**2017-2018**

**Civic Memorial High School Course Selection and Counseling Handbook**

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***The purpose of this booklet is to help you choose the right courses to give you the strongest preparation possible for the program you want to enter after high school. It is meant to be a guide for planning and should not take the place of regular discussions with your counselor and teachers.***

**School Counseling Office Staff**

**Janet Craig Social Worker**

**Trisha Diveley Registrar**

**Emily Kisro School Counselor for students L-Z**

**Anita Steinmann School Counselor for students A-K**

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**CMHS GRADUATION REQUIREMENTS:**

*Students must meet the following credit and course requirements to receive a diploma*

*from Civic Memorial High School*

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| Graduation  Credits | English | Math | Social Science | Science | Resource Management | Health | PE | Electives |
| Students must earn **24.5** credits to graduate | 4 credits;  must include English 1, 2, 3, 4 | 3 credits:  must include Geometry and Algebra 2 | 2.5 credits  *\*\* students must also pass the Illinois and US Constitution tests* | 3 credits | .5 credits | .5 credits | 4 credits | 1 credit from any of the following areas: music, art, foreign language, or career & technical education |

*.*



**COLLEGE REQUIREMENTS:**

Students must meet the following admissions requirements for most state colleges/universities. Community college admission standards are not as rigorous; however, to avoid remediation at the college level, the following course pattern is still recommended.

4 years English

3 years Math (**4 is strongly suggested**)

3 years Social Science

3 years Lab Science

\*2 years Foreign Language/Art/Music/Career and Technical

\*Most college/universities will accept any combination of Foreign Language, Art, Music or Vocational Education. Some colleges require Foreign Language- U of I is an example. See page 30 of the handbook for other examples.

**General Information & Policies**

## **Counseling Services:**

In addition to traditional school counseling, the counseling department utilizes two state certified counselors who have had training in counseling, testing, and crisis management techniques. District social workers and psychologists may also be called upon to assist in this effort.

These counselors can help identify problems that might interfere with a student’s learning to his/her full potential.

Such problems include, but are not limited to, academic, developmental problems, peer problems, chemical and alcohol abuse and use, eating disorders, poor self-esteem, or conflict resolution.

If a student or a parent feels that a student is struggling with a problem and needs help, the student’s counselor should be contacted. The counselor will be happy to explore the nature of the problem, suggest places for help, or otherwise offer assistance as appropriate.

The counseling office has a number of resources available to help students plan while in high school, plan for life after high school, and to cope with a number of developmental problems.

• help with study skills • college search programs

• limited personal counseling • college applications

• applications • ACT/SAT preparation

• references • scholarship information

• test scores • letters of recommendation

• financial aid information • career exploration

• traditional guidance counseling • tutoring information

• NCAA information • college catalogs/videos

• college representative visits • ASVAB/Military representatives

### Grade Weighting:

It is the policy of the Board of Education that the grades earned by students in the following courses be weighted.

Statistics Chemistry 2 Honors Geometry

Honors Biology 2 Honors Algebra 2 Physics

Calculus Honors English 1, 2, 3, 4 Pre-Calculus

Spanish 3, 4

The following weighted scale will be used:

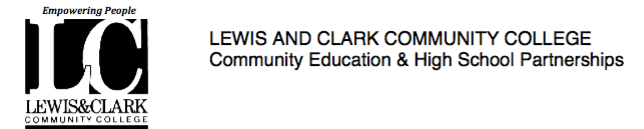
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|  | *Course Listed Above(Weighted)* | *Other Courses (Unweighted)* |
| **A** | **5** | **4** |
| **A-** | **4.667** | **3.667** |
| **B+** | **4.333** | **3.333** |
| **B** | **4** | **3** |
| **B-** | **3.667** | **2.667** |
| **C+** | **3.333** | **2.333** |
| **C** | **3** | **2** |
| **C-** | **2.667** | **1.667** |
| **D+** | **1.333** | **1.333** |
| **D** | **1** | **1** |
| **D-** | **.667** | **.667** |
| **F** | **0** | **0** |

**Dual Credit Courses:**

CMHS has entered into an articulation agreement according to which students may take Lewis and Clark Community College courses while on the high school campus and receive college credit.

Students must purchase the textbooks from Lewis and Clark for some of the classes. Placement for classes with be determined by a combination of ACT or SAT scores, GPA and grades from past classes.

*The following courses are available to students under the LCCC articulation:*



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE NUMBER** | **High School Course Name** | **Credit** | **LCCC Course Name** | **Grade Level** |
| MATH 112&116 | Algebra Advantage | 8 | Algebra Advantage  (non transferrable credit) | 12 |
| CDEV130 | Career Development | 3 | Career Development | 11, 12 |
| CIS135 | Computer Literacy | 3 | Computer Literacy | 11,12 |
| MTH131 | College Algebra | 3 | College Algebra | 11.12 |
| DRFT 131 | Mechanical Drafting | 3 | Fund of General Drafting | 12 |
| DRFT 146 | Mechanical Drafting | 3 | AutoCAD | 12 |
| ENGL 131 | English 131 | 3 | First-Year English I | 12 |
| ENGL 132 | English 132 | 3 | First-Year English II | 12 |
| MAC 203 | Machine Tool Tech 2 | 3 | Machine Shop 1 | 10,11,12 |
| MATH 171 | Calculus and Analytic Geom | 5 | Calculus and Analytic Geom | 12 |
| MCOM 125 | Intro to Radio Broadcasting | 3 | Intro to Broadcast Operations | 12 |
| MCOM 132 | Mass Comm 132 | 3 | Intro To Mass Comm | 11,12 |
| MCOM 134 | Intro to Journalism | 3 | News Writing | 11,12 |
| OTEC 120 | Computer Applications | 3 | Keyboarding /Formatting | 9,10,11,12 |
| PSYC 131 | Psychology | 3 | General Psychology | 12 |
| SPAN 131 | Spanish 3 | 4 | Elementary Spanish I | 11,12 |
| SPAN 132 | Spanish 3 | 4 | Elementary Spanish II | 11,12 |
| SPAN 231 | Spanish 4 | 4 | Intermediate Spanish I | 11,12 |
| SPAN 232 | Spanish 4 | 4 | Intermediate Spanish II | 11,12 |
| SPCH 131 | Speech 131 | 3 | Public Speaking | 12 |
| MTH 145 | Statistics | 4 | Statistics | 11,12 |
| WEB 135 | Web Page Design and Interactive Media Development | 3 | Web Page Design Essentials | 11,12 |
| WELD 194 | Welding Tech 1 | 3 | Shielded Metal Arc Welding | 10,11,12 |
| WELD 131 | Welding Tech 2 | 3 | Intro to Welding Industry | 10,11,12 |

***For more information on our partnership with Lewis and Clark please visit*** [***http://www.lc.edu/hsp/***](http://www.lc.edu/hsp/)

**Changes in Course Offerings:**

Occasionally, it is possible for the administration of CMHS, because of scheduling nuances to include additional courses into the master schedule after this booklet has been printed. In such cases, these additional courses will be announced and students will have sufficient time to revise their course request.

**Schedule Changes:**

**Student and Parent initiated schedule changes must be requested by April 1, 2017**.

Such requests may not be based upon teacher preference and may be denied on the basis of class size requirements and limitations.

Counselor initiated changes may be necessary because of scheduling conflicts, computer errors, or teacher/counselor recommendation based on aptitude or prerequisites. Student selected alternate courses will be used in such cases.

Assignment to Math, Science, and English classes may be adjusted for ability level and/or prerequisites.

Students may not elect to drop a yearlong course mid-year. If a student believes he/she is inappropriately placed in a course, a parent/teacher/student/administrator conference will be held to evaluate the situation. At this time, standardized assessments will be reviewed and the amount of effort put forth by the student will be assessed to determine if a course change will be allowed. **Students may not change classes at the semester simply on the basis of personal preference.**

##### **Credit Policy:**

1. No credit may be accrued from outside institutions in order to enable a student to graduate ahead of his/her class.

2. Students who are behind in the number of credits needed to graduate with their classes may not seek to earn credit in more than four correspondence classes (with 1/2 credit value in each) while they are concurrently enrolled as full-time students at CMHS. Enrollment in such courses may begin at the conclusion of a student’s sophomore year. Correspondence courses must be completed prior to the completion of the first semester of the student’s senior year. A current fourth or fifth year senior must have all correspondence coursework completed (each unit test passed and final exam completed and submitted) by the end of the first semester.

3. Enrollment in a correspondence course needed to meet graduation requirements must have the approval of the student’s counselor and must be in an approved program such as those offered by accredited universities or those with North Central Association accreditation. All costs of such enrollment must be borne by the student.

***Board Policy regarding Correspondence Courses is as followings:***

*A student enrolled in a correspondence course may receive high school credit for work completed, provided:*

1. *The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;*
2. *A current fourth or fifth year senior must have all correspondence coursework completed (each unit test passed and final exam completed and submitted) by the end of the first semester;*
3. *The student assumes responsibility for all fees; and*
4. *The High School Principal approves the course in advance*

4. A student who completes his/her senior year lacking two or more of the credits required for graduation will be expected to return the following fall in order to obtain a diploma from Civic Memorial.

5. A student who is deficient on credits after his/her senior year may not participate in commencement exercises.

6. Students may not earn more than two credits in any given discipline during summer school.

7. Students may not earn more than two credits toward graduation through correspondence classes

8. Final examinations in correspondence courses taken through approved institutions must be taken and passed under the supervision of a counselor or administrator.

**NCAA APPROVED COURSES**



*Student athletes wishing to play sports for a Division 1 or Division II College must go through the National Collegiate Athletic Association Clearinghouse in order to determine eligibility. The guidance staff is available to help with this process. Below you will find a list of CMHS courses accepted by NCAA. Throughout this document, NCAA approved courses are denoted with the following notation:* NCAA

**English**

Debate

English 1

English 1 Honors

English 2

English 2 Honors

English 3

English 3 Honors

English 4

English 4 Honors

English 131 & 132 (LCCC)

Intro to Journalism

Public Speaking

Speech 131 (LCCC)

**Mathematics**

Algebra 1

Algebra 2

Algebra 2 Honors

Statistics

Basic Algebra 2 *(Only for students who*

*have proper NCAA approval for a*

*diagnosed learning disability)*

Calculus

College Algebra

Geometry

Geometry Honors

Pre-Calculus

**Natural/Physical Science (All Lab)**

Biology 1

Biology 2

Chemistry 1

Chemistry 2

Earth Science A & B

Environmental Science A & B

Physical Science

Physics

**Social Science**

Advanced History

American Heroes 1

American Heroes 2

Civics

Current Events

Economics

Geography A

Geography B

Government

Psychology 131

U.S. History

World History

**Additional Core Courses**

Spanish 1 & 2

Spanish 131 & 132 (LCCC)

Spanish 231 & 232 (LCCC)

**NCAA Division 1: 16 Core Courses**

Student athletes wishing to play sports for a Division 1 college must complete these requirements to meet the NCAA eligibility requirements.

