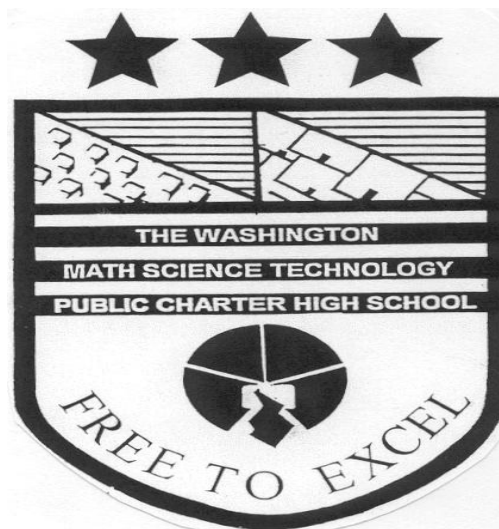


Washington Mathematics Science Technology  
Public Charter High School

# Academic Records, Policies, and Procedures Manual



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## Principal's Message

As a student preparing to enter high school, we encourage you to review our course offerings and discuss them carefully with your parents, guardians and counselor. We want you to be aware that you have selected a rigorous program of studies that will prepare you for success as you pursue college and future career pathways.

This course offerings booklet is designed to provide you with information pertaining to all of our course offerings. This information should be helpful to you when selecting your electives and when addressing your required courses for high school graduation. Of course, detailed information may be obtained from your counselor.

As always, WMST is here to serve you. Take advantage of all we have to offer.

Sincerely,

Mark Holbrook  
Head of School

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# WMST COURSE OFFERINGS

## \*REQUIRED COURSES

### 9th GRADE

\*English 1/Honors English 1  
\*Health Careers  
\*DC History/World Geog.  
\*Algebra 1/Honors Algebra 1  
\*Biology/Honors Biology  
\*Reading Strategies  
\*Health  
\*Art/Music  
\*IC3/Comp. Applications  
Aerospace Science I (AFJROTC)

### 10th GRADE

\*English II/Honors English II  
\*Spanish 1  
\*World History  
\*Geometry/Honors Geometry  
\* English Composition  
\*Chemistry/AP Chemistry  
\* Health Issues  
Aerospace Science II  
A+Network  
SAT Prep Verbal/Math  
Intro to Visual Basic

### 11th GRADE

\*English III/AP English III/Honors  
\*US History/AP US History  
\*Algebra 2/Honors Algebra 2  
\*Physics/AP Physics  
\*Spanish II  
Psychology  
Space Exploration  
MOS (Microsoft Office Certification)  
Journalism  
Digital Recording Music Theory Digital Art

### 12th GRADE

\*English IV/AP Eng. Literature IV  
\*US Government/DC History  
\* Human Anatomy & Physiology  
\*Precalculus/Calculus/AP Calculus  
Statistics  
AP Biology  
Genetics  
\*Senior Science Project  
\*College Study Skills  
AP Govt. and Politics  
Principles of Engineering

## Other Electives

Art History  
Media Art  
Reading Workshop  
Creative Writing  
Writer's Workshop  
Writing and Research Skills  
Model UN Program  
Digital Recording  
Digital Animation  
Elements of Drama

Music Theory  
Alternative to Violence  
Piano 1/2  
Debate Strategies  
Science Research  
African American Studies  
Choir  
Introduction to German  
Poetry Workshop  
Desktop Publishing

## **General Course Information**

- The identified courses make up the instructional program. All courses may not be offered during each school year if enrollment does not permit.
- All courses are available to all students with the exception of AP courses which require teacher recommendations.
- Students may receive credit for Algebra I or Spanish I from 8<sup>th</sup> grade if the course meets high school standards for content and seat hours. The credit and grade will be posted to his/her transcript.
- Transfer students must have their transcripts analyzed by their counselors to determine courses needed for graduation.
- Some courses, such as AP courses, have limited enrollment.

