

MCQUEEN HIGH SCHOOL ACADEMIC POLICIES

Arts/Humanities/CTE Graduation Requirement

(Does not apply to the class of 2028 for the Standard Diploma)

One credit earned in ARTS or HUMANITIES or CAREER AND TECHNICAL EDUCATION is required for graduation. Several courses at McQueen High School meet this requirement as described in the State Course of Study.

ARTS classes are generally performance or production classes of some type. The following one-credit courses offered at McQueen High School will be accepted as meeting the ARTS/HUMANITIES graduation requirement:

- All Art Classes
- All Theater Classes
- All Music Classes
- Color Guard
- All Choir Classes
- Music Theory
- Piano 1
- Guitar Classes

HUMANITIES classes must be interdisciplinary in nature and must include active student participation and inquiry in addition to several other very specific criteria established by the State of Nevada. The following one-credit courses offered at McQueen High School will be accepted as meeting the ARTS/HUMANITIES graduation requirement:

- Any World Language above the 4th semester (levels 5-8)
- World History or World Geography (ONE counts as a humanities if both are taken and passed)
- Psychology 101 CE
- Psychology 1-2

Since in-class active student participation is a significant aspect of a course accepted for HUMANITIES credit, courses by the same titles as those listed above, but offered through Correspondence or Credit-by-Exam, will NOT be accepted as meeting this requirement.

CAREER AND TECHNICAL EDUCATION courses within the following CTE programs meet the requirement:

- Computer Science (excluding Computer Science and Applications)
- Culinary
- Building Trades in Construction Technology

Changing Teachers or Classes

Students are not allowed to change teachers during the semester. Changing one class usually involves changing others as well, and this is not in the best interest of the student or the teacher. Students who feel it is imperative to change a class must go through a process that involves departmental and administrative review. The initial step is to contact the student's counselor.

GPA and Class Rank

GPA: The usual procedure of determining GPA is to award a value to each letter grade divided by the total number of credit classes taken. That value, per WCSD policy, is A = 4, B = 3, etc. with all courses counting equally (e.g. AP Calculus counts the same as Algebra 1). This procedure will continue to be used to determine a student's "public" GPA, which is reported to schools and colleges.

CLASS RANK: Weighted grades will be used to establish McQueen High School Class Rank. All Honors, Advanced Placement (courses with "AP" in the title), and Dual Credit courses will be weighted. Class Rank for the purposes of determining "Top 10," "Top 20," Valedictorian, and Salutatorian is figured for seniors only and is based on seven semesters of work (through fall of the senior year).

For the purposes of determining Class Rank, a different mathematical formula will be assigned to each letter grade as follows: A = 4, B = 3, C = 2, etc. Each student's "starting" GPA (SGPA) will be determined using this formula and dividing by the total number of credit courses taken by the student. After this "SGPA" has been figured, a fractional amount will be added to the total SGPA for each semester of an Honors, AP, or Dual Credit class completed by the student.

The following is an example of this process: a student's "Starting GPA," including all classes and using the formula described in the prior paragraph, is 3.69. The student completed one AP course as a junior (2 semesters) and is currently enrolled (fall semester) in two AP courses as a senior. If the "weight" is .10, then .10 would be added for each semester (4 semesters in all $\times .10 = .40$ to be added to the starting GPA of 3.69). The student's GPA for the purposes of determining Class Rank will be 4.09. A student having taken the same AP courses but having a 3.94 Starting GPA would have a Class Rank GPA of 4.34.

Incompletes

Students receiving an Incomplete at the end of a semester must make up that grade within three weeks of the beginning of the next semester. It is the student's responsibility to arrange for work to be completed within the three week time limitation.

Maximum Number of Classes

In order to better accommodate our students in an overcrowded building, courses may be offered during a span of at least eight periods; however, students may only enroll in a maximum of seven courses offered on our campus. Additional classes may be taken at TMCC, UNR, or through other programs which are sponsored at the district level.

Off Campus

Only Seniors who have earned the exemption for merit or have been approved for an exemption for cause are allowed a minimum load of 5 classes. Students who have one or more periods where they are off campus must do so at the beginning or end of the school day; students may not have an Off Campus between two McQueen class periods. Students who are off campus must be off campus until ten minutes before their first class begins or within ten minutes after their last class ends.