\* Graduate from high school

\* Complete a minimum of 16 core courses. (Ten of which must be completed prior to 7th semester. Seven of these courses must be in English, Math and Science.)

\* Present a minimum grade point average in core courses

\* Present a qualifying test score on either the ACT or SAT test

4 years of English

3 years of Math (Algebra 1 or higher)

2 years of Science

1 year of additional English, Math or Science

2 years of Social Science

4 years of additional core courses

To register with the NCAA Clearinghouse for initial eligibility, go to [www.eligibilitycenter.org](http://www.elegibilitycenter.org). We recommend doing this no earlier than the start of the student’s junior year.

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| **FRESHMAN COURSE OFFERINGS**  *All electives are subject to availability of staff and scheduling constraints.*  *Please refer to the “Course Description” section for course content.*  **Freshman Requirements: English 1, Math, Civics, Physical Education** | |
| **Business**  **⧫**Computer Applications  ⧫Introduction to Business A  ⧫Introduction to Business B    **English**  ⧫Drama  English 1 NCAA    **Family & Consumer Science**  ⧫Nutrition & Culinary Arts I  ⧫Textiles & Design  **Fine Arts**  Art 1  Band  Chorus  **Foreign Language**  Spanish 1 NCAA  **Health/P.E./Driver’s Education**  ⧫Driver’s Education  Physical Education  *⧫ denotes a 1 semester class* | **Mathematics**  Algebra 1 NCAA  Advanced Algebra 1  Honors Geometry NCAA  **Science**  Biology 1 NCAA  Physical Science NCAA  **Social Science**  **⧫**American Heroes NCAA  **⧫** Civics NCAA  ⧫Geography NCAA  **Technology and Engineering Education**  Intro to Technology & Engineering  Intro to Engineering & Design(IED)*PLTW* |

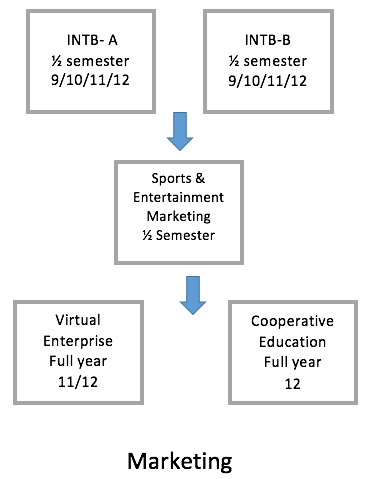
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| **SOPHOMORE COURSE OFFERINGS**  *All electives are subject to availability of staff and scheduling constraints.*  *Please refer to the “Course Description” section for course content.*  **Sophomore Requirements: English 2, Health, Math, Physical Education, Science & World History** | |
| **Business**  **⧫** Accounting  **⧫**Business Law  **⧫**Computer Applications  ⧫Introduction to Business A  ⧫Introduction to Business B    **English**  ⧫Drama  English 2 NCAA  Graphic Production-Yearbook  ⧫Public Speaking NCAA  **Family & Consumer Science**  ⧫Advanced Textiles & Designs  ⧫Early Childhood Education  ⧫Nutrition & Culinary Arts I  ⧫Nutrition & Culinary Arts IIA  ⧫Textiles & Design  **Fine Arts**  Art 1  ⧫Art 2A or 2B  Band  Chorus  **Foreign Language**  Spanish 1 NCAA  Spanish 2 NCAA  **Health/P.E./Driver’s Education**  ⧫Driver’s Education  ⧫Health  Physical Education | **Mathematics**  Algebra 2 NCAA  Honors Algebra 2 NCAA  Geometry NCAA    **Science**  Biology 1 NCAA  Chemistry 1 NCAA  ⧫Earth Science A NCAA  ⧫Earth Science B NCAA  ⧫Environmental Science A NCAA  ⧫Environmental Science B NCAA  Physical Science NCAA  **Social Science**  ⧫Geography NCAA  World History NCAA  **Technology and Engineering Education**  ⧫Advanced Construction Trades  ⧫Construction Trades  ⧫Drafting  Intro to Engineering & Design(IED)*PLTW*  Intro to Technology & Eng  ⧫Machine Tool Technology I  ⧫Machine Tool Technology II  ⧫Welding Technology I  ⧫Welding Technology II  *⧫ denotes a 1 semester class* |

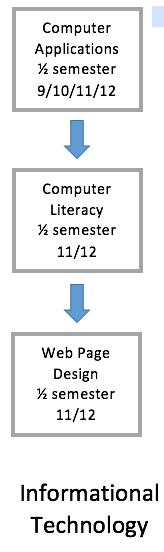
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| **JUNIOR COURSE OFFERINGS**  *All electives are subject to availability of staff and scheduling constraints.*  *Please refer to the “Course Description” section for course content.*  **Junior Requirements: English 3, Math, Physical Education, U.S. History,**  **Res Management or Economics, Science** | | |
| **Business**  **⧫** Accounting  **⧫**Business Law  **⧫**CDEV 130  **⧫**Computer Applications  **⧫**Computer Literacy  ⧫Introduction to Business A  ⧫Introduction to Business B  **⧫**Sports & Entertainment Marketing  Virtual Enterprise  **⧫**Web Page Design    **English**  ⧫Debate NCAA  ⧫Drama  English 3 NCAA  Graphic Production-Yearbook  ⧫LCCC MComm 134: Intro to Journ NCAA  ⧫LCCC MComm 132: Intro to Mass Comm  ⧫Public Speaking NCAA  **Family & Consumer Science**  ⧫Advanced Textiles & Design  ⧫Early Childhood Education  ⧫Fashion Merchandising  ⧫Human Dev & Family Wellness  ⧫Nutrition & Culinary Arts I  ⧫Nutrition & Culinary Arts IIA  ⧫Nutrition & Culinary Arts IIB  ⧫Resource Management  ⧫Textiles & Design  **Fine Arts**  Art 1  ⧫Art 2A or 2B  Band  ⧫Ceramics  Chorus  ⧫Drawing  ⧫Painting 1  ⧫Painting 2  ⧫3-D Design | **Foreign Language**  Spanish 1 NCAA  Spanish 2 NCAA  Spanish 3 (LCCC 131 & 132) NCAA  **Health/P.E./Driver’s Education**  ⧫Driver’s Education  **⧫**Medical Occupations  Physical Education    **Mathematics**  AP Statistics NCAA  Algebra 2 NCAA  College Algebra NCAA  Pre-Calculus NCAA  Technical Advanced Algebra  **Science**  Biology 2 NCAA  Chemistry 1 NCAA  ⧫Earth Science A NCAA  ⧫Earth Science B NCAA  ⧫Environmental Science A NCAA  ⧫Environmental Science B NCAA  Physics NCAA  Principles of Engineering(POE) *PLTW*  **Social Science**  ⧫Economics NCAA  U.S. History NCAA  **Technology and Engineering Education**  ⧫Advanced Construction Trades  Architectural Drafting  Civil Engineering & Architecture(CEA) *PLTW*  ⧫Construction Trades  ⧫Drafting  ⧫Machine Tool Technology I  ⧫Machine Tool Technology II  ⧫Welding Technology I  ⧫Welding Tech II | |
| **SENIOR COURSE OFFERINGS**  *All electives are subject to availability of staff and scheduling constraints.*  *Please refer to the “Course Description” section for course content.*  **Senior Requirements: English 4 or LCCC English 131 & 132 & Physical Education** | | |
| **Business**  **⧫**Accounting  **⧫**Business Law  **⧫**CDEV 130  **⧫**Computer Literacy  **⧫**Computer Applications  Cooperative Education  **⧫**Introduction to Business A  **⧫**Introduction to Business B  **⧫**Sports & Entertainment Marketing  Virtual Enterprise  **⧫**Web Page Design    **English**  **⧫**Debate NCAA  **⧫**Drama  English 4 NCAA  Graphic Production-Yearbook  LCCC English 131 & 132 NCAA  **⧫**LCCC MComm 132: Intro to Mass Comm  LCCC MComm 125: Intro to Radio Broadcasting  ⧫LCCC MComm 134: Intro to Journ NCAA  **⧫**LCCC Speech 131: Public Speaking NCAA  **⧫**Public Speaking NCAA    **Family & Consumer Science**  **⧫**Advanced Textiles & Design  **⧫**Culinary Occupations  **⧫**Early Childhood Education  **⧫**Fashion Merchandising  **⧫**Human Dev & Family Wellness  **⧫**Nutrition & Culinary Arts 1  **⧫**Nutrition & Culinary Arts IIA  **⧫**Nutrition & Culinary Arts IIB  **⧫**Resource Management  **⧫**Textiles & Design  **Fine Arts**  Art 1  **⧫**Art 2A or 2B  Band  **⧫**Ceramics  Chorus  **⧫**Drawing  **⧫**Painting 1  **⧫**Painting 2  **⧫**3-D Design | | **Foreign Language**  Spanish 1 NCAA  Spanish 2 NCAA  Spanish 3 (LCCC 131 & 132) NCAA  Spanish 4 (LCCC 231 & 232) NCAA  **Health/P.E./Driver’s Education**  **⧫**Driver’s Education  **⧫**Medical Occupations  Physical Education    **Mathematics**  Algebra Advantage  AP Statistics NCAA  College Algebra NCAA  Pre-Calculus NCAA  Calculus NCAA    **Science**  Biology 2 NCAA  Chemistry 1 NCAA  Chemistry 2 NCAA  **⧫**Earth Science A NCAA  **⧫**Earth Science B NCAA  **⧫**Environmental Science A NCAA  **⧫**Environmental Science B NCAA  Physics NCAA  Principles of Engineering(POE) *PLTW*    **Social Science**  **⧫**Current Events NCAA  **⧫**Economics NCAA  ⧫Government NCAA  **⧫**LCCC Psychology 131 NCAA  **Technology and Engineering Education**  **⧫**Advanced Construction Trades  Architectural Drafting  **⧫**Construction Trades  Civil Engineering & Architecture(CEA) *PLTW*  Mechanical Drafting  **⧫**Machine Tool Technology I  **⧫**Machine Tool Technology II  **⧫**Welding Tech I  **⧫**Welding Tech II  *⧫ denotes a 1 semester class* |

