



# **SUSD High School Planning Guide (HSPG)**

## Summary of Work and Recommended Changes

*SUSD Governing Board*

*November 17, 2015*

Dr. Mitch von Gnechten  
Executive Director of Secondary Schools

# HSPG Committee

## Facilitators:

**Dr. Mitch von Gnechten, Executive Director Secondary Schools**

**Dr. Diane Whitmore, Director Curriculum & Professional Development**

**Rose Wright, Executive Administrative Assistant for Dr. von Gnechten**

## Committee Members:

**John Andrews - AP Arcadia HS**

**Katie O'Boyle - AP Chaparral HS**

**Paul Ferraro - AP Coronado HS**

**David Vines - AP DMHS**

**Ann Achtziger - AP Saguaro HS**

**Sue Engle - Counselor, DMHS**

**Bryan Parks - SIMAR**

**Dr. Chris Thuman - eLearning**

## Featured Guests:

**Curriculum Specialists, Lead Teachers & Other District Program Directors**

# Timeline

## **August 23 - October 5, 2015**

- Weekly meetings reviewing/revising all content/special areas
- Recommendations for consideration presented by Assistant Principals, Curriculum Specialists, Lead Teacher, and Directors
- Review and revise Record Keeping Guidelines - promoting consistent practices for allocating course credits

## **November 17, 2015 - Governing Board Meeting**

- Informational Agenda Item “First Read” - Present summary of recommendations/revisions to the 2016-17 HSPG

## **December 15, 2015 - Governing Board Meeting**

- Consent Agenda Item - Request Governing Board Final Approval

## **By December 18, 2015 –**

- Finalize Common Registration Sheets (English & Spanish)
- Complete revisions in Synergy to reflect language & courses in HSPG
- Post HSPG electronically (English & Spanish)

# Process and Learning

## HSPG Schedule 2015-16

## HSPG Binder

- HSPG, Schedule, Agendas, Minutes, Important Forms

## Record Keeping Guidelines

- Close Read Jigsaw

### RECORD KEEPING GUIDELINES AND COLLEGE ADMISSIONS

#### Admission to Community Colleges

Admission to a community college in Arizona may be granted to any person who meets at least one of the following criteria:

- Is a graduate of a high school which is accredited by a regional accrediting association as defined by the United St or approved by a State Department of Education or other appropriate state educational agency
- Has a high school certificate of equivalency
- Is 18 years of age or older and demonstrates evidence of potential success in the community
- Is a transfer student in good standing from another college or university

Students are encouraged to check the specific post-secondary school websites for the latest information.

#### Admission to Out-of-State Colleges and Universities

Out-of-state schools may have additional entrance requirements that differ considerably. It is suggested that students send available in the Guidance Office or Career Center) or go to college websites to see specific requirements.

#### Admission to State Universities

Students seeking admission to Arizona State University (ASU), the University of Arizona (U of A), or Northern Arizona University to present evidence of the following graduation criteria. Admission will be based on the grade-point average of the following requirements, and not on the entire curriculum:

- English - 4 years/units (grammar, composition, literary analysis)
- Mathematics - 4 years/units (Algebra I, Geometry, Algebra II, any advanced math course for which Algebra II is a prerequisite)
- Laboratory Science - 3 years/units (Chemistry, Physics, Earth Science, Biology, Environmental Biology, one year each in the four areas, or a laboratory-based integrated science)
- Social Studies - 2 years/units (at least one course in American History and one year of an additional social studies)
- World Language - 2 years/units of the same world language; a third year is recommended
- Fine Arts - 1 year/unit in any combination of two semesters of fine arts courses (visual and performing arts)

NOTE: Additional courses are needed for graduation.

While the ACT or SAT examinations are not required for admission to all the state universities, they may be required for a scholarship.

#### Advanced Placement, Honors and International Baccalaureate Courses

The Advanced Placement program affords students the opportunity to complete college-level courses in high school. For credit and/or appropriate placement based on the scores that students achieve on AP examinations. Students who complete courses are encouraged to take the appropriate Advanced Placement examination at their own expense.

The International Baccalaureate (IB) program is an enriched and accelerated program challenging students to develop thinking skills. Junior and Senior Courses within this program have weighted grades. See International Baccalaureate section.

Course names followed by H, AP, or IB are Honors courses. All honors courses receive weighted grades and comply with School's guidelines for honors classes.