## **Schedule Changes**

**Requests for course changes will be considered for the following reasons:**

**Seniors needing specific courses for graduation**  
**Students not meeting course prerequisites**  
**Students completing/failing summer school courses**  
**Errors/corrections to schedules**  
**Circumstances requiring administrative approval**

**General Timeline:**

**February – March -11<sup>th</sup> & 12<sup>th</sup> grade student registrations**  
**March – April -9<sup>th</sup> & 10<sup>th</sup> grade student registrations**  
**April – May -Editing of course registrations**  
**May – June -Scheduling and resolution of course selection conflicts**

**Washington Math Science and Technology  
Public Charter High School  
Graduation Requirements**

<b>Subject</b>	<b>WMST Requirement</b>	<b>DCPS Requirement</b>
<b>English</b>	<b>4.0 credits</b>	<b>4.0 credits</b>
<b>Mathematics</b>	<b>4.0 credits (including Algebra I or its equivalent)</b>	<b>3.0 credits (including Algebra I or its equivalent)</b>
<b>Social Studies</b>	<b>3.5 credits (including DC History, World History, World Geography; US History and US Government)</b>	<b>3.5 credits (including DC History, World History, World Geography; US History and US Government)</b>
<b>Science</b>	<b>4.0 credits (including 1 year of lab science)</b>	<b>3.0 credits (including 1 year of lab science)</b>
<b>Foreign Language</b>	<b>2.0 credits</b>	<b>2.0 credits</b>
<b>Electives</b>	<b>4.5 credits</b>	<b>4.5 credits</b>
<b>Health and Physical ED.</b>	<b>1.5 credits</b>	<b>1.5 credits</b>
<b>Art</b>	<b>0.5 credits</b>	<b>0.5 credits</b>
<b>Music</b>	<b>0.5 credits</b>	<b>0.5 credits</b>
<b>Technology</b>	<b>2.0 credits</b>	<b>N/A</b>
<b>Career/Vocational Education</b>	<b>N/A</b>	<b>1.0 credit</b>
<b>Community Service</b>	<b>100 hours</b>	<b>100 hours</b>
<b>Total</b>	<b>26 ½</b>	<b>23 ½</b>

## WMST Course Sequence Overview

	<b>English</b> <i>4.0 Credits</i>	<b>Social Studies</b> <i>3.5 Credits</i>	<b>Mathematics</b> <i>4.0 Credits</i>	<b>Science</b> <i>4.0 Credits</i>	<b>Foreign Language</b> <i>2.0 Credits</i>	<b>Health/ PE</b> <i>1.5 Credits</i>	<b>Art/ Music</b> <i>1.0 Credits</i>	<b>Technology</b> <i>2.0 Credits</i>	<b>Elective</b> <i>4.5 Credits</i>
<b>9<sup>th</sup> Grade</b>	*English I -or- Honors English I -and- *Reading Strategies	*US World Geography	*Algebra I -or- Honors Algebra	*Biology -or- Honors Biology	Spanish I	Health Careers -or- *Health	*Music -and- *Art	*Computer Applications I	Aerospace Science I -or- A+ Certification Training
<b>10<sup>th</sup> Grade</b>	*English II -or- Honors English -and- *English Composition	*World History	*Geometry -or- Honors Geometry	*Chemistry -or- AP Chemistry	*Spanish I -or- Spanish II	*Health Issues	Art History -or- Sculpture -or- Media Art	Introduction to Visual Basic -or- Advanced Network -or- Basic Web Page Design	*SAT Prep Verbal/ Math -or- Aerospace Science II
<b>11<sup>th</sup> Grade</b>	*English III -or- AP English	*US History -or- AP History -or- Psychology	*Algebra II -or- Honors Algebra II -or- Trigonometry	*Physics -or- AP Physics	*Spanish II	Health Careers -or- Alternative to Violence	Digital Art -or- Digital Recording	Microsoft Office Certification -or- Advanced Network	Aerospace Science III
<b>12<sup>th</sup> Grade</b>	*English IV -or- AP English Literature	*US Government/ DC History	*Precalculus/ Calculus/ AP Calculus -or- Statistics	Human Anatomy & Physiology -or- AP Biology -or- Genetics -and- *Senior Science Project	Introduction to German		Music Theory -or- Choir		*College Study Skills

Required Courses \*

**Other Electives:** Art History, Media Art, Reading Workshop, Creative Writing, Writer's Workshop, Writing and Research Skills, Model UN, Digital Recording, Digital Animation, Elements of Drama, Music Theory, Alternatives to Violence, Piano I&II, Debate Strategies, Science Research, African American Studies, Choir, Introduction to German, Poetry Workshop, Desktop Publishing

# The College Preparation Checklist

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

- Discuss with counselor course requirements
- Become involved in school activities
- Check entrance requirements for colleges/universities
- Use career interest inventory to refine career possibilities
- Take PSAT/NMSQT in October