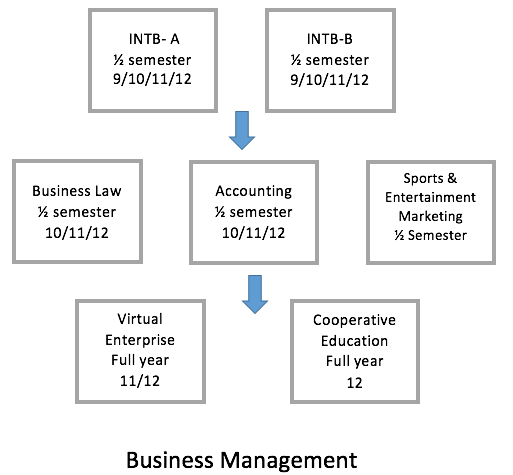
**Course Descriptions**

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| **BUSINESS MARKETING AND COMPUTER EDUCATION** | |
| **Accounting**  **12104A001**  Grades: 10, 11, 12  Credit: .5  Prerequisites: cumulative GPA of a C is recommended | Students will learn financial accounting concepts with an emphasis on the financial records of sole proprietorship businesses. The accounting equation, accounting cycle, entering transactions, posting to ledgers, specialized journals, preparing financial statements, financial statement analysis, and accounting software activities are included in this course. |
| **Business Law**  **12054A001**  Grades: 10, 11, and 12  Credit: .5 | Students are familiarized with basic rules of law and the legal vocabulary for court systems, crimes and torts, law and society, rights and duties of a citizen, contracts, and employment rights. The case study method is used in analyzing true-to-life court cases. Newspapers and the internet are used for current events to reinforce rules of law and conduct. |
| **Computer Applications**  **10004A01**  Grades: 9, 10, 11, 12  Credit: .5  *LCCC Dual Credit: OTEC 120* | Students are familiarized with the computer and software programs typically used in education and business. The student will learn basic features of a variety of software programs in order to create and format professional documents. |
| **Career Development: CDEV 130**  Grades: 11, 12  Credit: .5  *LCCC Dual Credit: CDEV 130 Career Development* | This class assists the student in examining the components of career choice. The focus is on career awareness, personal awareness, and educational awareness as they relate to the process of career choice. Planning skills and self-assessment instruments will help identify career options. Decision-making strategies, resume writing, interviewing skills, and job search techniques will be covered. |
| **Computer Literacy**  Grades: 11, 12  Credit: .5  *LCCC Dual Credit: CIS 135 Computer Literacy* | In this course, you will learn the most important topics of Microsoft Office Suite. You will first learn about essential computer concepts. Next, you will be presented with a quick review of the Office Suite, Windows, and Internet Explorer. Next, you will learn more advanced skills for Word, Excel, Access and PowerPoint; each application is covered in four units. You will learn how to integrate Office documents in four units that will follow the Excel, Access, Word, and PowerPoint sections. The last section of the course provides an overview of Outlook. Students will be able to work independently on projects and homework and complete a final integrated project for each application. |
| **Cooperative Education**  **22153A001**  Grade: 12  Credit: 1  *See job site criteria below* | Cooperative Occupations is a capstone course designed to assist students in the development of effective business skills and attitudes through practical, advanced instruction in school and at the work site through cooperative education. Approximately half of the school day is spent taking classes at school and then students are released from school for their paid cooperative education work experience. On-the-job training is supervised by the designated training sponsor and coordinated by the teacher-coordinator. The related class at school is planned to develop skills and attitudes that are applied at the worksite. A training plan is developed jointly by the teacher-coordinator, training sponsor, and student that identify training to be provided. Training in the related class at school focuses upon the student’s career and technical education, with additional assignments based upon areas where performance indicated a need. Related instruction also includes workplace skills such as seeking and applying for employment, communicating, maintaining professionalism, workplace ethics, etc. Associated study running concurrently at school and the workplace may include retail marketing, human relations, selling, promotion, inventory, buying, pricing, and making management decisions. Current software is utilized in the course to develop information management competencies required for employment in business, marketing, and computer careers. Variable credits are given for this course. An application is necessary for registration. |
| **Introduction to Business A**  **12001A001**  Grades: 9, 10, 11, 12  Credit: .5 | This orientation level course will provide an overview of all aspects of business, marketing, and management, including the concepts, functions, and skills required for meeting the challenges of operating a business in a global economy. Topics covered will include basic economic concepts, economic resources and systems, economic activity in the world, business ethics and social responsibility, entrepreneurship, business ownership and operations, business management, leadership in management, technology and business, and business in a global economy. Students will be introduced to a wide range of business careers. Concepts may include using the computer while studying applications in business careers, along with communication skills, business ethics, workplace skills, math and problem solving skills. This course is intended to provide the preparation for the skill level courses that make up Business, Marketing, and Management occupations programs. |
| **Introduction to Business B**  **12001A001**  Grades: 9, 10, 11, 12  Credit: .5 | This orientation level course will provide an overview of all aspects of business, marketing, and management, including the concepts, functions, and skills required for meeting the challenges of operating a business in a global economy. Topics covered will include the role of government in our economy, money, and financial institutions, marketing in today’s world, advertising, human resources management, culture and diversity in business, managing business finances, technology in the workplace, computer basics, and career planning. Students will be introduced to a wide range of business careers. Concepts may include using the computer while studying applications in business careers, along with communication skills, business ethics, workplace skills, math and problem solving skills. This course is intended to provide the preparation for the skill level courses that make up Business, Marketing, and Management occupations programs. |
| **Sports Entertainment Marketing**  **12055A001**  Grades: 11, 12  Credit: .5 | This preparation level course focuses on various marketing functions with a focus on the Sports and Entertainment industries. Topics include; channel management, marketing information management, market planning, pricing, product/service management, promotion and selling. |
| **Virtual Enterprise**  **12052A001**  Grades: 11, 12  Credit: 1 (**class may be repeated)** | Virtual Enterprises International (VEI) is an in-school entrepreneurship program and global business simulation. VEI empowers and motivates students to develop a range of academic, business, technology and professional skills that prepare them for success in postsecondary education, employment and the community. VEI uses a student-centered approach that emphasizes project-based collaborative learning. VEI replicates the functions and demands of real businesses in both structure and practice. With the guidance of a teacher-facilitator, VEI students establish and manage a virtual company, conducting business with other firms domestically and internationally. Students are involved in all aspects of running the business, including human resources, accounting, product development, production, distribution, marketing, and sales. Guided by a task-based curriculum rather than a textbook, VEI students produce the key deliverables that are required in a real business. Students are assigned to work in different departments, typically Administration, Accounting/Finance, Sales, Marketing, Human Resources and IT. The class selects a CEO and managers who oversee each department. Working in teams to make decisions about how to complete their departmental tasks in support of company goals and objectives, students learn from both their successes and mistakes. **This yearlong course fulfills the consumer education requirement for graduation.** |
| **Web Page Design and Interactive Media Development**  **10201A001**  Grades: 11, 12  Credit: .5  *LCCC Dual Credit: WEB 135 Web Page Design Essentials* | This is a preparation level web page development and design course to prepare students to plan, design, create, and maintain web pages and sites. Students will learn the fundamentals of web page design using HTML, current WYSIWYG technology, graphic software as well as other programming tools. Students will use graphic design software to manipulate scanned images and computer graphics. Instruction will include the creation of navigation tools, interactive menus and buttons, and visually appealing backgrounds. Students will work in a project-based environment to create a working website using Dreamweaver software and Adobe Muse. Other forms of multimedia communications may be included. Students will be able to work independently on projects and homework |

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| **JOB SITE DESCRIPTION CRITERIA** |
| *Students employed in cooperative education programs are restricted as to the type and location of jobs they may hold. The program supervisor will make the determination as to whether a job provides suitable training. The program supervisor may reject as inappropriate any job site, description, supervision or schedule should he/she feel any of these are not suitable training or in the student’s best interest.*  The following restrictions will also apply:   1. The work must be challenging and worthy of the student’s time and effort. 2. The employer must be established business or public institution. 3. The work site may not be a residential property. 4. The student’s immediate supervisor may not be a relative and employment by relatives is discouraged. 5. The student must be able to furnish proof of employment such as pay stubs. 6. The student may work a varying schedule but employment must be continuous and minimum number of hours depending on the program. 7. The employer must have a reputation for ethical business practices and provide good adult role models and a safe, healthy, and morally acceptable working environment. 8. The work site must be within 20 miles of CMHS and in Illinois. 9. A student must be on schedule to graduate with his/her class in order to qualify for cooperative education programs. 10. A student’s junior year attendance record will be taken into consideration before a student is approved for the work program. 11. Administration will have final approval on students for the work program 12. Parents must attend a mandatory meeting if their students are interested in the work program. |
| PROGRAMS OF STUDY FOR BUSINESS MARKETINGAND COMPUTER EDUCATION |



