaknesses in mathematic concepts, emphasizing the material necessary to be successful in Algebra I and II. The Pre-Algebra course is a review of previous mathematics as well as an introduction to basic algebra concepts. The course helps students to develop study skills and learning strategies integral to being successful in future mathematics courses. The course reviews operations with whole numbers, fractions, decimal, positive and negative numbers, rational and linear exponents, ratios, proportions and percentage. Solving simple and complex equations with one variable will be the focus of the second semester. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

MA08 **ALGEBRA 1** 1 credit-year

MA09 Prerequisite: Grades 9-12

This course helps students make the connection between numeric operations and their patterns and the algebraic description for those patterns. Properties of Real numbers, linear functions, quadratic functions and systems will be covered. Solving equations and graphing are also an integral part of this course, Algebra 1 is a graduation requirement. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

..... MATHEMATICS (CONT.)

MA10 **GEOMETRY** 1 credit-year

MA11 Prerequisite: Completion of Algebra I (MA08-MA09) with C+ or better.

This course studies points, lines & planes, polygons, congruence, proof, transformations and relationships with 3-D figures. Concepts of elementary logic are used in proving relationships within and between figures. The use of definitions, theorems and postulates is an integral part of this course. Geometry is a graduation requirement. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.) *The faculty recommendation for students failing the first semester of Geometry is to repeat the second semester of Algebra 1.*

MA12 **ALGEBRA 2** 1 credit-year

MA13 Prerequisite: Completion of Algebra I (MA08-MA09) with C+ or better.

This course studies families of functions and builds upon concepts learned in Algebra 1. Systems of Equations, Matrices, Quadratics, Logarithms, Rational Expressions and Trigonometry will also be emphasized. It is recommended that students purchase a graphing calculator for this course (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.) *The faculty recommendation for students who fail the first semester of Algebra 2 is to repeat the second semester of Algebra 1 and re-take Algebra 2 from the beginning of the year.*

MA14 **ALGEBRA 3/TRIGONOMETRY** 1 credit-year

MA15 Prerequisite: Grades 11-12, "B-" or better in Algebra 2 (MA12-MA13).

This course is an extension of Algebra 2 as well as an in-depth study of trigonometry. This course covers topics such as exponential functions, logarithms, quadratics, conic sections, series, statistics, trigonometric graphs, and deriving trigonometric identities. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

MA18 **FIFTH YEAR MATHEMATICS** 1 credit-year

MA19 Prerequisite: Grade 12, "B-" or better in Algebra 3/Trigonometry (MA14-MA15).

This course will cover the topics of sequences and series, probability and statistics, binomial and normal distributions, and solving trigonometric equations. An introduction to calculus is also covered. Topics include: limits, derivatives, minimums and maximums, curve sketching, and integrals. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

. MATHEMATICS (CONT.)

MATH PLACEMENT

A student that does not achieve the pre-requisites for advancement to the next course will be placed in an appropriate course by the math department. This placement will be based on the student's performance and ability. An appeal of this decision can be requested through the guidance office.

..... MUSIC

MU00 **CONCERT BAND** 1 credit-year

MU01 Prerequisite: Grades 9-10. Students need two years previous experience in school band or the consent of the instructor.

Music of an intermediate and advanced level will be studied and performed. Marching band will be required during September and October with four to six performances at home football games. Pep band is also a part of this course and performs for selected basketball games. Approximately four concerts and one to four festivals are a part of the course requirements. Emphasis will be on accuracy of written music and general musicianship through performances of music of various periods and styles. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

MU02 **SYMPHONIC BAND** 1 credit-year

MU03 Prerequisite: Grades 10-12. Students need two years previous experience in school band or the consent of the instructor.