## 10<sup>th</sup> Grade

- Maintain involvement in school activities
- Continue to plan academic program with counselor
- Utilize counselor's college/career resource information
- Explore volunteer opportunities for the summer
- Take PSAT/NMSQT in October
- Take SAT Prep classes to prepare for test

## 11<sup>th</sup> Grade

- Take the PSAT/NMSQT in October
- Use guidance services---search colleges and careers
- Attend college fairs/tours
- Complete detailed information on narrowed college choice selection
- Discuss finances with parents/guardians
- Attend financial aid workshops
- Take SAT and/or ACT
- Develop resume for use with college recommendations

## 12<sup>th</sup> Grade

- Take SAT/ACT in fall
- Apply for college admissions
- Continue campus visits
- Attend financial aid workshops
- Apply for financial aid
- Apply for college housing early
- Take Advanced Placement tests
- Weigh the college's offer against your personal and financial requirements

## COLLEGE ADMISSIONS TESTS

Your high school academics record is a good indicator of your potential for success in college. However, because high schools throughout the country differ widely in course offerings, academic standards, and grading policies, colleges need some standard measure of academic ability when they compare the applications of candidates for admission. Colleges in the admissions process use scores on the college entrance tests, along with your academic and extracurricular record. Tests give you an opportunity to display your knowledge. Although students have the responsibility of registering for college entrance tests, the high school counselors will assist students in their test selections and registrations.

### PSAT/NMSQT

The **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test** is a two-hour test administered in October of each year. It is designed to aid high school freshmen, sophomores and juniors in planning for college and to serve juniors wishing to be considered for scholarships administered by the National Merit Scholarship Corporation. This examination provides an early measure of the verbal and mathematical abilities tested by the SAT.

### SAT

The **Scholastic Assessment Tests** measure verbal and mathematical reasoning ability. Scores on this four-hour test allow you to compare yourself in these areas with other college-bound students. Students are encouraged to take the SAT in the fall or spring of their junior year, especially if they are considering ROTC programs, early admission programs at colleges and universities, and special scholarship programs.

### ACT

The **American College Test** is a three-hour examination given five times during the school year. It consists of four tests in the areas of English, social studies, mathematics, and the natural sciences. Scores are reported in each of these areas along with a composite score.

### SAT II

**SAT II Tests** are one-hour examinations which measure what you have learned in one of fifteen specific subjects in the areas of English, social studies, science, mathematics and language. All colleges do not require SAT II scores as a part of the admissions process. In some instances, only scholarship applicants may be required to take specific tests. Consult the catalog of the college being considered to be sure which tests, if any, are required.

## **ADVANCED PLACEMENT (AP)**

**Advanced Placement (AP) Tests** are available in seventeen areas, and may be taken by students who have successfully completed Advanced Placement courses in high school. Satisfactory scores on these examinations, with the approval of the receiving college, entitle students to receive credit for, or an exemption from, these courses in college.

## **SAT PREPARATION COURSE/VERBAL – MATH**

Sophomores and juniors who plan to take the SAT for college admission should take these semester courses. Students will become familiar with the SAT format, test taking skills, and critical thinking skills; in addition, students will review basic arithmetic, algebraic, and geometric concepts for the mathematics section with particular attention to the format of quantitative comparisons, and they will review reading strategies and vocabulary development for the verbal section of the SAT. This includes extensive work in critical and comparative reading as well as analogous reasoning. Simulated test taking and regular feedback will be an integral part of this class. Participants will be required to take the SAT.

## ACADEMIC POLICIES AND PROCEDURES

### CHEATING AND PLAGIARISM

Cheating and copying of others' work will result in a failing grade for that particular assignment, test, paper, or project. All incidents of cheating or copying will result in a referral to the administration and a report will be made to the student's parent.

### GRADE REPORTING

There will be four nine-week grading periods during the school year. Grades are based on achievement and scholastic performance. Parents and students must understand that a report card is a report, not a reward or punishment. It is meant to give the parent an assessment of how the student is progressing. Progress reports are issued midway through each grading advisory. Parents should contact the academic assistant principal to discuss a child's progress.

Grading Standard:

93-100	<b>"A"</b> Outstanding achievement of grade level standards: The student demonstrates excellent achievement and talent compared to all other students of his/her grade level in the subject. The student should master 90-100% of the material required in the course.
85-92	<b>"B"</b> Above average achievement in the subject area compared to grade level standards. The student masters at least 80-90% of the material required in the course.
78-84	<b>"C"</b> The student demonstrates grade level achievement and adequate preparation for the next grade level or class.
70-77	<b>"D"</b> The student's achievement is less than the grade level requirement for the course and passes the course with 60%.
69 & Below	<b>"F"</b> The student is functioning below level and is only learning 50% or less of required information.