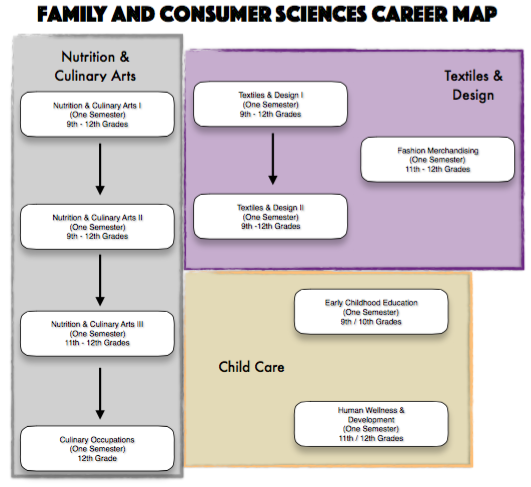




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| **DRIVER’S EDUCATION** | |
| **Prior to enrolling in Driver’s Education at CMHS, students must earn a minimum of 4 credits over the previous two high school semesters and pass the required courses for graduation (State Law and School Board Policy)**  **STUDENTS WILL NOT BE ABLE TO TAKE DRIVER’S EDCUATION WITHOUT A PARENT SIGNATURE**  **ON THE REGISTRATION FORM**   * Selection of driver education students for the second semester for the 9th grade school year is based on a chronological list of all students by birth date. Students who are 15 by the first day of the second semester have the choice to take driver’s education during the second semester. * Summer school driver education students are enrolled on the basis of space available and in the order of birth dates, oldest first. * Each student must pass both phases of driver’s education to complete the course. The classroom phase requires a minimum of 30 hours of classroom study (state law). Therefore, a student who has excessive absences cannot pass this class. * The driving phase consists of six clock hours behind the wheel for each student. * Each teacher in driver’s education will require the student to pass tests and exhibit many skills to be able to pass the two phases. The above are requirements set forth by the State of Illinois to pass driver education. * If the student fails the classroom portion of driver education, he/she will be allowed to retake the classroom the following semester or summer if there is space available. If the student fails the behind the wheel, he/she can also retake driving for six hours the following semester after school or be admitted into the summer driving program. * Driver Education is not required to graduate from Civic Memorial High School. Second semester of a student’s freshman year is typically designated as the first opportunity to take Driver’s Education at CMHS. * There is a $250.00 lab fee for behind-the-wheel instruction. An additional $20.00 is charged by the Secretary of State for the instructional permit. This course will cost a total of $270.00, plus workbook ($14.00). This fee is subject to change,   Eligibility for Driver’s Education: Pursuant to the provisions of P.A. 88-188 (HB 418), a student must now have passed at least eight courses in the previous two semesters in which he/she has been enrolled in driver’s education. The law was signed in August of 1993 and became effective January 1, 1994. | |
| **ENGLISH** | |
| **English 1**  Grade: 9  Credit: 1 | This course follows the new Illinois learning standards as mandated by the state of Illinois. Curriculum integrates writing, research, literature, speaking, listening and critical thinking skills that are essential for success in all content areas. Students will study long and short works of fiction, non-fiction, poetry, drama and epics while learning to critically analyze the text, make connections, discuss constructively with peers. Students will become familiar with literary elements and techniques. |
| **English 2**  Grade: 10  Credit: 1  Prerequisite: English 1 | This course emphasizes further building of the skills covered in English 1. Students will strengthen their writing skills through writing and presenting a variety of the new Illinois learning standards based assessments. Students will comprehend and analyze characters and author motivations by providing textual evidence within a number of written assessments. Students will be challenged with higher order and be responsible for learning to annotate a number of informational texts while relating them to the core text selections. \*\*Writing intensive course |
| **English 3**  Grade: 11  Credit: 1  Prerequisite: English 1 & 2 | This course is designed for the study of major American writers. Students will learn about the important themes of American literature, gaining a better understanding of our American heritage. Students will be responsible for independent reading. Students will continue to work on composing, revising, editing, and citing information in papers. Technology is incorporated into the curriculum. |
| **English 4**  Grade: 12  Credit: 1  Prerequisite: English 1, 2, & 3 | This course focuses on a variety of literature and informational text. Writing skills, including how to write a research paper, are further developed with the goal of preparing students for work or continued education. This course attempts to develop the student’s ability to think clearly and critically. |
| **English 1H, 2H, 3H**  Grade: 9, 10, 11  Credit: 1  Prerequisite: **Assigned** based on test scores and academic ability | This sequence of courses is designed to prepare students for college. The reading is chosen to build a solid background. Composition skills are emphasized. Clear, critical thinking is encouraged. In addition, these courses generally provide a richer verbal environment. English 1-H, 2-H, and 3-H are honors classes for verbally gifted students. A “B” average at semester is required for continued enrollment in these accelerated classes. \*\*Honors English 2 is a writing intensive course |
| **Foundation English 1, 2, 3**  Grade: 9, 10, 11  Credit: 1  Prerequisite**: Assigned** based on test scores and academic ability | These courses are primarily for those who have had great difficulty with English at the high school level. Their purpose is to develop skills and abilities needed to carry regular English work and to meet minimum standards of usage. In order to move into a standard English class student must obtain teacher/principal permission at semester. \*\*Fd. English 2 is a writing intensive course |
| **Debate**  Grade: 11, 12  Credit: .5  Prerequisites: B or better in Public Speaking and C average or better in English | This is an elective course that encourages students to dig into and argue current controversial issues. Students will excel in research of world/national issues, use critical thinking skills and practice public speaking skills for the different types of debates and discussions. |
| **Drama**  Grade: 9, 10, 11, 12  Credit: .5 | This is an elective course, which focuses on the basics of theatre arts. This is an activity-based course and involves several creative projects including: special effects makeup, costuming, set design, sound and lighting effects, and the creation of short films. This class also participates in the production, advertisement, and design of the yearly plays/musicals. |
| **Graphic Production-Yearbook**  Grade: 10, 11, 12  **Length: 2 semesters; class may be repeated.**  Credit: 1  Prerequisites: A or B in English and/or Art; with teacher recommendation form | The primary objective of this class is to develop, sell, produce, and distribute the yearbook. While working on the yearbook, staff members will learn the basic skills of concept, design, and journalism. **Time outside of the class will be required. Consent of instructor is required. Students must work well with others and be able to collaborate effectively. Students will be required to photograph CMHS events outside of class time; therefore, certain sports/extracurricular activities may interfere with eligibility for the class**. |
| **LCCC English 131**  Grade: 12  Credit: .5  Prerequisites: English 1, 2, & 3, must earn a C or better in English Courses  *LCCC Dual Credit: Eng 131 First-Year English 1* | English 131 is a semester-long course that allows students to earn college credit in many cases. (Students must check with their prospective college to see if this course will be accepted.) The course is most commonly known as “Freshman Composition I.” Students complete up to six formal essays, including a research paper, with a focus on academic, college-level writing skills. |
| **LCCC English 132**  Grades: 12  Credit: .5  Prerequisites: Students must have earned a C or better in English 131  *LCCC Dual Credit: Eng 132 First-Yr English II* | This course offers continued practice in improving writing style and processes, using analytical reading of primary and secondary sources. This course is most commonly known as “Freshman Composition II.” While practicing how to incorporate sources into compositions for an academic audience, students learn about various research techniques and the consequences of plagiarism. Students learn the mechanics of academic style and research paper layout and format**.** |
| **LCCC English 131 H**  Grade: 12  Credit: .5  Prerequisites: English 1-H, 2-H, 3-H  *LCCC Dual Credit: Eng 131 First-Year English 1* | English 131 is a semester-long course that allows students to earn college credit in many cases. (Students must check with their prospective college to see if this course will be accepted.) The course is most commonly known as “Freshman Composition I.” Students complete up to six formal essays, including a research paper, with a focus on academic, college-level writing skills. **Students must earn a C or better to advance to English 132. Students must earn a B or better to advance to English 132 (H).** |
| **LCCC English 132 H**  Grade: 12  Credit: .5  Prerequisites: Engl 131 H  *LCCC Dual Credit: Eng 132 First-Year English II* | This course offers continued practice in improving writing style and processes, using analytical reading of primary and secondary sources. This course is most commonly known as “Freshman Composition II.” While practicing how to incorporate sources into compositions for an academic audience, students learn about various research techniques and the consequences of plagiarism. Students learn the mechanics of academic style and research paper layout and format. |
| **LCCC MCOMM 125: Intro to Radio Broadcasting**  Grade: 12  Credit: 1  Prerequisites: B or better in Public Speaking  *LCCC Dual Credit: MCOM 125 Intro. to Broadcast Operations* | This course allows students to earn college credit while learning to DJ on the school radio station. Students will learn basic techniques used in producing, writing, and performing for both radio and television. Students will be directed in weekly on-air performances. *Students will be trained to DJ on the school radio station at a* ***required*** *LCCC Radio Summer Camp.* |
| **LCCC MASS COMM 132**  Grades: 11, 12  Credit: .5  Prerequisites: B or better in Public Speaking  *LCCC Dual Credit: MCOM 132 Intro to Mass Comm* | This class introduces students to the field of mass communication. Other units include advertising, public relations, broadcasting, and film. Mass Comm students create a weekly school newscast. In order to obtain college credit, the student must pass the LCCC placement test. |
| **LCCC MCOMM 134:**  **Intro to Journalism**  Grades: 11, 12  Credit: .5  *LCCC Dual Credit: MComm 134 News Writing* | This is an introductory journalism course in news gathering and writing. Students will learn how to conduct an interview, how to cover a beat, how to search a public database, and how to write several types of news stories. Students will complete twelve stories, including the coverage of a city council or school board meeting. |
| **LCCC Speech 131**  Grades: 12  Credit: .5  Prerequisites: B or better in Public Speaking  *LCCC Dual Credit: SPCH 131 Public Speaking* | This course allows students to earn credit for a college speech course without paying tuition. (Students should check with their prospective college for specific information about the policy of transfer credits.) This class will explore all areas of public speaking and present a variety of speeches and group presentations. |
| **Public Speaking**  Grades: 10, 11, 12  Credit: .5  Prerequisites: C average or above in English courses | This class is devoted to improving public speaking skills and overcoming speech anxiety. Students will study the communication process, listening, and nonverbal communication, as well as give several speeches and a group presentation. This course is highly recommended for all college bound students. |

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| **FAMILY AND CONSUMER SCIENCE** | |
| **Advanced Textiles and Design**  Grades: 10, 11, 12  Credit: .5  Prerequisites: B or better in Textiles and Design | This course is designed to increase the basic knowledge and understanding of the design, development, and production of textiles products. Students will explore the world of apparel industry and textile industry through project based learning**. Cost of supplies for projects in the class will be approximately $50**, depending on the quality and style of materials chosen. |
| **Early Childhood Education**  Grades: 10, 11, 12  Credit: .5 | The ECE Credential Level 1 curriculum provides practical, hands-on experiences that will introduce students to the Seven Core Content Areas (Human Growth and Development; Health, Safety, and Well-Being; Observation and Assessment; Curriculum or Program Design; Interactions, Relationships, and Environments; Family and Community Relationships; Personal and Professional Development) that are recognized in the field of early care and education as a mark of quality training and education. In addition to providing a strong pathway to post-secondary educational options, students will have the opportunity to earn a professional credential and scholarship money for college. **There will be a $25 fee for this course, as set by the Illinois Gateways program**. |
| **Culinary Occupations**  Grade: 12  Credit: .5  Prerequisites: B or better in Nutrition & Culinary Arts IIB or teacher recommendation | This course provides terminology, culinary math, and practical experiences needed for the development of culinary competencies and workplace skills. Safety and sanitation instruction and classroom application will prepare students for an industry recognized sanitation exam. Classroom experience will develop skills to working the front of the house, back of the house, and workstations. Additional content may include: event planning, customer service and relations, food service styles, baking and pastry arts, appetizers, and breakfast cookery. Students will be provided opportunity-training experiences on commercial equipment.  **Project Kit: $10 (information will be provided in class about where to purchase your kit)** |
| **Fashion Merchandising**  Grades: 11, 12  Credit: .5 | Fashion Merchandising focuses on the application of research techniques to understand the cultural, environmental, and psychological aspects to textile products as related to the customer needs. This course develops skills to research and apply knowledge of a product for the textile and design industry through hands-on, problem based learning experiences and projects. Topics include: product knowledge and promotion; industry trends and style; industry specific terminology; marketing campaigns; current technology; and visual merchandising displays. Emphasis is placed on the development of a variety of communication techniques necessary in the promotion of products and the formation of client relationships |
| **Human Development & Family Wellness**  Grades: 11, 12  Credit: .5 | This course focused on the development and wellness of individuals and families throughout the life cycle. Topics include human development and wellness theories, principles, and practices; life cycle expectations and issues, including biological physiological, social, and psychological needs and concerns of aging adults; community services, agencies, and resources; roles, responsibilities, and functions of families, family members and caregivers; family issues, including ethics, human worth and dignity, change, stress, neglect and abuse, and care of the care-giver; individual and family wellness planning; and fostering intergenerational relationships. Practical experiences related to these topics are included through a variety of activities such as volunteer experiences, service learning, and intergenerational event planning opportunities. Information on a variety of human and family services careers is incorporated throughout the course. |
| **Nutrition & Culinary Arts 1**  Grades: 9, 10, 11, 12  Credit: .5 | This course includes classroom and laboratory experiences needed to develop a knowledge and understanding of culinary principles and nutrition for people of all ages. Course content encompass food service and preparation, nutrition concepts, and health, safety, and sanitation requirements. Students will learn to maximize resources when planning, preparing, and serving food. Careers in nutrition and culinary arts, including entrepreneurship investigation will be introduced. **Project Kit: $10 (information will be provided in class about where to purchase your kit)** |
| **Nutrition and Culinary Arts IIA**  Grades: 10, 11, 12  Credit: .5  Prerequisites: Nutrition & Culinary Arts I | Nutrition and Culinary Arts II provides principles of application into the hospitality industry, including nutrition, culinary, and entrepreneurial opportunities. Course content includes the following: selection, purchase, preparation, and conservation of food, current nutritional issues, dietary and health trends, safety and sanitation, and careers in food service industries. Students will demonstrate skills through participation in laboratory experiences including pastries and meat cookery. **Project Kit: $10 (information will be provided in class about where to purchase your kit)** |
| **Nutrition and Culinary Arts IIB**  Grades: 11, 12  Credit: .5  Prerequisites: Nutrition & Culinary Arts IIA | This course is designed to provide students interested in a career in food service. Students will explore the exciting world of international cuisine, dietary trends, nutrition innovation, and emerging careers in the food service industry. Students will demonstrate culinary skills in laboratory experiences. Safety and sanitation are emphasized as students continue to work on culinary skills. Students will also learn to make sauces, stocks, soups and garnishes. **Project Kit: $10 (information will be provided in class about where to purchase your kit)** |
| **Resource Management**  Grades: 11  Credit: .5 | This course focuses on the identification and management of personal and family resources to meet the needs, values, and wants of individuals and families  throughout the life cycle. The course utilizes a variety of project-based experiences to gain knowledge and expertise in the understanding application of management skills. Topics include: consumer rights and responsibilities in the marketplace; financial responsibility and decision-making; planning and money management; credit and debt; risk management and insurance; saving and investment; homeownership; state and federal taxes; electronic banking; and current issues in the economy. This course meets the requirements for consumer education instruction as required by the School Code of Illinois. |
| **Textiles and Design**  Grades: 9, 10, 11, 12  Credit: .5 | This course is designed to provide basic knowledge and understanding of the design, development, and production of textile products. Through hands-on  and project based learning experiences students will discover fiber characteristics, fabric construction methods, elements of science and design in textiles and apparel, and basic construction skills used in interior furnishings and apparel industries. This course emphasizes awareness and investigation of careers and industry trends in textiles. Cost of supplies for two projects constructed in the class will be approximately $50, depending on the quality and style of the materials chosen. |