- A. Provide a foundation for success in AP and/or IB classes and consistently align with AP and/or IB content
- B. Consistently align with college coursework
- C. Cover more breadth and depth in each subject area, thus requiring additional effort and perseverance on the part reading or other outside activity is often an expectation
- D. Consistently require thinking at the highest levels of Bloom's Taxonomy (application, analysis, synthesis, and evaluation)

#### Rank in Class

In determining rank in class, all students in a cohort will be included.

- For college admission purposes only, rank in class is computed and posted on the permanent record at the end of the sixth (6th) semester based on the Academic GPA.
- For college admission purposes only, rank in class is computed again, by request, at the end of the seventh (7th) semester based on the Academic GPA. The Academic GPA includes all grades earned in English, Math, Science, Social Studies and World Languages.
- All ranks shall be reported as number rank in class with graduating class size.
- The rank entered on a student's transcript will be available to students and parents/guardians upon request.
- Rank in class information should be released only to appropriate school personnel; 2) at the request or with consent of the student and/or parent/guardian; or 3) in response to formal legal processes.
- The methods used to compute grade point average and rank in class shall be reported to students, parents/guardians and any authorized transcript recipient.
- Students transferring into USD who have been in honors courses will be granted a weighted credit only if USD offers the identical course and the course is designated on the student's transcript.
- Correspondence class grades must be submitted to the registrar by May 10th to be included in the spring semester grade point average and/or class rank.

#### Religious Education

One credit of religious education will be accepted toward graduation if the course has been taken in an accredited high school in which diplomas are granted.

#### Repeating Courses for Grade Enhancement

A course may be repeated for remediation of an "F" or to better a poor grade. A student who fails a required course must repeat it until it is passed successfully. The credit for that course resides with the better grade, and only the better grade is computed into the GPA. The repeated course remains on the transcript as an "R."

Earning (s) classes can count for grade replacement (repeat tags). Credit recovery courses will not be eligible for grade replacement (repeat tag) on a failed class.

Honors courses differ from non-Honors courses to the extent that one cannot replace the other. If a student has obtained credit in two courses in the same subject, one in non-Honors and one with an Honors grade weight, the student will receive credit for both courses, and both grades will be computed into the grade point average. The course taken first will be used to satisfy graduation credit (e.g., Biology I and Biology II would not count as two lab sciences). In most cases, the second course would count as an elective course when subject area credits have been met.

#### Repeating Courses for Credit

The following courses may be taken up to four times toward the graduation requirement if the course taken is the highest level offered. Level one courses may be repeated with supporting Special Education documentation.

Band Auxiliary	LRC Study Strategies
Chorus (any choral course)	Math Support
Creative Writing	Media Communications Internship
CMAS V: Guided Independent Study in Songwriting and Music	Newspaper Production
Dance	Peer Leadership
Graphic Design and Advertising Art III	Photjournalism
IB Art Design (HL)	Physical Education (any course except introductory)
Instrumental Music (any instrumental course; e.g., Band)	Public Speaking
Intervention Support	Reading Enhancement
JAG	Service Learning II
Journalism	Student Government Leadership (see course description for limitations)

#### Course Load Credits

All students in high school, except graduating seniors, are required to enroll in six (6) on-campus classes per semester, two of which must be completed in a subject meeting one (1) period daily for one semester.

SUSD sophomores and junior students enrolled in East Valley Institute of Technology (EVIT) must take a minimum of three (3) class campus, and SUSD senior students may take one or more classes on their own campus.

One unit of credit is granted for work completed in a subject meeting one (1) period daily for the academic year. One-half unit of work completed in a subject meeting one (1) period daily for one semester.

One graduation requirement has been met in any department, additional courses taken will be recorded as electives. Exception: must be approved by the site administrator or guidance counselor.

#### Course Load Requests

High school students are limited to registering for six classes per semester. Students desiring to take more than six classes per semester must seek the approval of the administration to do so. This will include correspondence courses, SUSD eLearning, dual enrollment classes, service projects.

Students enrolled in more than six classes per semester will be assessed tuition of \$185.00 per course, for each class above six classes. Students enrolling in Marching Band, Jazz Ensemble, state test remediation courses and/or Government/Econ classes for IB may be an exception. A tuition waiver will apply to the seventh credit and no more.

Students attempting to earn credits at sites other than the campus from which they intend to graduate must exert care and caution. Transfer credits from sources outside of the Scottsdale Unified School District is not automatic. Please seek the advice of a site guide through careful planning, disappointments and confusion can be avoided.