### Grade Change Policy

If there has been a miscalculation in determining the grade or if make-up work that has been completed that will change the grade, then the request for the grade changes should be made in writing to the teacher of the selected course. A grade change form (see appendix C) must be completed with the appropriate signature in order to complete the grade change.

### GUIDANCE AND ACADEMIC ADVISING

Guidance services focus on providing counseling and information in the areas of social, educational and emotional development. An interview may be initiated by a student, parent, or staff member. Students may

be seen individually or in a group situation. The counselor is also concerned with students' educational placement and providing orientation programs to facilitate the transition between junior high and senior high school, and senior high to college.

## **COMMUNITY SERVICE**

Students in the District of Columbia must complete 100 hours of community service as a graduation requirement. The goals of the community service program are to increase students' perception of self worth, provide experiences for students to contribute to society, and prepare students for the world of work.

### **What is Community Service?**

Community Service is the process of providing a direct service to the community in addressing a specific need. It is not connected to classroom curriculum and is not completed during academic learning time.

### **Getting Credit for Community Service**

Students must complete a community service form (see appendix A) and turn it into their guidance counselor. Once the form is received they are recorded in the student record. Written notices of the accumulated hours will be given to each student throughout the school year.

## **HOMEROOMS**

All students are assigned to a homeroom teacher who records attendance and attends to any other important school/student related issues as deemed by administration. This is also a very important time when general announcements are made and the daily bulletin is read. Students are to listen to announcements carefully. No students should roam the halls during homeroom time.

## **PROMOTION AND INTERVENTION**

1. Students who have successfully completed course requirements will be promoted to the next grade level.
2. Students with multiple failures for the year may be retained.
3. If you receive a failing grade in any subject at the end of a marking period, it is highly recommended that you attend the tutorial program or seek extra help from the teacher.

## **SPECIAL NEEDS STUDENTS**

WMST's policy is to identify and address the learning issues of all special needs students. These students are evaluated by a team of experts and also assisted on a daily basis by a special needs teacher.

## ENGLISH LANGUAGE ARTS/READING

The following courses comprise the curriculum in English Language Arts/Reading:

English/Language Arts 9	Survey of Literature
Honors English/Language Arts 9	Writer's Workshop
English/Language Arts 10	SAT Prep Verbal
Honors English/Language Arts 10	Journalism
English/Language Arts 11	College Study Skills
Honors English/Language Arts 11	Debate Strategies
AP English Language 11	Reading Strategies
English/Language Arts 12	Oral Communications
AP English Literature 12	English Composition

### **English/Language Arts 9**

*Prerequisite: None*

**Course # E010**

**1 Credit**

English/Language Arts 9 is a general course with major emphasis on grammar usage, skills, spelling and vocabulary. Students will work with a variety of core literary pieces, including short stories, poetry, novels, and plays. Interpersonal communication skills will be fostered through cooperative learning. Writing prompts will be used in the course as part of a sequenced preparation for various written assessments. Students will conduct research using all aspects of the research process. Students are required to demonstrate proficiency with available technology and software in the oral communication, research, and writing processes.

*Books/ Materials:*

### **Honors English/Language Arts 9**

*Prerequisite: None*

**Course # E011**

**1 Credit**

Honors English/Language Arts 9 is designed for identified and recommended students. This course will be enhanced with advanced vocabulary study and advanced literature. The extended reading is to challenge Honors students to a high degree of comprehension, analysis and inference. Honors students will be expected to respond to literature through expository writing, discussion, and oral presentations. Creative expression will be encouraged and emphasized. Students are required to demonstrate proficiency with available technology and software in the oral communication, research, and writing processes.

*Books/ Materials:*

### **English/Language Arts 10**

*Prerequisite: English 9*

**Course # E020**

**1 Credit**

English/Language Arts 10 is the study of world literature with emphasis on reading, writing, speaking, and research skills. The development of critical thinking skills is an integral component of the course. In addition to selections in their textbooks, students study at least one

novel per advisory and one film, expand their vocabulary, prepare for the PSAT and SAT and participate in a major research project. Students are required to demonstrate proficiency with available technology and software in the oral communication, research, and writing processes.