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| PROGRAMS OF STUDY FOR FAMILY AND CONSUMER SCIENCE |



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| **FINE ARTS** | |
| **Art 1**  Grade: 9, 10, 11, 12  Credit: 1 | This is an introductory course with many varied art experiences. The fundamentals of art, color theory, design, drawing, painting, and ceramics are introduced. Some materials must be furnished by the student. |
| **Art 2A**  Grade: 10, 11, 12  Credit: .5  Prerequisite: Passing grade in Art 1 | This course continues the basic art education program with some new materials and techniques introduced. Projects will be longer and more in depth. The student must furnish some materials. |
| **Art 2B**  Grade: 10, 11, 12  Credit: .5  Prerequisite: Passing grade in Art 1 | This course continues the basic art education program with some new materials and techniques introduced. Projects will be longer and more in depth. The student must furnish some materials. |
| **Marching/ Concert Band**  Grade: 9, 10, 11, 12  Credit: 1  Prerequisite: Two years previous band experience in the 6th, 7th and/or 8th grade and prior director recommendation | Civic Memorial band program is comprised of multiple different components: Concert Band, Marching Eagles, Pep Band, Jazz Band (optional), Percussion Ensemble, and multiple chamber ensembles (optional). It is meant for the continuing musician wanting to develop and extend their playing skills, aural training, and theory knowledge from middle school**. The class includes required rehearsals and performances outside of the school day.** *A failing grade in either semester of the class prohibits a student from signing up for the next year* |
| **Ceramics**  Grade: 11, 12  Credit: .5  Prerequisite: Passing grade in Art 1 and Art 2A or 2B | This course is designed for students who would like to have more time and opportunity to explore the medium of clay. Technical skill, creativity, and production are stressed. |
| **Choir**  Grade: 9, 10, 11, 12  Credit: 1 | **CM Select Choir** is a mixed ensemble for student’s grades 9-12 who have a serious interest in vocal music. CM Select Choir is by audition only. **CM Singers** is for all grades 9-12. This is a mixed ensemble for students who enjoy singing with emphasis on basic vocal skills. No audition is required. Literature is a combination of classical, spiritual, patriotic, popular, and other selections. Both choirs perform for music contests, music festivals, concerts, and other special functions. The composition of these groups may be changed based upon need. |
| **Color Guard**  Grade: 9, 10, 11, 12  Credit: .5 | This group meets during the full band period as well as required outside practice times. Students are selected by audition only the preceding spring. Members perform as a visual with the marching band during competitive parades, half-time shows, and Pep Band performances. Students must be able to take P.E. during this hour to participate. |
| **Drawing**  Grade: 11, 12  Credit: .5  Prerequisite: Passing grade in Art 1 and Art 2A or 2B | This course is designed for art students who want to explore the drawing process in depth. Pencil, chalk, pen and ink, scratchboard, and line media will be explored. |
| **Painting 1**  Grade: 11, 12  Credit: .5  Prerequisite: Passing grade in Art 1 and Art 2A or 2B | This course is designed for students who are interested in a more thorough painting experience. A study of painting styles and techniques in acrylic are emphasized. The student must furnish some materials. |
| **Painting 2**  Grade: 11, 12  Credit: .5  Prerequisite: Passing grade in Art 1 and Art 2A or 2B | This course offers more in-depth study of painting with an introduction to oil painting. It is hoped that the student will begin to develop a personal style and a commitment to painting. The student must furnish some materials. |
| **3-D Design**  Grade: 11, 12  Credit: .5  Prerequisite: Passing grade in Art 1 and Art 2A or 2B | This course deals exclusively with 3-dimensional/sculptural forms. Clay, metal, plaster, and wood will be used as well as other materials when available. |

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| **FOREIGN LANGUAGE** | |
| **Spanish 1**  Grade: 9, 10, 11, 12  Credit: 1 | Spanish 1 is an introduction to the language and culture of the Spanish-speaking world. The course will cover basic structures of the Spanish language and will develop basic listening, speaking, reading, and writing skills. |
| **Spanish 2**  Grade: 9, 10, 11, 12  Credit: 1  Prerequisite: Minimum “C” average in  Spanish 1. Students who **struggle** to get a C in Spanish I need to get teacher approval to take Spanish II. | Spanish 2 will cover more complex structures of the Spanish language with further development of vocabulary, pronunciation and skills acquired in Spanish 1. |
| **LCCC Spanish 131 & 132**  Grade: 11, 12  Credit: 1  Prerequisite: Minimum ”B” average in Spanish 2 or teacher/Principal recommendation  *LCCC Dual Credit: SPAN 131 & 132 Elementary Spanish I & II* | Spanish 131 & 132(Spanish 3) continues language and cultural study with emphasis on advanced grammar study and vocabulary acquisition to allow the student to continue to build on the four communication skills. Students who fulfill the necessary requirements for LCCC will receive 8 credits for this course. Online workbook required. |
| **LCCC Spanish 231 & 232**  Grade: 12  Credit: 1  Prerequisite: Minimum ”B” average in Spanish 3 or teacher/Principal recommendation  *LCCC Dual Credit: SPAN 231 & 232 Intermediate Spanish I & II* | Spanish 4 is an advanced course that continues to develop the language skills acquired in Spanish 1, 2, and 3. This course allows the student to use his Spanish in practical applications with more emphasis on comprehension and composition. Students who fulfill the necessary requirements for LCCC will receive 8 credits for this course. Online workbook required. |

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| **HEALTH & PHYSICAL EDUCATION** | | |
| **Health**  Grade: 10  Credit: .5 | This course includes a study of the human body and how it functions and is affected by heredity, environment, and lifestyle habits. Emphasis is placed on the wellness concept and development of the total person—physically, mentally, and socially. Prevention, awareness, and health priorities are stressed. | |
| **Medical Occupations**  Grade: 11, 12  Credit: .5 | This course is designed for students interested in pursuing careers in the health field. The purpose of this course is to assist students in developing the base level knowledge of the human body and how it relates to the medical field. The course will be vocabulary heavy during the first 9 weeks and body system heavy during the second 9 weeks. Students will also be required to present information to the class related to the current topic. | |
| **Physical Education**  Grade: 9, 10, 11, 12  Credit: 1 | \*The elective physical education program at CMHS is one that allows students some choice in the activities in which they will participate. At the beginning of each quarter, students will make their activity choice based on their preferences of the activities offered. Due to the number of students, classes may be closed which in turn will require students to pick an alternative activity.  \*Activity choices are make in the following order: seniors, juniors, sophomore, and freshman. Those students who failed the previous quarter will pick their activity when everyone else has finished. IF a student is absent of the day we pick activities, a then a teacher will assign him/her to an activity based on availability. Once an activity choice has been made, switching activity choices is not allowed, even if you were absent. Activity choices will be closed when the maximum number (depending on the class size) has been meet. This also applies to activities with fees.  \*When offered, activities with fees will have specific dates for signing up and paying the fee. Activities may be closed to further sign ups (or fee refunded to those at the end of the list, if the list is too long). Being absent from school will not excuse missing the deadlines. Students who have been disciplined for gross misconduct or insubordinations may lose the opportunity to participate in off-campus activities. No refunds will be given due to behavior issues or excessive absences. | |
| **Physical Education Activities** | | |
| ***Archery***- Archery, throughout early history, was used mainly for survival purposes, but as the development of guns and other weapons grew, archery began to gain popularity as a sport. In this class we will cover proper form, mechanics and point values associated with each color ring. | | ***Bowling***- Bowling is a game that requires the right attitude, persistence and a steady arm.  Students can use two different techniques, straight ball and putting a slight curve or bend on the ball. It is a lifetime activity that can be enjoyed with friends and colleagues. The objective is to knock down as many pins as possible out of 10. |
| ***Badminton-*** Badminton is played with two individuals or two teams of 2 players. It is a racquet sport. The rectangular court is divided into two halves with a net in the center. It is played with a feathered projectile. The game involves the two opponents hitting the shuttlecock over the net. | | ***Cardio Workouts***- Cardio workouts require cardiovascular endurance, determination and shows students they can achieve anything if they set their mind to it. The objective is to get the heart rate to a better resting rate, through countless hours of training. Students will do a mixture of aerobics, plyometrics, weight training, HIIT (High Intensity Interval Training), Circuit training, sprints and long distance runs. |
| ***Basketball***- Basketball is a game that takes a lot of conditioning and good hand-eye-coordination. It requires students to use various skills, including teamwork, leadership and cohesiveness. The objective is to score points against the opposing team on a basket that is 10 feet high. 5 players are on the court at a time and it involves a defense and an offense. Students will learn various skills including passing, dribbling, shooting, etc. | | ***Dodge-ball-*** Dodge-ball requires agility, an accurate arm, and spatial awareness. Students must learn the 5 D’s: Dive, Dip, Duck, Dodge and Determination. Attitude is essential along with honesty and being a good sport. The objective is to be the last one standing. The team that has one or more players still in the game is victorious. |
| ***Battle Ball-*** Battle ball, otherwise known as 4 square is a highly competitive game that incorporates agility, hand-eye-coordination and spatial awareness. The court consists of 4 equal squares. The objective is to bounce the ball in an opponents square without them being able to return it. The goal is to reach the king square and stay as long as possible. | | ***Fitness Testing-*** Fitness Testing is designed to measure the overall athletic ability of a student. It includes 40 yd. dash, 300 yd shuttle, Standing long jump, Pull-ups/flexed arm hang, Sit-ups, and Pacers. The objective is to give 100% effort to see the max potential for each student. The test is done at the beginning of the first quarter and the beginning of the 4th quarter. We will then compare those scores. The goal is to show growth. |