#### Course Selection/Changes/Withdrawal

##### Course Selection

Course selection materials will be distributed to all students in the spring. Students will be able to select and enroll in classes through departments and/or online processes. For students new to the school, the registration process begins when the forms and support have been completed. The student will then meet with a site counselor for course selection and to develop a program for the coming year.

##### Course Changes

Student initiated requests for course changes must be received prior to the 10th day of the course. Requests for course changes are approved on the following conditions:

- Senior student requiring a course to fulfill a graduation requirement
- Course was completed in summer school
- Student failed to meet prerequisite
- Requested course is not available due to insufficient enrollment or schedule conflict
- Staffing adjustment initiated by school

Requests for course changes are dependent upon open seats in the classroom.

##### Course Withdrawal

Students who withdraw from a course after the first quarter mid-grade of each semester will receive a WP (academically eligible) or WF (academically ineligible). Credit recovery courses (online CR courses) cannot be taken to replace a WP or WF on a transcript. WP and WF do not impact the student's grade point average.

Students who withdraw from a course after quarter 1 and quarter 3 will receive a mark of F on their transcript, regardless of the current grade in the course. This policy may be waived by administration where emergencies or legitimate education plans exist.

# Guiding Principles for New Course Consideration

## Consideration based on the following criteria:

- Courses that are a necessity as a result of increased graduation requirements or in response to state statutes
- Courses that extend existing course sequences or further develop a flagship program in SUSD
- Course proposals must be presented to the committee in the Fall of each school year

The form is titled "New Course of Program Application for Approval" and is from Scottsdale Unified School District No. 48. It includes a logo for Scottsdale Unified School District. The form contains several input fields: "Title of Proposed Course Program", "Semester(s)", "School(s)", "Department", "Course Length", "Grade Level(s)", and "School Year to be implemented". There is a section for "Prerequisites (if any)" with a large text box. Below that is an "Approval:" section with lines for "Teacher", "Department Chair", "Principal", and "Site Committee". A section titled "Proposed Course fulfills which graduation requirement(s)" has checkboxes for "YES" and "NO" for "Legal requirement of the State of Arizona", "Scottsdale School District Requirement", "Graduation Requirement", and "Elective". The final section is "I. Give a brief description of the course for the course planning meeting:" with a large text box.

# Proposed New Courses 2016-2017

- **Fashion & Interior Design** eL (Grades 9-12 Interdepartmental 1.0)
- **Student Success** eL (Grades 9-12 Interdepartmental 0.5)
- **Intro to Manufacturing** eL (Grades 9-12 Interdepartmental 0.5)
- **Principles of Public Service** eL (Grades 9-12 Interdepartmental 0.5)
- **Career Success** eL (Grades 9-12 Interdepartmental 0.5)
- **AP Russian V** (Trajectory Year 4 World Languages 1.0)
- **AP Japanese V** (Trajectory Year 4 World Languages 1.0)
- **AP Art History** (Grades 10-12 eL/Fine Arts 1.0)
- **Physics II Honors** (Grades 10-12 Science 1.0)
- **Advanced Computer Information Management** (Grades 10-12 CTE 1.0)
- **Software Development I** (Grades 10-12 CTE 1.0)
- **Software Development II** (Grades 10-12 CTE 1.0)
- **Computer Maintenance Level I and II** (Grades 10-12 CTE 1.0)

# Banked Courses 2016-2017

- **German I, II, IIIH, IVH** *Decline of student enrollment*
- **Aerospace Science** *Decline of student enrollment*
- **Research Methods (Science)** *Decline of student enrollment*
- **Gaming Software Development (CTE)** *Replaced with Software Development I*
- **Interior Design/Merchandising I, II (CTE)** *Decline of student enrollment*
- **Film Video I, II** *Decline of enrollment due to CTE offering*
- **Practical Design II, III** *Decline of student enrollment*
- **Lang/Comp AP Grade 12 Elective Credit** *Grade 11 AP English course*
- **English IV: Humanities Honors** *AP English IV is next level*
- **World History/Geography Honors** *AP World Hist/Geo is next level*
- **Algebra III with Trig Dual Enrollment** *Duplicated course/DE course ID not needed*
- **Trig/Pre-Calc Dual Enrollment** *Duplicated course/DE course ID not needed*



# Questions?

**Tremendous Appreciation to All  
Members of the HSPG  
Committee!**

**Thank you for working  
thoughtfully as a collaborative  
HSPG team!**