Music of an intermediate and advanced level will be studied and performed. Marching band will be required during September and October with four to six performances at home football games. Pep band is also a part of this course and performs for selected basketball games. Approximately four concerts and one to four festivals are a part of the course requirements. Emphasis will be on accuracy of written music and general musicianship through performances of music of various periods and styles. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

MU04 **PERCUSSION ENSEMBLE** 1 credit-year

MU05 Prerequisite: Teacher approval; Student MUST also be enrolled in Concert/Symphonic Band

The purpose of the Percussion Ensemble is to offer students a well-rounded approach to learning percussion instruments in order to develop general musicianship. This course is open to all band members interested in learning basic percussion as well as current percussionists interested in advancing their skills. Fundamental technique and musicianship skills are stressed in the five main areas of percussion: snare drum, mallets, timpani, drum-set, and auxiliary. Students perform with the band, as a mallet ensemble, percussion ensemble, and drum-line.

...MUSIC (CONT.)...

MU06 **MORNING CHORUS 1** credit-year

MU07 Prerequisite: Grades 9-12

This course is designed for those students who find difficulty in scheduling Mixed Chorus (MU08-MU09) into their school day. This course will meet before school (7:15-8:00 a.m.). One credit will be given at the completion of the year-long course. Morning Chorus will follow the same guidelines as Mixed Chorus including both rehearsal and performance attendance.

MU08 **MIXED CHORUS** 1 credit-year

MU09 Prerequisite: Grades 9-12

This course is designed for any student with an interest in music and a desire to sing. There will be a maximum of six required performances, as well as opportunities for those interested in solos and small ensembles. A variety of styles of music will be studied and performed. The basic elements of sight reading, vocal techniques, musicianship and choreography are covered as well. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

MU10 **VOICES IN MOTION** 1 credit-year

MU11 Prerequisite: Grades 9-12. Students must audition for this course prior to pre-enrollment for the following year. Students should have one to two years of high school chorus to audition. They must also maintain enrollment in Mixed Chorus (MU08-MU09) or Morning Chorus while they are in Voices in Motion. Transfer students must have 1 semester of chorus before they can audition.

Voices in Motion is a choral group for advanced singers. Various styles of small ensemble experiences will be developed including, show choir, advanced ensemble singing for solo/ensemble festival and advanced sight reading. Voices in Motion will perform at all Mixed Chorus functions and also extra performances aside from the Mixed Chorus. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

MU12 **PIANO KEYBOARD** 1/2 credit-semester

Prerequisite: Grades 9-12 (No previous musical skills are necessary)

This course is designed to gain general piano keyboard skills in performance and music theory. The electronic keyboard lab is used in both individual and group instruction.

. PHYSICAL EDUCATION

PE00 **SWIMMING/PHYSICAL EDUCATION SURVEY** 1/2 credit-semester
Prerequisite: Grades 9-10

This course focuses on increasing a student's swimming ability through participation, lecture, and discussion. The students will demonstrate different activities such as swimming strokes, general water safety, water activities, basic rescue techniques, and boating safety.

This course will emphasize the development of fundamentals in the various individual and team activities. Units will vary in length, depending on the number of fundamentals covered. Students will become aware of other activities offered in the Physical Education Department.

PE08 **ADVANCED PE** 1/2 credit-semester
Prerequisite: Swimming / Physical Education Survey (PE00) or consent of the instructor

This course is designed to enhance one's physical fitness level, along with knowledge of health and fitness. A variety of activities from team sports, strength and conditioning and individualized workouts will be taught, along with the rules and skills associated with each activity.

. SCIENCE

SC00 **APPLIED BIOLOGY** 1 credit-year

SC01 Prerequisite: Grades 9-12

This course will include a study of the kingdoms of living things. It will also include the study of cells, plants, ecology, heredity, and the human body. The approach in this class is similar to biology with an emphasis on study skills.