*Books/ Materials:*

**Honors English/Language Arts 10**

**Course # E025**

***Prerequisite: English 9***

***1 Credit***

Honors English/Language Arts 10 is designed for identified and recommended students. This course focuses on world literature with comparisons of literary selections from the periods of classical mythology, the ancient world, the Middle Ages, the Renaissance, the Enlightenment, the Romantic period and the twentieth century. Writing and grammar skills are incorporated in the study of literature. Students are required to demonstrate proficiency with available technology and software in the oral communication, research, and writing processes.

*Books/ Materials:*

**English/Language Arts 11**

**Course # E030**

***Prerequisite: English 10***

***1 Credit***

English/Language Arts 11 is designed to focus on writing proficiency and the improvement of reading comprehension skills. This course offers students an opportunity to explore a thematic approach to the ideas found in the range of our national writing. The course reflects the continued diversity inherent in our society as various literary genres are shared. Students will explore all facets of language arts including listening, speaking, reading, and writing. It is through the writing process that students will study language usage (grammar, mechanics, sentence structure).

*Books/ Materials:*

**Honors English/Language Arts 11**

**Course # E032**

***Prerequisite: English 10***

***1 Credit***

Honors English/Language Arts 11 is designed for identified and recommended students. In this course students will read, analyze, and draw sophisticated inferences from short stories, novels, drama, and essays. The course objective is to challenge high achievers to expand and refine their knowledge of literature and to develop a high level of vocabulary skills. Students will read widely in American literature as they perfect their reading, writing, listening, and speaking skills. Successful completion of a research paper is required.

*Books/ Materials:*

**AP English Language and Composition 11**

**Course # E035**

***Prerequisite: English 10***

***1 Credit***

AP English Language and Composition 11 are designed for identified and recommended students. The purpose of this course is to involve students in the study and practice of writing as well as the study of literature. Students will perform readings of poetry and prose, work on

comprehension exercises and develop thematic analyses of works in all literary genres. Students will also conduct survey reading of background material on literary time periods, trends, authors, and movements. Multiple selections by the same author will be read for individual group projects or for research-based papers.

*Books/ Materials:*

**English/Language Arts 12**

***Prerequisite: English 11***

**Course # E040**

***1 Credit***

English/Language Arts 12 will emphasize many of the classic works in British literature. The skills of effective writing will also be emphasized, especially the essay and its various forms. Students are required to write numerous essays and a research paper, using both conventional sources and the Internet. Selected fiction and non-fiction will be explored using all facets of language arts—speaking, listening, reading, and writing.

*Books/ Materials:*

**AP English Literature 12**

***Prerequisite: English 11***

**Course # E070**

***1 Credit***

AP English Literature 12 is designed for identified and recommended students. In this course students will study several novels of various types, genres, and periods; they will also explore short stories, plays, (one by Shakespeare), and numerous poems. Special preparation for the AP exam will include full scale practice tests. However, the essay is the primary vehicle of instruction; all students will learn to produce competent literary content analysis and style analysis. Students will also produce a final research paper.

*Books/ Materials:*

**Survey of Literature**

***Prerequisite: English 9***

**Course # N110**

***0.5 Credit***

This course is designed to assist students in developing reading strategies to improve achievement on standardized assessments. Students will explore strategies for extending vocabulary, improving comprehension and developing study techniques. They will also be given opportunities to transfer these techniques to various materials and to selected leisure reading materials.

*Books/ Materials:*

**Writer's Workshop**

***Prerequisite: None***

**Course # E670**

***0.5 Credit***

Writer's Workshop is designed to give students support in the effective use of language in order to improve achievement on standardized assessments. Through the use of pre-writing, revising, and editing techniques, students will apply new writing skills in a variety of writing activities. This course will help students build confidence and skills in written expression.

*Books/ Materials:*

**SAT Prep Verbal**  
***Prerequisite: None***

**Course # E271**  
***0.5 Credit***

This course offers students an opportunity to focus on test taking strategies, vocabulary building, critical reading, and persuasive writing. Course content includes student responses to selected readings through writing and discussion. Students are introduced to PSAT and SAT formats and are provided with practice and interpretation of sample items. Students learn self-management and study skills that will enhance academic performance in all areas.

*Books/ Materials:*

**Journalism**  
***Prerequisite: None***

**Course # E420**  
***0.5 Credit***

This course will provide students with both knowledge about the development of journalism as a communication instrument and practical experiences in journalistic techniques. Students will learn how to gather and organize facts, how to write interesting news copy, and how to meet deadlines. Students will be expected to contribute articles to a school publication.