Physical Education Absences

Students who will miss less than 45 days of a regular PE class due to a medical emergency may still receive credit for PE provided those absences are documented by a qualified physician and provided the student takes and passes the final examination in the PE class. A different timeline is in place for Supervised Curriculum PE classes that already meet for the minimum number of hours. Daily absences in

PE must be made up in a timely manner and within the guidelines clearly established by the physical education department.

Other Requirements

Some courses listed in the Course Catalog meet a school district requirement for graduation, some courses are elective, and some may be used as either a requirement or elective. After minimum requirements in a subject area are met, additional classes will be electives; for example, after the minimum math requirement is met, additional math classes may be taken as electives. Sometimes a requirement is waived (for example, PE) but that does not affect the total credits, which must be earned for graduation.

Some courses may fulfill a high school graduation requirement (correspondence courses, for example) but may not be accepted as an academic credit by a post-high school institution or by the NCAA.

Although meeting all requirements is your responsibility, your counselor will help advise you and your parents about your educational plan and help see that you have the credits/requirements you need to graduate from high school.

Valedictorian and Salutatorian

A Valedictorian and Salutatorian are chosen each year from the graduating class based on the seventh semester cumulative GPA. The student ranked number one in the senior class will qualify as Valedictorian, and the student ranked number two will qualify as Salutatorian provided those students have been enrolled at McQueen for a minimum of two years and have earned an Honors Diploma. Classes repeated in order to raise a grade will not be considered when determining Valedictorian and Salutatorian status. Class rank is 1) based on a total of grades in all courses taken in high school; 2) is figured on a four-point scale in which A = 4, B = 3, etc.; and 3) will have classes labeled "AP" weighted for the purposes of computing class rank GPA.

Weighting of AP Courses for Class Rank

Any student may take an AP test, whether or not he/she is enrolled in an AP course. However, courses will only be weighted for class rank purposes for students actually enrolled in a course designated as "AP."

Students will receive AP weighting for each semester they pass a course with the designation "AP" in the title. (See GPA and CLASS RANK section, above.) Since taking the AP examination is required for courses designated as "AP," if a student does not actually take the exam, the "AP" designation will be removed from the course title on the student's transcript and the course will not be weighted.

School/Course Fees

Students in Washoe County public high schools are expected to provide their own pencil and/or pen, paper, and a notebook. Some classes require students to have a folder or notebook in which to keep papers and materials for that one class. By law students are responsible for textbooks issued to them, even if those books are lost or stolen. When students register for classes, they will receive a form listing any fees that may be charged. Several classes require a lab or course fee; if a student cannot afford a lab fee or class fee, he/she should let the teacher know. Students who cannot afford required school fees may contact the bookkeeper and request a form for a fee waiver. This waiver does not cover lost books or optional costs such as student activity sticker, class ring, or yearbook. Arrangements may certainly be

made to spread the payment of fees over a period of time. No student will be denied participation in a course based on an inability to pay a fee.

Honors, AP, and Concurrent Enrollment Dual Credit Courses Policies and Procedures

The Honors Program is designed to enhance academic preparation and challenge students through more rigorous course work. An honors, Advanced Placement, or Dual Credit course offers material that is intellectually stimulating and challenges students beyond the scope of regular classroom work; assumes a mastery of the basics required for further study in a given area; emphasizes the quality of work over the quantity of work; provides depth and divergence through the study of ideas, themes, and problems; integrates knowledge across disciplines; demands use of higher order thinking skills including abstract reasoning, analysis, synthesis, and evaluation; requires flexibility in thinking and the use of divergent viewpoints; requires a proven student work ethic and full engagement in learning as an experience in its own right; requires excellence in the use of oral, written, and research skills; and promotes the use of a variety of in- depth performance tasks and assessment tools.

McQueen is a part of The University of Nevada, Reno's Collegiate Academy, which allows students to take UNR courses on the McQueen Campus, taught by our teachers. These are called Concurrent Enrollment Dual Credit (CE.) Some of the courses are a single semester when taken at UNR, but on our campus, the course is stretched to fill both semesters. For these courses students earn .5 high school credit each semester of a CE Dual Credit Course and College Credit through UNR. For concurrent enrollment courses that are one semester on our campus (PSC 101/Econ 100, Math 126/127) students earn 1.0 high school credit and college credit through UNR. When a CE Dual Credit course is offered in a subject area, the corresponding AP Course is not offered. Students may elect to take the AP Exam in that subject area if they choose.