SC02 **PHYSICAL SCIENCE** 1 credit-year

SC03 Prerequisite: Grades 9-12

The physical science course will consist of the introduction of chemistry and physics in six areas of study. The first would be the study of matter looking at properties of matter, physical and chemical changes and mixtures and compounds. Secondly we will look at chemistry-atoms and chemical reactions. The next area of study would be forces and motion—studying velocity, Newton's Laws and gravity. Pressure, simple machines and forms and changes of energy will also be studied. The last three units will include heat energy, electricity and magnetism as well as sounds and light. Labs—both standards and inquiry based will be the basis of the course.

SC04 **CONCEPTUAL APPLIED CHEMISTRY** 1 credit-year

SC05 Prerequisite: Grades 11-12, Physical Science, Algebra (1 yr.)

This chemistry course is designed for students requiring a conceptual emphasis along with a laboratory-based study of general chemical reactions. Students will learn the basics of chemistry, including: the periodic table, chemical names, formulas, and equations, quantitative chemistry, and acids and bases. A goal of this course is to provide a basis for chemistry for technical programs of study.

SC06 **BIOLOGY** 1 credit-year

SC07 Prerequisite: Grades 10-12

This course includes a study of the kingdoms of living things: Plants, Animals, Fungi, Bacteria, and Protists. It will also include cell structure and function, cell reproduction, evolution, and genetics. This course is a must for those considering a career in health or environmental fields. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

..... SCIENCE (CONT.)

SC08 **CHEMISTRY 1** 1 credit-year

SC09 Prerequisite: Grades 10-12, Algebra 1 (MA08-MA09), Geometry (MA10-MA11).

In the first semester, this course involves the properties of matter, the structure of the atom, the mole concept, types of reactions and chemical bonding, writing formulas, balancing chemical equations and quantitative chemistry. The periodic table is studied to complete the semester. The second semester includes a study of solution chemistry involving ionic reactions in water, acids and bases, redox solutions, molecular structure and shapes as well as an introduction of organic structures. Developing problem solving skills and experimental techniques are emphasized throughout the course. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

SC12 **ADVANCED BIOLOGY** 1 credit-year

SC13 Prerequisite: Grades 11-12, Biology (SC06-SC07), Chemistry 1 (SC08-SC09) is strongly recommended.

This course is designed for the college bound or high interest biology students. Areas of study include evolution, biotechnology, anatomy, physiology of humans, and related topics. It will prepare the student for entry into many science related fields after graduation. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

SC14 **CHEMISTRY 2 (AP)** 1 credit-year

SC15 Prerequisite: Grades 11-12, Chemistry 1 (SC08-SC09), Algebra 2 (MA12-MA13).

This course is a continuation of Chemistry 1. Topics will include acid-base reactions, acid-base theory, equilibrium, precipitation reactions, oxidation-reduction reactions, electrochemistry, an introduction to organic chemistry, and nuclear chemistry. Laboratory experimentation of the environment is a major part of the course.

*Students will have the opportunity to take the Advanced Placement (AP) test in the spring.

..... SCIENCE (CONT.)

SC16 **PHYSICS** 1 credit-year

SC17 Prerequisite: Grade 12, Algebra 2(MA12-MA13), Geometry (MA10-MA11).

Co-requisite: Algebra 3/Trigonometry(MA14-MA15).

This course, in the first semester, involves the study of measurement and statistical analysis, matter in motion, Newton's laws of motion, forms of energy and transformations, the conservation laws of momentum and energy, and heat energy. The second semester involves the study of wave motion with applications to sound and light, the principles of electricity and magnetism, as well as atomic physics and nuclear theory as time permits. Laboratory techniques and problem solving are emphasized throughout the course. (ENTER BOTH NUMBERS ON YOUR ENROLLMENT SHEET WHEN CHOOSING THIS COURSE.)

