

**McQueen High School Course
Guide
2020-2021**

**Section 2: McQueen
Academic Policies,
Procedures, and Special
Programs**



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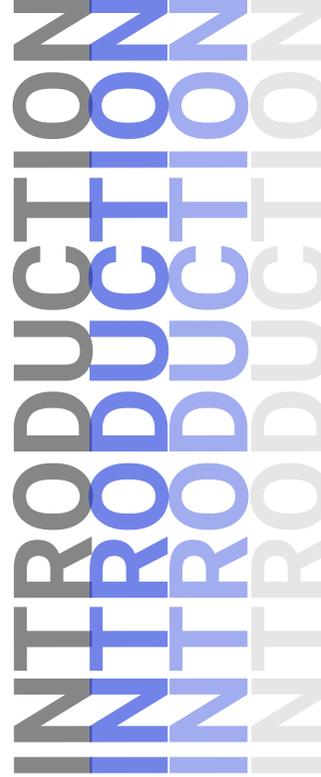
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MCQUEEN HIGH SCHOOL MISSION STATEMENT

We envision a community where all students engage in a rigorous, supportive, and well-rounded education to prepare them for further academic and career opportunities.

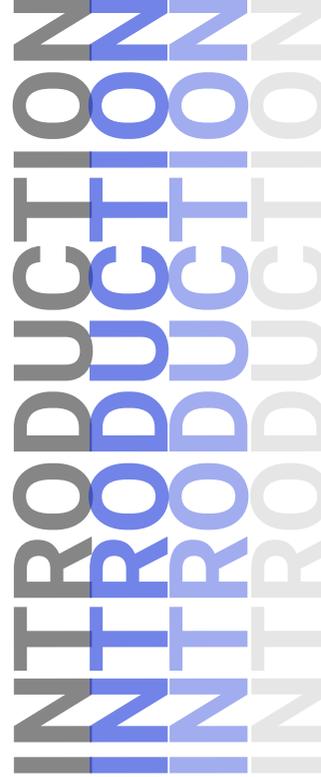
BELIEF STATEMENTS

We believe that ALL students should be directed to reach their highest level of academic achievement.

We believe in promoting positive behaviors in order to improve discipline and academic performance for a diverse population.

We believe in instilling good character, principles, and respect among students, teachers, administrators and the McQueen community.

We believe in engaging students and cultivating strong study skills in order to improve graduation rates.



MCQUEEN HIGH SCHOOL

ACADEMIC POLICIES AND PROCEDURES

Arts/Humanities/CTE Graduation Requirement

One credit earned in the area of ARTS or HUMANITIES or CAREER AND TECHNICAL EDUCATION is required for graduation. A number of 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 Drama Classes
All Music Classes
Flag Team/Winterguard
All Choir Classes
AP Music Theory

- **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 5-10)
Journalism/Newspaper Production
World History or World Geography (ONE counts as a humanities if both are taken and passed)

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 meeting the requirement include the following:

Human Development I, II, III, AS
Culinary Arts I, II & III
Baking I & II
AP Computer Science Principles, Computer Science II, AP Computer Science A

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 teachers. 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.

Contacting Teachers

Teachers are available during preparation periods and before and after school for phone or in-person conferences with parents and/or students. Teachers are the best source of information about student work in a particular class. Teachers' e-mail addresses can be found on our web page, <http://www.washoeschools.net/mcqueen>.

MCQUEEN HIGH SCHOOL

ACADEMIC POLICIES AND PROCEDURES

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 and Advanced Placement (courses with "AP" in the title) 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 AP 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 x .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 or the INC becomes an F grade. 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

Seniors who choose to be off campus for one or more periods 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 SCPE and also for Washoe High Extended Day 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.

MCQUEEN HIGH SCHOOL

ACADEMIC POLICIES AND PROCEDURES

Other Requirements

Some courses listed in this Course Offering Book 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 department 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.

