

## Guidelines for Assigning Coursework to Secondary Students

It's very important that secondary students get the correct course assignments because they are building credits toward graduation. In reviewing student records, we've found a surprising number of cases in which Carlson's secondary students were assigned electives instead of core courses, courses that didn't even exist, and, most alarming of all, courses they had already passed! Here are some pointers for getting it right:

1. ***Call the school and ask to speak to the student's counselor.*** Get, not only the counselor's suggested courses, but a copy of the student's transcripts. Remember, as a Carlson teacher, one of your key responsibilities is verifying and assigning appropriate coursework! This may take some persistence, but it's absolutely vital—and it also means your enrollment form will be filled out properly.
2. It is true that secondary students need a certain number of electives; however, our policy here at Carlson is to focus on English, math, and social studies courses rather than on electives. This becomes increasingly important as students reach the 11<sup>th</sup> and 12<sup>th</sup> grades. In some cases, a Carlson student has been assigned an elective when he was missing a core course, and as a result, his graduation status was jeopardized. A home school counselor may assign a *needed* elective, which is fine, but don't guess about this!
3. For long-term Carlson students, we do keep a checklist of Carlson secondary coursework in the student file. If a home school tells you they haven't seen the student for a year or more, you should also call Kate Coombs or Liz Raikhy in the office to discuss course assignments. You'll still need that home school transcript as a starting point, however.
4. Keep in mind that just because your student is a 17-year-old and thinks she is an 11<sup>th</sup> grader doesn't mean she has amassed enough credits to be *considered* an 11<sup>th</sup> grader and take 11<sup>th</sup> grade courses. Unfortunately, many LAUSD students fail their classes, and many Carlson students also miss a lot of coursework as they participate in continuing medical treatment. So an "11<sup>th</sup> grader" may be taking English 10A and Algebra 1B.
5. While the one-semester CAHSEE English and math courses are a tempting alternative, especially when students are remedial, please remember that a student who hasn't passed Algebra I, Geometry, and Algebra II, as well as four full years' worth of specific high school English classes, *cannot* graduate. (See FAQs sheet.)
6. Our regular ed students who miss a lot of school may not be able to graduate because they are short on credits, but we can still give them a solid foundation for going on to adult ed or community college programs and finishing off their coursework.

The chart on the next page should give you an idea of the core courses for each grade level. It is prioritized from left to right. Again, a student in 11<sup>th</sup> or 12<sup>th</sup> grade may not have completed his 10<sup>th</sup> or even 9<sup>th</sup> grade courses—*which is why you must call the school!*

## Overview of Secondary Core Courses

*Note that courses are listed in sets for Fall (often A) and Spring (often B).*

<b>Grade Level</b>	<b>Language Arts</b>	<b>Mathematics</b>	<b>Social Science</b>	<b>Science</b>
<b>Sixth</b>	English 6A/B	Math 6A/B	World History & Geography: Ancient Civilizations 6A/B	Science/Health 6A/B
<b>Seventh</b>	English 7A/B	Math 7A/B	World History & Geography: Medieval and Early Modern Times 7A/B	Science 7; Health 7 <i>(either order)</i>
<b>Eighth</b>	English 8A/B	Algebra 1A/B <i>(This is the only 8<sup>th</sup> grade course that counts for HS graduation!)</i>	U.S. History & Geography: Growth and Conflict 8A/B	Science 8 A/B
<b>Ninth</b>	English 9A/B	Geometry A/B	Health; Life Skills <i>(either order)</i>	Integrated Coordinated Science 1A/B <i>(optional, but commonly done!)</i>
<b>Tenth</b>	English 10A/B	Algebra 2A/B	World History & Geography: The Modern World 10A/B	Biology A/B <i>(The ICS class above is a good prequel to this.)</i>
<b>Eleventh</b>	Contemporary Composition; American Lit./Comp. <i>(either order)</i>	Pre-Calculus or Statistics or Advanced Applied Math, etc. <i>(optional)</i>	U.S. History & Geography: Continuity & Change in 20 <sup>th</sup> Century 11A/B	Chemistry A/B <i>(The ICS class above is a good prequel to this.)</i>
<b>Twelfth</b>	Expository Composition; Sr. English Elective <i>(either order)</i>	Pre-Calculus or Statistics or Advanced Applied Math, etc. <i>(optional)</i>	Principles of American Democracy (Gov.); Economics <i>(either order)</i>	Physics A/B <i>(optional)</i>

## Frequently Asked Questions

### ***Can't I give my student the 2-year version of Algebra 1? He's remedial in math.***

If your 8<sup>th</sup> grade student is working at a 3<sup>rd</sup> or 4<sup>th</sup> grade level in math, you could start by giving the first year of 2-year Algebra 1, but the schools aren't always thrilled about this. It's really best to use this option if the student is scheduled to spend all year with you, not just a few months. It's also a possibility with a really remedial 9<sup>th</sup> grader who will be in Carlson all year, but please discuss the issue with Kate Coombs first. After 9<sup>th</sup> grade, time doesn't allow this option at all! The 2-year Algebra 1 codes are as follows: Algebra 1A1 and Algebra 1A2 (Year One); Algebra 1B1 and Algebra 1B2 (Year Two). Only the second year of 2-year Algebra 1 counts towards the math graduation requirements. The first year counts as elective credits. (*Note: The district may be offering Advanced Math 8A and 8B next year, a pre-algebra alternative to Algebra 1. We'll confirm this promising possibility at the start of the 2006-2007 school year.*)

### ***What if my secondary student has an IEP?***

The key question is this: Is your student diploma-track? If so, then she will have to fulfill the graduation requirements just like a regular ed student. If, per the IEP, your student is *not* diploma track, the focus should be on IEP goals. Be aware that there is a list of secondary course titles for special day class students—they might fit your student's needs. However, the starting point is, as always, the list of courses the home school's counselor tells you to assign.

### ***Can I give my student the CAHSEE courses? He really needs them.***

Generally speaking, these courses are supposed to be given after students have failed the CAHSEE—by a trained teacher, no less. This class can be given during ESY/Intersession, assuming your student (a) is in grades 10-12, (b) is struggling with math or English, and (c) is *not* in dire need of core courses to graduate. The course titles are Essential Math and Ess STD (for English). Guide-books are provided by LAUSD. The CAHSEE classes count as electives.

### ***What about ESY? Isn't there a special list of courses for that?***

Yes, there actually *is* a list of specific course titles that can be assigned during ESY. On the one hand, students in 10<sup>th</sup> or 11<sup>th</sup> who are behind on their core courses may need to do some rush class work. On the other, it's not as effective to teach a semester-long core math or English class in ESY as it is during a regular semester, so it may be best to give an elective or some kind of remediation class instead. Of course, if a student has just failed second semester Algebra 1, giving the class again during ESY is a good idea! *Do* check with the home school counselor. You can also discuss your student's needs with Kate Coombs (x78).

### ***My student doesn't speak very much English. What courses does he need?***

The ESL courses for grades 9-12 are ESL Beg. 1A & 1B, ESL Int. 1A & 1B, and ESL Adv. 1A & 1B. Students are assigned to class levels by CELDT and portfolio assessments, *not* guesswork! Talk to the Bilingual Coordinator at the home school first, then Ria Lindauer, with any questions.