*Books/ Materials:*

**College Study Skills**  
***Prerequisite: None***

**Course # E291**  
***0.5 Credit***

This semester course is designed to assist students with individual and group study techniques. Using a variety of writing opportunities, such as the college application essay, editorials, essays, and personal narratives, students will improve their critical thinking skills, learn to apply logic to argument, and learn to write clearly in various styles. Students will be exposed to numerous college recruiters who provide information about how to be successful in college.

*Books/ Materials:*

**Debate Strategies**  
***Prerequisite: None***

**Course # D010**  
***0.5 Credit***

This hands-on, student centered communications course will help students learn to recognize meaning in text and practice effective speech skills to communicate that meaning to their classmates. Students will learn techniques to facilitate communication and also utilize effective listening skills for analysis and critique. Students will apply research and writing skills to develop original speeches and prepare for and conduct formal debates.

*Books/ Materials:*

**Reading Strategies**  
***Prerequisite: None***

**Course # N121**  
***0.5 Credit***

This course is designed to assist students in developing reading strategies so that they may have increased performance in the content areas. Students will explore strategies for expanding vocabulary, improving comprehension and developing study techniques. They will also be given opportunities to transfer these techniques to various materials.

*Books/ Materials:*

**Oral Communications**

***Prerequisite: None***

**Course # D351**

***0.5 Credit***

This course is designed to assist students in acquiring listening skills, in learning the fundamentals of oral presentation, in increasing their vocabulary through word study and oral presentations, in increasing their vocabulary through word study as it relates to speech, in preparing and presenting various types of speeches, in participating in group discussions, in experiencing platform reading and speaking, in receiving an introduction to debate, and in developing interpersonal communication skills and poise.

*Books/ Materials:*

## MATHEMATICS

The following courses comprise the curriculum in mathematics:

**Algebra I**  
**Honors Algebra I**  
**Algebra II**  
**Honors Algebra II**  
**Geometry**  
**Honors Geometry**

**SAT Prep Mathematics**  
**Pre calculus**  
**II Calculus**  
**AP Calculus**  
**Statistics**

**Algebra I**  
***Prerequisite: None***

**Course # M210**  
***1 Credit***

This course is designed to help students develop skills and techniques necessary to understand algebraic systems and processes. Students will acquire the ability to recognize, represent and solve problems involving relationships among quantitative variables. Students study functions from the perspective of tables, graphs, equations, and applications. Students will use manipulatives, technology and hands-on experiences to develop concepts with sets, integers and rational numbers and to solve linear and quadratic equations. Students will make connections between all strands of mathematics.

*Books/ Materials:*

**Honors Algebra I**  
***Prerequisite: None***

**Course # M220**  
***1 Credit***

This course is designed for identified and recommended students. Students will develop high level skills and techniques necessary to understand algebraic systems and processes. Students will study functions from the perspective of tables, graphs, equations, and applications. Students will demonstrate the qualities of self-directed learning, working cooperatively, and communicating the language of mathematics, both orally and in writing.

*Books/ Materials:*

**Algebra II**  
***Prerequisite: Algebra I***

**Course # M410**  
***1 Credit***

This course provides a more comprehensive treatment of the skills and concepts that were developed in Algebra I. Additional topics include complete coverage of the concepts of functions, logarithmic and exponential functions and their applications, conic sections, types of variations, complex numbers, and sequences and series as well as an introduction to matrices, vectors, and trigonometric functions. In addition, students will develop better problem solving strategies as they use them to make connections with all strands of mathematics and other content areas. Graphing calculators are used extensively as a tool to help students investigate mathematical concepts.

*Books/ Materials:*

**Honors Algebra II**

***Prerequisite: Algebra I***

**Course # M420**

***1 Credit***

This course is designed for identified and selected students. This course covers the material designated for Algebra II in addition to comprehensive topics as logarithmic and exponential functions, matrices, vectors, and trigonometric functions. Students also demonstrate an understanding of mathematics as stated in the mathematics content standards. Graphing calculators are used extensively as a tool to help students investigate mathematical concepts.