MCQUEEN HIGH SCHOOL

AP AND HONORS COURSES

POLICIES AND PROCEDURES

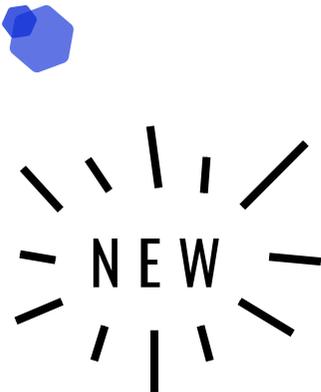


The Honors Program is designed to enhance academic preparation and challenge students through more rigorous course work. An honors or Advanced Placement course offers material that is intellectually stimulating and challenges students beyond the scope of regular classroom work; assumes a mastery of the 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.

AP STATEMENT OF UNDERSTANDING

We firmly believe that the AP experience will prepare you for the years ahead, and we support you in this challenge. Choosing to take an AP class is a big commitment. It involves many hours of study beyond the expectations of a regular class. Please understand the following:

- Research shows that students who take an AP® class are better prepared for college.
- Students may earn college credit based on the score earned on the AP® exam.
- AP® class grades are weighted for determining final GPA.
- Colleges are looking for students who take a rigorous high school curriculum.
- Excellent attendance is an expectation in every AP® course. Frequent absences, for any reason, will negatively impact a student's grade. Taking vacations during school time is discouraged.
- A student may not audit an AP® course.
- It is mandatory for students in an AP® course to pay for and take the AP® exam. There are opportunities to defray the cost of the test. See the AP® coordinator for details.



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 AP or Honors course will only be allowed in extreme circumstances. Students must file an appeal form. Appeals will not be reviewed until after the first week of school.

Students who are granted an appeal may not be guaranteed a spot in another class at McQueen. We will not overload a class to put in a student dropping an AP or Honors 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.

MCQUEEN HIGH SCHOOL

GLOBAL STUDIES

SIGNATURE ACADEMY



Global Studies is McQueen High School's Signature Academy. This academy is designed to prepare students for life in the twenty-first century. There are two programs within the Global Studies Signature Academy: International Studies and Fine Arts.

Global Studies Seminar

Course #4184-4185

Grade Level: Junior or Senior

Credit: 1.0 (full year course), Elective

Prerequisites: Successful completion (C or better) of 2 or 3 years of sequenced courses in the Global Studies program AND instructor approval.

This course is offered to students who have achieved content standards in a comprehensive, sequenced global studies program whose desire is to pursue advanced study through investigation and in-depth research. Students are expected to work independently or in a team and consult with their supervising teacher for guidance. The supervising teacher will give directions, monitor, and evaluate the students' topic of study. Coursework may include various work-based learning experiences such as internships and job shadowing, involvement in a school-based enterprise, completion of a capstone project, and/or portfolio development. This course may be repeated for additional instruction up to 2.0 credits.

International Studies: **World Language Emphasis**

Students will be immersed in course work dealing with world politics/economics, ecological balance, global interaction/diplomacy and international understanding. During the four-year course of study, students will study two world languages to the Advanced Placement™ level. **Other required courses include AP Human Geography Global Studies seminar and AP Comparative Government, Economics.** Other **suggested** courses will include, AP US History, AP American Government, **We the People** and AP Environmental Science. The following table is an *example* of what a student's schedule would look like beginning in ninth grade:

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Freshmen Seminar (G.S.)	English	English	English
English	Math	Math	1st World Lang. 7 - 8
Math	Science	AP Environmental	AP U.S. Government
Science	AP Human Geography	US History (AP optional)	2 nd World Lang. 7-8
World Lang. 1-2	1st World Lang. 3-4,	Global Studies Seminar	OPEN
2nd World Lang 1-2	2nd World Lang. 3-4	1st World Lang. 5 - 6	OPEN
Health/Comp Sci.#	Open	2nd World Lang. 5 -6	OPEN

In addition to the aforementioned course work, students will have the opportunity to:

- Host a student from another country and/or participate in a brief "study abroad"
- Listen to a guest lecture series with a focus on international policy, life, and culture
- Sharpen their World Language translation skills
- Increase their networking potential outside of the Northern Nevada area
- Broaden their view of the world
- Participate in an internship in a related field during the junior or senior year

Students interested in becoming a part of the McQueen Global Studies Academy must submit an application which can be obtained from their middle school counselor. Although it is preferable for Global Studies students to have begun world language study in middle school, this is not required. It is recommended that middle school students who wish to enroll in the program have a cumulative grade point average of 3.0. Students enrolled in this program are encouraged to take Health and Computers during the summer between 8th and 9th grade. They are also encouraged earn P.E. waivers by participating on a sports team and complete their P.E. credits outside of school by enrolling in the P.E. Options Program offered through WCSD Supplemental Credit.