SC18 **EXPLORATIONS IN THE ENVIRONMENT** 1 credit-year

SC19 Prerequisite: Grades 10-12, Physical Science and Applied Biology or Biology

This course will cover the following topics: Ecosystems, How ecosystems work and how they change, energy resources, water quality, pollution & prevention, air quality, minerals and soils, conservation and stewardship. We will use Support (MEECS) developed recently. Much of the lab work will be done utilizing the outdoors. By utilizing the MEECS material we would be able to relate much of the information to the State of Michigan. The importance of our natural resources will be stressed while studying the impact humans have on our natural resources. We want students to understand the importance of being good stewards of the Earth and its resources.

..... SOCIAL STUDIES

SS02 **WORLD HISTORY** 1 credit-year

SS03 Prerequisite: Grade 9

World History is a course designed to encourage students to use evidence to explore, answer questions, and create arguments on a wide range of topics starting with prehistory and moving through to the present. Students will be expected to read and comprehend a variety of primary and secondary sources and use that information to think critically, solve problems, and work collaboratively on issues and topics. Because this class will help to prepare students for future social studies classes, collaboration, participation, and the learning process will be evaluated on a par with historical understanding and content literacy.

SS06 **AMERICAN HISTORY** 1 credit-year

SS07 Prerequisite: Grade 10

This course is a survey of American History from 1865 to the present. Emphasis will be placed on the development of higher level thinking skills especially drawing conclusions, problem solving, decision making, and critical thinking. Students will be required to comprehend a substantial amount of written text. The successful completion of numerous investigative history labs is also required.

SS08 **PSYCHOLOGY** 1/2 credit-semester

Prerequisite: Grades 11-12

This course introduces students to the fascinating study of psychology and its application to their lives. The biology of the brain, perception, motivation, emotion, memory, consciousness, intelligence, and creativity, among other topics, are explored. Maintaining a journal, reporting on enrichment activities, and conducting demonstrations will be required to reinforce the concepts of the course.

SS10 **SOCIOLOGY** 1/2 credit-semester

Prerequisite: Grades 11-12 or the consent of the instructor.

People everywhere live in groups. Sociology is a science which studies the behavior of people in groups. The focus of Sociology is to study the interaction and relationships among groups and their members. Students will study how groups form and how this function leads to an understanding of how we cope with and solve problems in today's society. Topics may include: crime and deviant behavior, family and marriage, religion, health and health care, and science and technology. Student interests will be considered in the selection of topics.

. SOCIAL STUDIES (CONT.)

SS12 AMERICAN GOVERNMENT 1/2 credit-semester

Prerequisite: Grade 11

Focusing on good citizenship, this course emphasizes the historical foundations of American government and an individual's rights and responsibilities under the Constitution. Students will have the opportunity to discuss policy decisions, legislation, and judicial rulings on the federal, state, and local levels. To provide a relevant backdrop, current news events will be regularly reviewed. A written article on local government and participation in a community service project is required.

SS14/ ECONOMICS (ONLINE) 1/2 credit-semester

BE28 **Social Studies requirement for graduation**

Prerequisite: Grades 11-12

Students will be introduced to economic principles and how they relate to the world around them. Students will discover the role economics plays in their personal lives and in domestic and global economies as they move from the basics of demand, supply, market, equilibrium, and decision-making to market institutions, the national and international economies, the role of government, and public policy. In addition, students study personal finance and business in a free market economy.

..... STUDENT DEVELOPMENT

SD02 **GUIDED INSTRUCTION** 1/2 credit-semester, 1 credit-year

SD03 Prerequisite: Grades 9-12

This will be a supervised period to assist students to prepare for classes and their future. Area's where assistance would be provided include improving basic skills and study/learning skills, planning high school classes, post secondary planning with the help of the Guidance Department and leadership growth. Study time will be offered along with planned activities and a pass/fail grade will be given. There will be work required to pass Guided Instruction.

. DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment."

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students qualify by earning above the cut score on the PSAT, PLAN, EXPLORE ACT, or MME tests.
3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year.
4. The college courses must be academic courses (as opposed to "activity courses").
5. The school district shall assist students in paying tuition and fees only for courses that are not offered by the district.