Students and families must understand that the master schedule is designed to ensure that, as much as possible, students can be placed in the courses they choose in the spring. Dropping an Honors, AP, or CE Dual Credit course will only be allowed in extreme circumstances.

Students who do drop an Honors, AP or CE course may not be guaranteed a spot in another class at McQueen. We will not overload a class to put in a student dropping an Honors, AP or CE course. This may mean the student may have to take the class by correspondence or some other avenue at his/her own expense.

Students are advised to carefully consider their course selections in the spring.

Special Education

Students must be certified in special education to be eligible for special education classes. Eligibility for special education is determined based upon the Individuals with Disabilities Education Act (IDEA) and is based upon recommendations from teachers, counselors, a school psychologist, administrators, and other related personnel who test and/or evaluate the student. An Individual Educational Plan (IEP) and special course of study is devised for each student in conjunction with the special education teachers, counselor, parent, and student.

Graduation requirements are the same for special education students as they are for non-certified students, although some special education students may receive an adjusted diploma if the IEP team

determines it is necessary. Students are monitored in all classes, parents are apprised of progress on a regular basis, and IEPs are re-evaluated annually.

Special Education Resource English and Math Courses

Special Education English and Math Course descriptions are found in the English and Math sections of the Course Catalog. Foundations Courses are designed for special education students who have the skills to complete the regular education course, but need to be in a smaller class environment. Bridge to Algebra is a one-year math course that prepares 9th grade students for success in Algebra 1.

Student Success/Transition Support

Students in Special Education may take Student Success/Transition Support (SSTS) as part of their academic load. In order to be enrolled in as SSTS class, Special Education students must be concurrently enrolled in at least three regular education courses (not including PE). In addition to support for the regular education course(s), the following areas will be covered as appropriate: study skills; organizational skills; maintenance of classroom notebooks, backpacks, and use of a daily planner. Students will have instruction in Study Skills, Social and Emotional Learning, and Transition Activities. Students will be expected to bring to class all appropriate regular education course material (e.g. textbook, assignment sheets); in-progress assignments; progress reports; returned homework, class work, and tests; etc. Transition will be completed for annual IEPs. This course may be required based on the decision of a student's IEP team.

Comprehensive Life Skills & Strategies

Comprehensive Life Skills (CLS) and Strategies are specialized programs that focuses on acquisition of daily living skills needed for effective transition into the community after completion of high school. Functional reading, writing, and math skills are emphasized throughout the school day. Transfer of those functional academic skills are encouraged when on community outings and when involved in vocational exploration and training on or outside of the school campus. Students will be enrolled in general education academics and/or electives as determined by the IEP team.

Students in CLS also work on improving job readiness and work-place skills. First semester content includes self- inventories, identifying strengths and aptitudes, knowing rights and responsibilities, and transition planning. Second semester content includes how to look for and get a job, resume and cover letter writing, and the interview process. Year- long goals include understanding work place norms, use of technology, communication skills, counting money and making change. The course includes on-site job training and community-based job training for those who meet the job readiness criteria.

Freshman Seminar

Freshman Seminar is a full-year required course for all Freshmen. This course focuses on the skills and strategies necessary for students to be successful in high school and beyond. The primary objective is to increase students' self-management, self-awareness, social awareness, relationship skills, and decision-making abilities.

Course Topics

- Goal Setting
- Academic Organization
- Positive Student Strategies
- Self-Understanding
- Proactive Behavior
- Time Management
- Attitude
- Character Education
- Leadership
- Career Exploration

Class Format

Most days students will have a period of silent reading, and then will be given a chance to work on assignments for their classes. Students MUST have something to work on quietly! Fridays will consist of Social and Emotional Learning (SEL) and school success lessons.

Seminar Math

Students in Algebra 1 may be pulled out of Freshman Seminar to receive support. Students who are pulled out of Seminar for math support will be exempted from lessons.