*Students in previous graduation classes may be considered for the Global Studies Program if they have studied two world languages since their freshman year and have completed the other required course work.

MCQUEEN HIGH SCHOOL

GLOBAL STUDIES

SIGNATURE ACADEMY



International Studies: **Social Studies Emphasis**

Students will be immersed in course work dealing with world politics/economics, ecological balance, global interaction/diplomacy and international understanding. During the four-year course of study, students will study two world languages to the Advanced Placement™ level. **Other required courses include Geography, AP Human Geography Global Studies seminar and AP Comparative Government, Economics.** Other **suggested** courses will include, AP US History, AP American Government, **We the People** and AP Environmental Science. The following table is an *example* of what a student’s schedule would look like beginning in ninth grade:

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Freshmen Seminar (G.S.)	English	English	English
English	Math	Math	World Lang. 7-8
Math	Science	AP Environmental	We <u>The People</u>
Science	AP Human Geography	AP US History	OPEN/AP Comp Govt. *
World Lang. 1-2	OPEN	Global Studies Seminar	OPEN
Health/Comp Sci.#	World Lang. 3-4	World Lang. 5-6	OPEN
Geography	OPEN	OPEN/AP Comp Govt.*	OPEN

In addition to the aforementioned course work, students will have the opportunity to:

- Host a student from another country and/or participate in a brief “study abroad”
- Listen to a guest lecture series with a focus on international policy, life, and culture
- Sharpen their World Language translation skills
- Increase their networking potential outside of the Northern Nevada area
- Broaden their view of the world
- Participate in an internship in a related field during the junior or senior year

Students interested in becoming a part of the McQueen Global Studies Academy must submit an application which can be obtained from their middle school counselor. Although it is preferable for Global Studies students to have begun world language study in middle school, this is not required. It is recommended that middle school students who wish to enroll in the program have a cumulative grade point average of 3.0. Students enrolled in this program are encouraged to take Health and Computers during the summer between 8th and 9th grade. They are also encouraged earn P.E. waivers by participating on a sports team and complete their P.E. credits outside of school by enrolling in the P.E. Options Program offered through WCSD Supplemental Credit.

*Students in previous graduation classes may be considered for the Global Studies Program if they have studied two world languages since their freshman year and have completed the other required course work.

MCQUEEN HIGH SCHOOL

GLOBAL STUDIES

SIGNATURE ACADEMY



Fine Arts: **Music Emphasis**

This program is designed to prepare students for life in the twenty-first century. Students will be immersed in course work dealing with Music. During the four-year course of study, students will study **one** world language to the **3-4 level with a suggestion through the Advanced Placement™ level**, and fulfill area-specific requirements to an advanced level to ensure students are competitive in their chosen area. McQueen currently offers French, German, Mandarin Chinese and Spanish. **Other required courses are World History, Global Studies Seminar, AP Music Theory and one of the following Band, Orchestra or Choir.** The following table is an *example* of what a student's schedule would look like beginning in ninth grade:

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Freshmen Seminar (G.S.)	English	English	English
English	Math	Math	AP Music Theory
Math	Science	Science	U.S. Government/ WTP (AP opt.)
Science	AP World History	US History	Band/Orch./Choir
World Lang. 1-2	Band/Orch./Choir	Band/Orch./Choir	World Lang. 7-8
Band/Orch./Choir	World Lang. 3-4	World Lang. 5-6	OPEN
Health/Comp Sci.	Open	Global Studies Seminar	OPEN

+PE, Computer Literacy, Health are graduation requirements. Participation in Secondary Ensemble will be different from student to student depending on how these graduation requirements are completed.