*Books/ Materials:*

**Geometry**

***Prerequisite: None***

**Course # M310**

***1 Credit***

In this course students are given the opportunity to learn basic geometry content without rigorous proofs. Emphasis is on student-centered instruction using models and constructions to support definitions and theorems and using technology to experiment with geometric concepts. Topics covered include points, lines, planes and angles, polygons, circles and prisms, measurement and construction of these figures; inductive and deductive reasoning related to properties of congruence and similarity of polygons, and postulates and theorems associated with angle measure sums, polygons, circles and prisms. This course will be taught using an integrated approach: algebra and other strands of mathematics will be integrated with the geometry course content as well as real-world applications. Lastly, students should continue to demonstrate the qualities of self-directed learning, working cooperatively, and communicating the language of mathematics, both orally and in written form.

*Books/ Materials:*

**Honors Geometry**

***Prerequisite: None***

**Course # M312**

***1 Credit***

This course is designed for identified and selected students. Emphasis is on student-centered instruction using models and constructions to support definitions and theorems, and using technology to experiment with geometric concepts. The course will be taught using an integrated approach: algebra and other strands of mathematics will be integrated with the geometry course content as well as real world applications. Students will demonstrate the qualities of self-directed learning, communicating the language of mathematics, both orally and in writing.

*Books/ Materials:*

**SAT Prep Mathematics**

***Prerequisite: None***

**Course # E270**

***0.5 Credit***

This course is a one semester course whose primary focus is to provide a complete review of the topics covered on the mathematics portion of the SAT I Reasoning Test. This course will address students' reasoning and problem solving abilities in four categories: number and operations; algebra and functions; geometry and measurement; data analysis and statistics and probability.

The course begins with a diagnostic SAT test used to identify specific strengths and weaknesses. Students will then track progress through bi-weekly sample SAT exams targeting individual weaknesses in specific content areas.

*Books/ Materials:*

**Precalculus**

***Prerequisite: Algebra II***

**Course # M510**

***1 Credit***

In this course students are expected to apply their algebra and geometry skills to solve problems and model real-world data. The course of study begins with a review of operations and rules associated with the following topics: real numbers, exponents and radicals, polynomials and factoring, rational expressions, and graphical representation of data. Other topics covered will be functions and their graphs, intercepts, zeros and solutions, polynomial and rational functions, vectors and parametric equations, exponential and logarithmic functions, trigonometric functions, matrices and determinants, sequences, series, and probability, limits, derivatives and integrals.

*Books/ Materials:*

**Calculus**

***Prerequisite: Precalculus***

**Course # M600**

***1 Credit***

In this course students are expected to apply their algebra and geometry skills to solve problems and model real-world data. The course begins with a review of operations and rules associated with the following topics: real numbers, exponents and radicals, polynomials and factoring, rational expressions, and graphical representation of data.

*Books/ Materials:*

**AP Calculus**

***Prerequisite: Calculus***

**Course # M610**

***1 Credit***

This course is designed for identified and selected students. The students in this course **are** expected to take the AP Calculus exam. Simulated exam practice is a major part of this course. Graphing calculators are used extensively in this course.

*Books/ Materials:*

**Statistics**

***Prerequisite: None***

**Course # M360**

***1 Credit***

This course is designed to provide an introduction to concepts and techniques of probability and statistics including measures of central tendency and dispersion, probability and probability distributions, correlation and regression, statistical inference and computer applications using MINITAB.

*Books/ Materials:*

## SCIENCE

The following courses comprise the science curriculum:

**Biology**  
**AP Biology**  
**Environmental Science**  
**Chemistry**  
**AP Chemistry**  
**Human Anatomy & Physiology**  
**Space Exploration**

**Aerospace Science 1-2**  
**Science Non-Fiction**  
**Physics**  
**AP Physics**  
**Genetics**  
**Science Research**

### **Biology**

**Course # S210**

***Prerequisite: None***

***1 Credit***

The subject matter in this course includes general scientific principles which explain how living things function, develop, and interact with the environment. Instruction is designed to promote student discovery, to encourage involvement in the appreciation of scientific methods, and to develop skill in using the equipment and instruments through laboratory experiences.

*Books/ Materials:* Biology- The Dynamics of Life 4<sup>th</sup> Edition

### **AP Biology**

**Course # S230**

***Prerequisite: Biology***

***1 Credit***

This course is designed to prepare students to take the advanced placement examination in Biology. It is designed for the college bound student who wishes to enrich their knowledge of biology and develop more advanced skills and techniques. It is based on the national Advanced Placement curriculum in Biology.

