

# 9<sup>th</sup> Grade SCHEDULING GUIDE

## The Course Selection Process

Upper St. Clair High School utilizes FOCUS, our scheduler, to conduct on-line course selection. Our purpose in using the on-line scheduler is to increase convenience and access for USC families and to support the partnership between the student, parents, and the school counselor in selecting appropriately challenging coursework.

The Program of Studies is available on the High School Counseling website. All courses and their descriptions are listed.

Students will input their course selections at school using the on-line scheduler (please see timeline below.) We encourage all parents to sit down with their student(s), before the designated course selection date, to review what courses to select for the next school year.

Remember, our goal is to help Upper St. Clair students select courses which are appropriately challenging to help them meet our shared mission of fostering academic excellence. Academic success throughout high school is an important stepping stone toward students attaining their full potential and functioning successfully in our rapidly changing society.

## Schedule Change Policy

*-A minimum of 5 full credit classes plus a Wellness credit (1 credit for sophomores, .5 credit for juniors) are required per semester*

*-All students will automatically be assigned a lunch.*

*-If Structured Independent (quiet study hall) is requested when not assigned to classes, please contact your counselor. Students with unassigned study time are expected to use designated study areas available at the high school.*

*-No courses will be changed for the purpose of requesting a different teacher.*

*-Once students enter course selections, only those class change requests that meet the criteria defined in the Program of Studies and the Student/Parent Handbook will be honored. The criteria include: Curriculum Program Change, Employment, Scheduling Error, Previous Failure, Summer School Record, or Urgent or Personal and Appointment Conflicts.*

*-Classes may be added or dropped during the first two weeks of the semester with no impact on the student's transcript if the student's schedule consists of at least the minimum permissible number of courses. Students must request permission to drop a course after this period via Schedule Change Procedure, which permits changes only at certain junctures of the school year. If permission is granted, a designation of "W" will appear on the student's transcript next to the student's earned grade at the time of departure from the course, unless otherwise decided by the counselor and teacher. This becomes part of the student's permanent record. For level changes, the student's percentage of achievement will transfer to the new course.*

## Scheduling Timeline

January 27	Course Recommendations available in Focus Portal
February 5-12	8 <sup>th</sup> Grade Course Presentation
February 10	8 <sup>th</sup> Grade Parent Meeting, USCHS Theater, 6:30pm
Feb 25 – Mar 4	8 <sup>th</sup> Grade Course Selection
Mar 7 – Mar 28	Family Course Review Period
March 28	Last Day for Course Selection Change
June 5	Simulation/Move Up Day

### Distribution of Required Credits for Graduation

English.....	8 credits/4 years
Social Studies.....	6 credits/3 years
Mathematics.....	6 credits/3 years
Science.....	6 credits/3 years
Arts/Humanities.....	4 credits/2 years
Wellness Ed.....	3.5 credits/3 years
Electives.....	11 credits/4 years
Grad Project.....	0 credits/4 years
<b>Total.....</b>	<b>44.5 credits/4 years</b>

### Important Points

Upper St. Clair School District strongly suggests that your child selects the courses for which they are recommended.

If you have any questions regarding course recommendations, please contact the appropriate Curriculum Leader at 412-833-1600.

English, Ms. Tungate, x2233  
 Social Studies, Mr. Kirchner, x2649  
 Math, Mr. Miller, x2647  
 Science, Dr. Syme, x2602  
 World Languages, Mr. Clermont, x2526

### Questions? See your Counselor

Ms. Courtney Wregget, x2401  
 Gr 9, A – Le

Mr. Thomas Marquis, x2406  
 Gr 9, Li – Z

Mrs. Kristin Frommeyer, x2400  
 Gr 10-12, A – E

Mrs. Bethany Lash, x2402  
 Gr 10-12, F – Le

Mrs. Kristin Pardini, x2404  
 Gr 10-12, Li – R

Dr. Jennifer Kirk, Curriculum Leader, x2403  
 Gr 10-12, S - Z