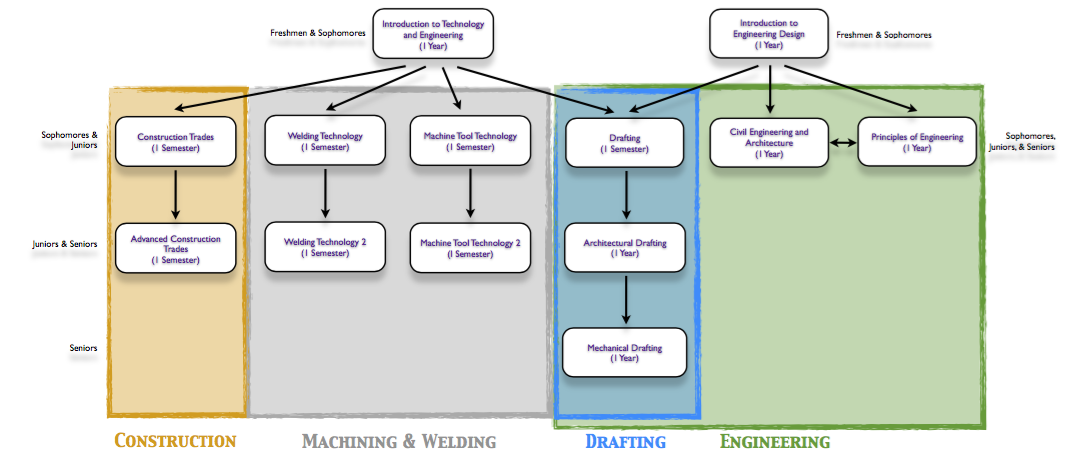
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| **MATHEMATICS** | |
| **Advanced Placement(AP) Statistics**  Grade: 11, 12  Credit: 1  Prerequiste: A in Algebra 2 or College Algebra, B or better in Pre-Calculus, graphing calculator (model T183 Plus or TI84 recommended) and teacher recommended  *Can be for LCCC credit.* LCCC Dual Credit: MTH145 | This course helps students develop an understanding of the main ideas of statistics and useful skills for working with statistical data. Topics covered include normal distributions, examining relationships, designing samples and experiments, probability models, binomial and geometric distributions, testing for significance, confidence intervals, and using tables to solve statistical problems. These topics are designed to prepare students for the Advanced Placement Statistics examination in May, which all students will have an option of taking. |
| **Algebra Advantage**  Grade: 12  Credit: 1  Prerequistes: Teacher Recommended  *LCCC Dual Credit: Math 112 and 116* | Presents a review of real numbers and teaches basic operations on algebraic expressions. Students will solve linear equations and inequalities in one variable including applications; work with linear equations in two variables and graph their equations; construct equations of a straight line; and solve systems of linear equations in two variables including applications. Presents rules of exponents including scientific notation; all operations of polynomials; factoring, solving quadratic equations by factoring, completing the square, and use of the quadratic formula; simplification of rational exponents, roots, and radicals; operations on rational algebraic expressions; solving rational, absolute value, and radical equations, and their respective applications; and solving equations graphically. |
| **Algebra 1**  Grade: 9  Credit: 1  Prerequiste: Scientific calculator | This course is the foundation for high school mathematics courses. It is the bridge from the concrete to the abstract study of mathematics. Topics include simplifying expressions, evaluating and solving equations and inequalities, and graphing linear and quadratic functions and relations. Real world applications are presented within the course content and a function’s approach is emphasized. |
| **Algebra 2**  Grade 10, 11  Credit: 1  Prerequistes: Algebra 1 & Geometry, graphing calculator( model T183 Plus or TI84 recommended) or teacher recommended | This course is designed to build on algebraic and geometric concepts. It develops advanced algebra skills such as systems of equations, advanced polynomials, imaginary and complex numbers, quadratics, and concepts that include the study of trigonometric functions. It also introduces atrices and their properties. The contents of this course are important for students’ success on both the ACT and SAT. |
| **LCCC Math 171: Calculus & Analytical Geometry**  Grade: 12  Credit: 1  Prerequistes: B or better in Pre-Calculus and teacher recommendation, graphing calculator(model T183 Plus or TI84 recommended)  *LCCC Dual Credit: LCCC Math 171 Calculus and Analytical Geometry* | Presents straight lines, functions, the derivative, limits and continuity, mean value theorem, chain rule, curve sketching, implicit differentiation, related rates, applications of differentiation, antiderivatives, introduction to integration, areas by integration and numerical methods. A graphing calculator is required for this course. (5 credit hours: 5 hours lecture) |
| **College Algebra 131**  Grade: 11, 12  Credit 1  Prerequistes: A or better in Algebra 2, graphing calculator(only model T183 Plus or TI84 recommended) and teacher recommended  *LCCC Dual Credit: MTH 131* | This course is designed for those students who have satisfactory completed Algebra 2 and do not intend to pursue a math related college major. Topics studied will include an in-depth study of equations and inequalities, polynomial, rational, exponential, and logarithmic functions. Special attention will be given to the use of math technology to assist in these studies. **For dual credit in this course, you must have an overall GPA of 2.71 and an A average in Algebra 2 or a qualifying score on the ACT(22 Math) or SAT.** |
| **College Algebra**  Grade: 11, 12  Credit 1  Prerequistes: C or better in Algebra 2, graphing calculator(only model T183 Plus or TI84 recommended) and teacher recommended | This course is designed for those students who have satisfactory completed Algebra 2 and do not intend to pursue a math related college major. Topics studied will include an in-depth study of equations and inequalities, polynomial, rational, exponential, and logarithmic functions. Special attention will be given to the use of math technology to assist in these studies. **This class is not for dual credit..** |
| **Geometry**  Grade: 9, 10  Credit: 1  Prerequistes: Algebra 1, scientific calculator | Geometry introduces the study of points, segments, polygons, circles, solid figures, and their associated relationships as a mathematical system.  The focus is on comparisons between these figures concerning surface areas, volumes, congruency, similarity, transformations, and coordinate Geometry. Emphasis is placed on the description and use of inductive, deductive, and intuitive reasoning skills.   Algebra I skills are used throughout the course. |
| **Honors Algebra 2**  Grade: 10  Credit: 1  Prerequistes: B or better in Honors Geometry or teacher recommeded, graphing calculator(only model T183 Plus recommended) | This course is designed to build on algebraic and geometric concepts. It develops advanced algebra skills such as systems of equations, advanced polynomials, imaginary and complex numbers, quadratics, and concepts that include the study of trigonometric functions. It also introduces matrices and their properties. The contents of this course are important for students’ success on both the ACT and SAT. **A “B” average or better is required for continued enrollment in this accelerated class.** |
| **Honors Geometry**  Grade: 9  Credit: 1  Prerequistes: A average in 8th grade in Algebra 1 and teacher recommended | This course offers students the opportunity to accelerate their progress in mathematics to include more topics and to delve more deeply into the course content when compared with regular Geometry. The students should expect some independent study and additional time requirements outside of the classroom. Permission to enroll in Honors Geometry is contingent upon receiving an “A” in Algebra 1. A “B” average or better is required for continued enrollment in this accelerated class. |
| **Pre-Calculus**  Grade: 11, 12  Credit: 1  Prerequistes: B or better in Honors Algebra 2 or teacher recommended, graphing calculator(only model T183 Plus recommended). | This course is designed to give students the skills they need for the study of Calculus.  Students will study the theory of functions and graphs, including algebraic and polynomial functions, exponential and logarithmic functions, and trigonometric functions.  Students will also study applications of trigonometry, including trigonometric identities and equations.  The content of this course is important for students’ success on both the ACT and SAT. |
| **Technical Advanced Algebra**  Grade: 11  Credit: 1  Prerequistes: completion of Geometry and graphing calculator (model T183 Plus or TI84 recommended) and teacher recommended | This course is an introduction to many of the concepts studied in an advanced algebra course. Topics studied will include Functions and Graphs, Linear Equations, Solving Equations and Inequalities, Complex Numbers, Exponents and Radical Expressions, Basic Trigonometric Functions, Conic Sections and Exponentials/Logarithms. Students will be hand selected. |