#Class Piano at TMCC may be taken for dual credit as the second ensemble. Registration and tuition are the student's responsibility

Students must audition for WCSD Honor Ensembles by their senior year and all students participate must participate in NMEA Solo & Ensemble Festival

MCQUEEN HIGH SCHOOL

GLOBAL STUDIES

SIGNATURE ACADEMY



Fine Arts: **Visual Arts Emphasis**

This program is designed to prepare students for life in the twenty-first century. Students will be immersed in course work dealing with Visual Arts. During the four-year course of study, students will study **one** world language to the **3-4 level with a suggestion through the Advanced Placement™ level**, and fulfill area-specific requirements to an advanced level to ensure students are competitive in their chosen area. McQueen currently offers French, German, Mandarin Chinese and Spanish. **Other required courses are World History, Global Studies Seminar, and one of the following Art, Ceramics or Photo.** The following table is an *example* of what a student’s schedule would look like beginning in ninth grade:

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Freshmen Seminar (G.S.)	English	English	English
English	Math	Math	Ceramics/Photo
Math	Science	Science	We <u>The</u> People
Science	World History Art	US History (AP optional)	World Lang. 7-8
World Lang. 1-2	Ceramics/ Photo	Ceramics/ Photo	OPEN
Ceramics/Art	World Lang. 3-4	World Lang. 5-6	OPEN
Health/Comp Sci.#	Open	Global Studies Seminar	OPEN

+In order for students to take a secondary art class all four years, PE, Health, and Computer Lit. must be taken through alternative means (i.e. correspondence, PE waivers, etc.)

#Internship with local art organization (does not count towards class total, since it is taken off-campus)

Students interested in becoming a part of the McQueen Global Studies Academy must submit an application which can be obtained from their middle school counselor. Although it is preferable for Global Studies students to have begun world language study in middle school, this is not required. It is recommended that middle school students who wish to enroll in the program have a cumulative grade point average of 3.0. Students enrolled in this program are encouraged to take Health and Computers during the summer between 8th and 9th grade. They are also encouraged to earn P.E. waivers by participating on a sports team and complete their P.E. credits outside of school by enrolling in the P.E. Options Program offered through WCSD Supplemental Credit.

In addition to the aforementioned course work, students will have the opportunity to:

- Host a student from another country and/or participate in a brief “study abroad”
- Listen to a guest lecture series with a focus on international policy, life, music, art, and culture
- Participate in District, State, and National Music and Art Competitions/Festivals
- Increase their networking potential outside of the Northern Nevada area
- Broaden their view of the world
- Participate in an internship in a related field during the junior or senior year
- Participate in Regional/State Honor Groups in Music Performance

MCQUEEN HIGH SCHOOL

SPECIAL EDUCATION



Students must be certified in special education in order 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 Offerings. 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 a 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.

Special Education Work Experience

Students will earn work experience (elective) credit if they are engaged in paid employment by the end of the first quarter of each semester. Students must have work experience requirement indicated in their Individual Transition Plan and complete a Work Experience Application. Student will submit current pay stubs as proof of hours worked. Pay stubs are due at each of the student's pay periods. Student may change jobs during the semester but must complete a new work experience application. Work may be paid employment or volunteer/community service through a non-profit organization.

MCQUEEN HIGH SCHOOL

PASS: PERSONAL AND ACADEMIC SKILLS FOR SUCCESS



PASS 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

Class Format

- Mondays, Tuesdays, Thursdays, and Fridays, 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!
- Wednesdays will consist of Social and Emotional Learning (SEL) and school success lessons
- Lancers Excel: Students in Algebra 1 and English 1-2 may be pulled out of PASS to receive support. The student's teacher will stamp their planner letting them know that they need to go to Lancers Excel.

Social & Emotional Learning Core Competencies



Cell Phones in PASS

Cell phones and other electronic devices are a huge distraction for students. In fact, a recent study found that students who had access to their phones (even if phones were not allowed in the class) scored a minimum of a half a letter grade lower on all assessments than their counterparts who did not have access to phones. Even if the student was not the one on the phone, the fact that her neighbor was on his phone was enough of a distraction to cause this effect. Therefore, PASS is a phone-free zone! Students will be asked at the beginning of class to **put** phones and ear buds away. If students need to access the internet for an assignment, they will need to gain permission from their teacher and put the phone away as soon as they are done with it.

Make the most of PASS

Keep up with high school work

Freshman Teachers use PASS to help students. They send make-up work, missed quizzes and tests, and missing work to the PASS teacher for completion during PASS. The object is to make learning mandatory, not optional!