School districts are required to pay the lesser of: (a) the actual charge for tuition and fees; or (b) the students' state school aid foundation allowance, adjusted to the proportion of the school year they attend the district. Students are no longer eligible when all high school graduation requirements have been met.

. ON-SITE DUAL ENROLLMENT

Over this past school year we had an opportunity to host dual enrollment classes on our campus. It is our hope that this will occur again in the upcoming school year. Letters will be sent out from the high school outlining the application process.

. VIRTUAL LEARNING

The district agrees not to enroll a student in a virtual course unless at least one of the following conditions has been met:

- **The student is newly enrolled as a school-of-choice, previously home-school student, or student out of schools-of-choice boundaries.** In this case a student who has never been a student at WHS could enroll as a full-time or part-time online student. This is an opportunity for the students who fall within this category however it is also a recruiting opportunity and benefits the district financially.
- **There is no course currently offered, with the same or similar curriculum in the NICE district that could be taught by certified and qualified NTA members.**
- **The student is enrolled in other programs (such as off campus CTE courses) which prohibits him/her from enrolling in a traditional course.** If the course is a MMC requirement, a faculty member from the department will be involved in the approval/denial process.
- **The student is beyond the 12th grade and has not yet graduated.** This will allow students who have not graduated to take courses toward graduation which is an educational benefit for the student as well as a financial benefit to the district.
- **The student is enrolled in a full load of classes at Westwood High School however in jeopardy of not meeting graduation requirements and needs additional credits.** This would require approval by the Principal.

. TESTING OUT OF COURSES

School districts must give credit for courses in which a student demonstrates mastery of the course material through testing or other means of assessment. The credit earned this way would be based on a "pass" and would not be used in computing a grade point average. School districts are not required to count such a course toward graduation credits. Once credit is earned this way in a course, a student cannot receive credit in a lower course.

The student can only "test out" if he or she is not enrolled in the class.

For foreign language, a school district must grant high school credit for students who have demonstrated proficiency in a foreign language outside a public or private school curriculum. The local district can determine the criteria that must be met to demonstrate competency.

..... EXTRA-CURRICULAR ACTIVITIES

ACADEMIC:

Chess Club
Drama Club
Drama Productions
Dance Team
Forensics
High School Bowl
Key Club
National Honor Society
Shakespeare
Robotics
Spanish Club

ATHLETICS:

Basketball (Boys)
 Varsity
 Junior Varsity
 Freshmen
Basketball (Girls)
 Varsity
 Junior Varsity
 Freshmen
Bowling
Cheerleading
 Varsity
 Junior Varsity
 Freshmen
Cross Country (Boys and Girls)
Football
 Varsity
 Junior Varsity
 Freshmen
Golf (Boys and Girls)
Hockey
Softball (Girls)
 Varsity
Swimming (Boys and Girls)
Tennis (Boys and Girls)
Track and Field (Boys and Girls)
Volleyball (Girls)
 Varsity
 Junior Varsity
Wrestling

CO-CURRICULAR:

Business Professionals of America (BPA)
Yearbook

. NONDISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1977, the Americans with Disabilities Act of 1990, and the Elliot-Larsen Civil Rights Act of 1977, it is the policy of the N.I.C.E. Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. For information, contact:

Special Education Coordinator
300 Westwood Drive
Ishpeming, MI 49849
(906) 485-1023

GRIEVANCE PROCEDURES

for

Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990

Section 1

Any person believing that the N.I.C.E. Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Superintendent
N.I.C.E. Community Schools
300 Westwood Drive
Ishpeming, MI 49849
(906) 485-1021

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the written (or Step 1) decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Directors shall be final.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

It is the policy of the N.I.C.E. Community Schools that no discriminatory practices based on sex, race, religion, color, national origin or ancestry, disability, height, weight, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment, or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact:

Superintendent
NICE Community Schools
300 Westwood Drive
Ishpeming, MI 49849
(906) 485-1023