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| **SCIENCE**  **\*If a student does not meet one or the prerequisites they may only take the course if approved by a teacher.** | |
| **Biology**  Grade: 9, 10  Credits: 1  Prerequisites: A average in previous science courses | Biology 1, the study of living things, aims to cover both plant and animal kingdoms and to show their mutual dependence on one another, to show the orderly arrangement of phenomena in nature, and to point out man’s relationship to his environment as affected by other organisms. Some dissections are included in this course. |
| **Biology 2 Honors**  Grade: 11, 12  Credits: 1  Prerequisites: B or better in both Biology 1 and Chemistry 1, Cumulative GPA of 3.0 or higher | Biology 2 is structured for students that have a special interest in this field and seek a higher level of knowledge within its specialized areas. The major areas of study for the first semester are botany; and for the second semester, zoology. Some dissections are included in this course. Elements of scientific writing are taught and utilized. |
| **Chemistry 1**  Grade: 10, 11, 12  Credits: 1  Prerequisites: B or better in Biology and B or better in Algebra 1 | Chemistry is the science dealing with composition, structure, and properties of matter and the changes that matter undergoes. This course will introduce students to the fundamental principles of chemistry and problem solving techniques. |
| **Chemistry 2**  Grade: 12  Credits: 1  Prerequisites: B average or better in Chemistry 1 or teacher recommendation, Cumulative GPA of 3.0 or higher | Chemistry 2 is a more detailed look at the concepts of Chemistry 1. Chemistry 2 is a weighted course and is designed for serious students who plan to pursue a degree in a field of science. |
| **Earth Science A**  Grade: 10, 11, 12  Credits: .5  Prerequisites: completion of one year of science | The class will cover astronomy and the characteristics of the make up of the Earth. This will include some of the geothermal features of the Earth. |
| **Earth Science B**  Grade: 10, 11, 12  Credits: .5  Prerequisites: completion of one year of science | This class will cover the Earth’s atmosphere and the activity that occurs within it. The different types of climate and the geographical features that cause them to occur will also be covered. |
| **Environmental Science A**  Grade: 10, 11, 12  Credits: .5  Prerequisites: completion of one year of science | This course covers the ecosystem structure and the role of organisms within ecosystems. Endangered species, population dynamics, chemical cycles, and biome characteristics are studied. Reading, report writing, and projects are also required. Students interested in the environment who have received a “C” or better in their previous course will do well in this class. |
| **Environmental Science B**  Grade: 10, 11, 12  Credits: .5  Prerequisites: completion of one year of science | This class goes well with Environmental Science A, but is not dependent on it. This class covers environmental problems such as overpopulation, energy shortages, land, air, and water pollution, recycling, and how to solve environmental problems. Reading, report writing, and projects are required. Students interested in the environment that have received a “C” or better in their previous science courses should do well in this class. |
| **Physics**  Grade: 11, 12  Credits: 1  Prerequisites: B or better in Chemistry and Geometry, Cumulative GPA of 3.0 or higher | Physics is the science, which deals with matter, energy, and the physical changes in matter. The phenomena of mechanics, heat, sound, light, electricity, and atomic physics are reduced to mathematical principles. The course is recommended for students who plan to pursue careers in any field of science. A “C” average or consent of a teacher/administrator is required for continued enrollment in this accelerated course. |
| **Physical Science A**  Grade: 9, 10  Credits: .5  ***If a student fails physical they must repeat sophomore year****.* | This course includes an investigation into the nature of science and inquiry. Scientific skills and practices such as measurement, unit conversion, scientific notation, and significant figures are also discussed during this time. The focus then shifts into a survey of Chemistry which includes the study of matter, states of matter, and atomic properties of matter. The relationship between these ideas and the periodic table is then investigated. |
| **Physical Science B**  Grade: 9, 10  Credits: .5  ***If a student fails physical they must repeat sophomore year****.* | This course is a survey of Physics. It includes investigations into how we describe and calculate motion. Investigation of forces and Newton's Laws is also a part of the study. Other topics of focuses include Work, Energy, Heat, and Temperature. |
| **Principles of Engineering (POE):**  Grade: 11, 12  Credits: 1  Prerequisites: B or better in math/science and 10th graders with a B or better in IED. | This survey course exposes students to major concepts they’ll encounter in a post-secondary engineering course of study. Topics include mechanisms, energy, statics, materials, and kinematics. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges, document their work and communicate solutions. |

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| **SOCIAL SCIENCES** | |
| **American Heroes 1**  Grade: 9  Credit: .5 | Designed for transition from middle school to high school, this course will offer the student opportunity to develop an in-depth knowledge of those Americans who have made positive contributions to political, social, economic issues, the military, sports and to the fine arts throughout American history. The study of these prominent American citizens will cover the colonial period to the Present**.** |
| **Civics**  Grade: 9  Credit: .5 | This required course for high school freshmen will examine the foundation, structure and function of American systems of government at the national, state and local level. Students will also gain an understanding of the roles and responsibilities of citizens to participate in the political process, and the relationship of the individual to the law and legal system. As a state requirement, students in the class of 2020 and beyond will complete and pass the Illinois and United States Constitution exams in this class. A community service project is also required for each student to complete before the end of the semester. Students must pass the Illinois and U.S. Constitution exams, as well as the course to fulfill a state mandate. |
| **Current Events**  Grades: 12  Credit: .5 | A senior course in social science designed to present and expose 12th grade students to local, national, and international events and to provide a foundation in the economic, political, and social conditions that are currently taking place in both the United States and the world community. |
| **Economics**  Grades: 11, 12  Credit: .5 | This course will begin with a comparison of economic systems (capitalism, socialism, and communism) and current economic problems. Other topics to be discussed and studied include labor and unions, consumption, savings, investment, and law of supply and demand, money concepts, banking, and fiscal policy. This course meet the Resource Management requirement for graduation. |
| **Geography**  Grades: 9, 10  Credit: .5 | Geography is designed to acquaint students with the physical, economic, religious, cultural, and social activities of people in North/South America and Europe. This course serves as a bridge to U.S. History from both a geographical and historical point of view. In addition to the text, periodicals, and video will be used as supplements. |
| **Government**  Grades: 11, 12  Credit: .5 | This course examines the way American government is organized and the impact that it has on the lives of its citizens. Students will also study the U.S. political system including political parties, interest groups, public opinion, and the electoral process. |
| **Psychology 131**  Grades: 12  Credit: .5  Prerequisites: GPA must be 3.2 or higher  *LCCC Dual Credit: PSYC 131 General Psychology* | Students become familiar with basic psychology and human behavior. During the semester, students will be introduced to a wide a variety of subdivisions within psychology including abnormal psychology, developmental psychology, personality, motivation, psychological testing, and intelligence. Theories of learning and a brief introduction to statistics are also covered. Fundamental aspects of counseling are explored in the hope that students will develop a better understanding of themselves and others. |
| **U. S. History**  Grades: 11  Credit: 1 | The study of this course is modern American History. The course takes a closer study from the turn of the 20th Century. The second semester takes an in-depth study of World War II up to the present. Included in the fall semester is a unit that studies the Federal Constitution and in the Spring semester we do a unit on State Constitutions. |
| **World History**  Grades: 10  Credit: 1 | First semester, students study the Renaissance through the French Revolution. During the second semester, the focus is on the development of modern nations through inventions, cultural advancements, and democratic principles up to and including the Great War and the rise of communism and fascism. \*\*Writing intensive course |

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| **TECHNOLOGY AND ENGINEERING EDUCATION** | |
| ***Each student, to comply with the State Law, must have factory safety glasses with side shields. These may be supplied by the student, or purchases from the school. Approximate cost is $5.00 for clear safety glasses*** | |
| **Advanced Construction Trades**  Grades: 10, 11, 12  Credit: .5  Prerequisites: C or better in Construction Trades or teacher recommendation | This course will build upon the previous construction trades class. Additional planned learning activities allow students to further understand the technical skills of carpentry and finish work. Instruction includes safety principles and practices, recognition of standard lumber sizes, foundation layout methods, building concepts and more. **Project Feet: $20 (information will be provided in class about where this can be purchased)** Students will not be able to work on projects until the fee is paid. |
| **Architectural Drafting**  Grades: 11, 12  Credit: 1  Prerequisites: C or better in Drafting or teacher recommendation | This course is designed to provide students interested in a career in Architecture with information and practical experience needed for the development of job-related competencies. Students will design and evaluate a variety of residential floor plans. Units of instructions include floor plans, elevations, landscapes, foundations, plumbing, and electrical. Students will complete drawings with industry drafting equipment or CAD. |
| **Civil Engineering & Architecture (CEA):**  Grades: 11, 12  Credit: 1  Prerequisites: B or better in math/  Science, must have completed IED or 3 years of drafting with teacher recommendation | Students learn about various aspects of civil engineering and architecture and apply their knowledge to the design and development of residential and commercial properties and structures. In addition, students use 3D design software to design and document solutions for major course projects. Students communicate and present solutions to their peers and members of a professional community of engineers and architects. |
| **Construction Trades**  Grades: 10, 11, 12  Credit: .5  Prerequisites: C or better in Intro. to Tech and Engineering or teacher recommendation | This course provides experiences related to the erection, installation, and maintenance of residential buildings and related fixtures. Planned learning activities allow students to understand fundamental principles and methods, and develop technical skills related to masonry, carpentry, and finish work. Instruction includes safety principles and practices, recognition of standard lumber sizes, foundation layout methods, building concepts and procedures, local, state, and national codes, cost estimating, and blueprint reading. **Project Feet: $20 (information will be provided in class about where this can be purchased)** Students will not be able to work on projects until the fee is paid. |
| **Drafting**  Grades: 10, 11  Credit: .5  Prerequisites: B or better in Intro to Technology or Intro to Technology and Engineering Drafting (ITE Drafting) | Drafting introduces students to the technical craft of drawing illustrations to represent and/or analyze design specifications and then refine the skills necessary for this craft. This course use exercises from a variety of applications to provide students with the knowledge and experience to develop the ability to perform freehand sketching, lettering, geometric construction, and multi-view projections and to produce various types of drawings (working, detail, assembly, schematic, perspective, and so on). Computer-aided drafting (CAD) systems are introduced and used to fulfill course objectives. Students also gain experience using professional drafting equipment and are exposed to career opportunities in drafting related fields. |
| **Introduction to Engineering Design (IED)**  Grades: 9, 10  Credit: 1.0  Prerequisites: B or better in Math and Science or teacher recommendation | The major focus of IED is the design process and its application. Through hands-on projects, students apply engineering standards and document their work. Students use industry standard 3D modeling software to help them design solutions o solve proposed problems, document their work using an engineer's notebook, and communicate solutions to peers and members of the professional community. |
| **Introduction to Technology and Engineering**  Grades: 9, 10  Credit: 1 | Introduction to Technology & Engineering is comprised of the following areas: drafting, welding, construction, and electricity. Production, transportation, communication, energy utilization and engineering design will be introduced in this orientation course. This course will cover the resources, technical processes, industrial applications, technological impact and occupations encompassed by that system. **Project Feet: $20 (information will be provided in class about where this can be purchased)** Students will not be able to work on projects until the fee is paid. |
| **Machine Tool Technology**  Grades: 10, 11, 12  Credit: .5  Prerequisites: C or better in Intro. to Tech and Engineering or teacher recommendation | This course introduces students to the basic skills and machines needed in precision metal work. Students gain machining skills while working with lathes, milling machines, surface grinders, drill presses, and other equipment. In addition, students learn the basics of blueprint reading, precision measuring, layout, and machining process planning. **Project Feet: $20 (information will be provided in class about where this can be purchased)** Students will not be able to work on projects until the fee is paid. |
| **Machine Tool Technology II**  Grades: 10, 11, 12  Credit: .5  Prerequisites: C or better in Machine Tool Technology or teacher recommendation  *LCCC Dual Credit: Machine Shop I* | This course provides more in-depth skill development in various types of precision tool operation, especially using mills, lathes, and surface grinders to perform machining tasks. Power cutoff saws and power band saws are also covered. Students also explore the use of computer and numerical controlled machining. Career readiness skills of teamwork, cooperation, and quality control are stressed. **Project Feet: $20 (information will be provided in class about where this can be purchased)** Students will not be able to work on projects until the fee is paid. |
| **Mechanical Drafting**  Grades: 12  Credit: 1  Prerequisites: C or better in Architectural Drafting or teacher recommendation  *LCCC Dual Credit: DRFT 131 & 146: Fund of General Drafting & AutoCAD* | This course introduces students to layout to scale using specified tolerances, preparing detail drawing for individual parts from drawings, layout and creating assembly drawings, and preparing mechanical orthographic subassembly drawings. This course also includes a sequence of CAD experiences in 2-dimensional and 3-dimensional drawing generation to include vocabulary development, system operation, entity creation, dimensioning and text insertion, plotting, three dimensional coordinate system, 3-D parts detailing and assembly drawings, wire frame models, and system management. |
| **Welding Technology**  Grades: 10, 11, 12  Credit: .5  Prerequisites: C or better in Intro. to Tech and Eng or teacher recommendation | This course assists students in gaining the knowledge and developing the basic skills needed to be successful in welding technology. Units of instruction include arc, TIG and MIG welding, metallurgy, cutting metal using arc, plasma, and oxy-gas. In addition, students learn the basics of blueprint reading, precision measuring, layout, and production process planning. Safety practices are stressed throughout this course. **Project Feet: $20 (information will be provided in class about where this can be purchased)** Students will not be able to work on projects until the fee is paid. |
| **Welding Technology II**  Grades: 10, 11, 12  Credit: .5  Prerequisites: C or better in Welding Technology or teacher recommendation  *LCCC Dual Credit: Weld 131: Intro to Welding* | This course builds on the skills and concepts introduced in Welding Technology and provides more in-depth skill development in various types of welding including horizontal, vertical, overhead, and circular techniques. Students also explore the use of robotic and automated production welding. **Project Feet: $20 (information will be provided in class about where this can be purchased)** Students will not be able to work on projects until the fee is paid. |

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| PROGRAMS OF STUDY FOR TECHNOLOGY AND ENGINEERING EDUCATION |



**GENERAL COUNSELING INFORMATION**

**Transcripts:**

Seniors wishing to have transcripts sent to colleges and/or scholarship committees must email a request to Ms. Diveley in the counseling office at [tdiveley@bethalto.org](mailto:tdiveley@bethalto.org) . No final official transcript will be sent to colleges and/or scholarship committees until a student’s fee balance (ID’s, lost books, etc) is paid in full.

**Testing:**

**ACT:** Colleges use this test as an admission factor. The test contains four curriculum-based tests that measure academic achievement in the areas of English, reading, math and science as well as an optional Writing Test. ACT tests are given on national test dates held on various Saturdays throughout the year. Students wishing to apply to college should consider taking their first ACT examination during December of their junior year. The ACT can be taken as many times as needed and the scores never average. There is a fee to take the ACT. To check test dates, apply online or for more information, please go to [www.actstudent.org](http://www.actstudent.org)

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| **2016/2017 ACT Test Dates** | |
| **Test Date** | **Registration Deadline** |
| Sep 9, 2017 | \*Please check [www.actstudent.org](http://www.actstudent.org) for registration deadlines. They will not be available until March 2017. |
| Oct 28, 2017 |
| Dec 9, 2017 |
| Feb 10, 2018 |
| Apr 14, 2018 |
| June 9, 2018 |

**PSAT:** The Preliminary SAT/National Merit Scholarship Qualifying Test is a standardized test that provides firsthand practice for the SAT Test. It also gives students a chance to enter the National Merit Scholarship Corporation scholarship programs. This test is given on a Wednesday in October and is open to sophomore and junior students. There is a fee for this test. For more information, please go to [www.collegeboard.com](http://www.collegeboard.com)

**SAT:** Colleges use this test as an admission factor. The SAT is a reasoning test, which assesses how well you analyze and solve problems. The SAT includes a Critical Reading, Mathematics, and Writing section. SAT tests are given on national test dates held on various Saturdays throughout the year. Juniors and seniors typically take the SAT. There is a fee to take the SAT. To check test dates, apply online or for more information, please go to [www.collegeboard.com](http://www.collegeboard.com)

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| **TEST DATE** | **NORMAL REGISTRATION** | **LATE REGISTRATION** | **SCORE RELEASE** |
| Aug 26, 2017 | Jul 28, 2017 | Aug 11, 2017 | Sept 14, 2017 |
| Oct 7, 2017 | Sep 8, 2017 | Sep 22, 2017 | Oct 27, 2017 |
| Nov 4, 2017 | Oct 6, 2017 | Oct 20, 2017 | Nov 23, 2017 |
| Dec 2, 2017 | Nov 3, 2017 | Nov 17, 2017 | Dec 21, 2017 |
| Mar 10, 2018 | Feb 9, 2018 | Feb 23, 2018 | Mar 29, 2017 |
| May 5, 2018 | Apr 6, 2018 | Apr 20 2018 | May 24, 2018 |
| Jun 2, 2018 | May 4, 2018 | May 18, 2018 | Jun 21, 2018 |

**Reporting of Test Scores**

It is the policy of Civic Memorial to report the results of the college placement exam on the permanent transcripts of our students. If the student does not wish to report those scores, parents should request their wishes in writing. The state administered SAT must appear on the student’s transcript by state law.

**Scholarships and College Representatives:**

Beginning very early each school year, the counseling office announces scholarship opportunities and continues to announce them as notifications of new scholarships are received. This process continues throughout the spring. These are listed on the district website. Students need to pay careful attention to deadlines for these scholarships and to use courtesy when asking for recommendations or letters from teachers/counselors. More than one week’s time is generally needed to do a good job with these.

The counseling office also hosts several college representatives every year. Interested juniors and seniors should get a pass from the counseling office when they hear the announcement or see it on the bulletin board (at least one day in advance). Teachers will use their discretion in allowing students to be excused form class in order to meet with a representative or a recruiter. Attendance at representative meetings is taken in the counseling office.

**The Letter of Recommendation:**

Letters of recommendation are written about you, by someone who knows you, and they are sent to help you earn a scholarship, get a job, become accepted at the school of your choice, etc. Very often these letters are the deciding factor in the granting of a scholarship or award.

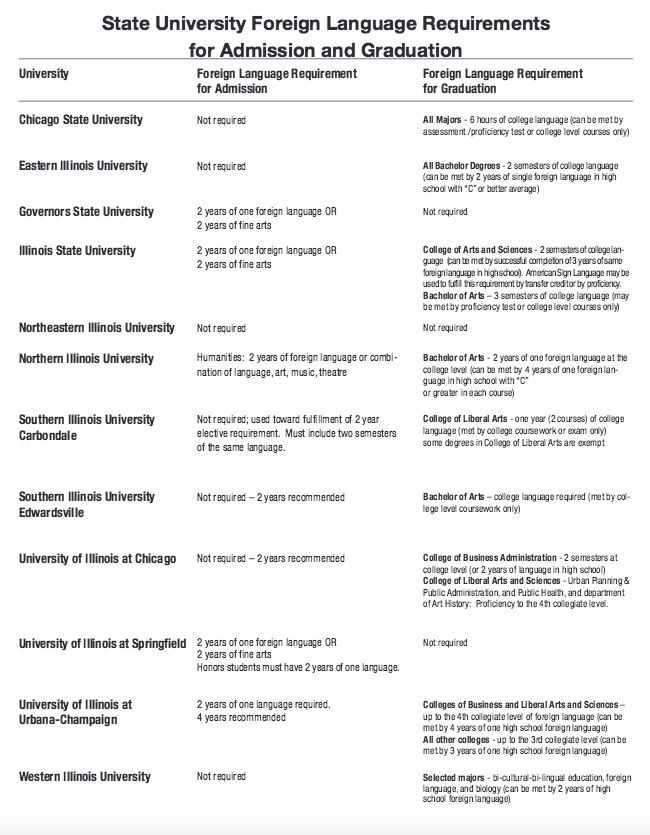
Many schools and organizations require letters of recommendation. Sometimes these letters do not arrive. This could cause an application to be considered incomplete and it may be rejected.

Be sure to follow these guidelines:

1. When you ask someone to write a letter of recommendation, make sure that person has all of the information needed to fulfill your request. He/she needs a deadline date, address, forms (if required), envelope and stamp. Be sure to tell why you want the letter written and include your full legal name. Make your request at least two weeks prior to the date needed. You may want to list some of your activities, in school and out of school, so the person has a list of some of your activities and qualifications.
2. Never take for granted that someone has written a letter of recommendation for you. Follow up by asking him/her if he/she has written the letter and if the letter was mailed.
3. Do not ask to see the letter of recommendation. If the writer of the letter wants you to see the letter, he/she will offer you a copy.
4. Never have your parent (or relative) write a letter of recommendation for you. It is better to have letters from people not related to you in any way.
5. Remember to ask the individual writing the letter if he or she can write a strong letter on your behalf. Weak and brief comments can make your strong application appear mediocre. Choose teachers whom you know well, preferably those from your junior year.
6. Send a thank you note to each person who writes a letter of recommendation for you.

Please visit our school counseling website at

<http://cmhs-guidance.weebly.com/> for more helpful and useful information. Such as, career exploration, college and military visits, community service opportunities, financial aide information, NCAA information, ACT information and practice and scholarship information.

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**Four Year High School Plan**

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|  | **English** | **Math** | **Social Science** | **Science** | **Fine Arts/ Lang/**  **Vocational** | **Resource**  **Management** | **Health** | **PE** | **Electives** |
| **High School Requirements** | **8**  **semesters** | **6**  **semesters** | **5**  **semesters** | **6**  **semesters** | **2**  **semesters** | **1**  **semester** | **1**  **semester** | **8**  **semesters** |  |
| **College Requirements** | **8**  **semesters** | **6**  **semesters** | **6**  **semesters** | **6**  **semesters** | **4**  **semesters** |  |  |  |  |
| **9th grade**  **Semester 1** | **English 1** | **X** | **Civics** | **X** | **X** |  |  | **X** |  |
| **9th grade**  **Semester 2** | **English 1** | **X** |  | **X** | **X** |  |  | **X** |  |
| **10th grade**  **Semester 1** | **English 2** | **X** | **World History** | **X** |  |  | x | **X** |  |
| **10th grade**  **Semester 2** | **English 2** | **X** | **World History** | **X** |  |  |  | **X** |  |
| **11th grade**  **Semester 1** | **English 3** | **X** | **US History** | **X** |  | **X** |  | **X** |  |
| **11th grade**  **Semester 2** | **English 3** | **X** | **US History** | **X** |  |  |  | **X** |  |
| **12th grade**  **Semester 1** | **English 4** |  |  |  |  |  |  | **X** |  |  | **x** |  |
| **12th grade**  **Semester 2** | **English 4** |  |  |  |  |  |  | **X** |  |

***Civic Memorial High School Schedule***