*Books/ Materials:* AP Biology- World of Biology 4<sup>th</sup> Edition

### **Environmental Science**

**Course # S030**

***Prerequisite: None***

***1 Credit***

This course is designed for students interested in studying the environment. The course explores the principles of ecology with an emphasis on field study, environmental chemistry, and current environmental problems and issues.

*Books/ Materials:* N/A

### **Chemistry**

**Course # S320**

***Prerequisite: None***

***1 Credit***

This course provides students with the acquisition of the language of chemistry and the process skills needed to investigate the composition, structure, and properties of matter and the changes it undergoes. Students apply mathematical skills to observe, make measurements, and interpret data. Emphasis is placed on the completion of laboratory investigations with properly written reports, the analysis of the relationships between matter and energy, on problem- solving through

interpreting the periodic table, on the applications of gas laws, moles, stoichiometry, on the preparation and properties of solutions, and the analysis of unknowns. Students are required to complete an individual or group experimental project on a topic of interest. Interactive instructional technology is used to enhance and support learning including computers, software, telecommunications technology, VHS/DVD recorder/player, and other tools and methods.  
*Books/ Materials:* Chemistry 3<sup>rd</sup> Edition

**AP Chemistry**

***Prerequisite: Chemistry***

**Course # S330**

***1 Credit***

This course is designed for identified and selected students. The students in this course are expected to take the AP Chemistry exam. High levels of performance are expected from these students. Students are also required to complete an individual and group experimental project on a topic of interest. Interactive instructional technology is used to enhance and support learning.  
*Books/ Materials:* Chemistry 3<sup>rd</sup> Edition

**Human Anatomy & Physiology**

***Prerequisite: Biology***

**Course # S160**

***0.5 Credit***

This semester course focuses on the functions of living organisms. The primary emphasis is on human functions with extensive laboratory work. The functions of cells, tissue, and organs are studied. Requirements include individual research and reading of journals.  
*Books/ Materials:* N/A

**Space Exploration**

***Prerequisite: None***

**Course # S400**

***1 Credit***

This is a third year science course which examines our Earth, the Moon and the planets. Topics examined include the latest advances in space technology, the continuing challenges of space, manned spaceflight issues critical to travel in the upper atmosphere such as orbits and trajectories, unmanned satellites, space probes, guidance and control systems. The manned spaceflight section covers major milestones in the endeavor to land on the Moon, and to orbit humans and crafts safely in space for temporary and prolonged periods. It also covers the development of space stations, the Space Shuttle and its future, and international laws for the use of and travel in space.  
*Books/ Materials:* N/A

**Aerospace Science I**

***Prerequisite: None***

**Course # S430**

***1 Credit***

The first year of Aerospace Science is a history course designed to acquaint the student with the historical development of flight and the role of the military in history. About three-quarters of the available classroom hours are spent reviewing the development of flight from ancient legends through the Persian Gulf War and beyond. Additionally, students study the role of the military throughout the history of the United States, examine the practice of wearing the military uniform, investigate Air Force customs and courtesies and are introduced to basic drill skills.  
*Books/ Materials:*

**Aerospace Science II**  
***Prerequisite: None***

**Course # S432**  
***1 Credit***

The second year of Aerospace Science is a science course designed to acquaint the student with the aerospace environment, the human requirements of flight, principles of aircraft flight, and principles of navigation. The course begins with a discussion of the atmosphere and weather. After developing an understanding of the environment, students are introduced to the way that environment affects flight. Discussions include the forces of lift, drag, thrust, and weight. Students also learn basic navigation including map reading, course plotting, and the effects of wind. Leadership education stresses communications skills and cadet corps activities.

*Books/ Materials:*

**Science Non-Fiction**  
***Prerequisite: None***

**Course # SC20**  
***0.5 Credit***

This is an advanced course designed to introduce select students to non-fiction literature. National Geographic is a partner with this class. Students will read non-fiction, scientific materials both for meaning and usefulness. Students will be required to research scientific topics and materials. Also, students will be introduced to vocabulary words that are identified as those most commonly found on SAT English college entrance exams.

*Books/ Materials: N/A*

**Physics**  
***Prerequisite: None***

**Course # S410**  
***1 Credit***

This course is a study of the physical properties and interrelationships of matter and energy. Some topics covered are scientific inquiry, astronomy, optics, motion, force, electricity, magnetism and nucleonics. Students should expect one or more research projects.

*Books/ Materials: Physics Principles and Problems*

**AP Physics**  
***Prerequisite: Physics***

**Course # S420**  
***1 Credit***

This course is designed for identified and selected students. The students in this course are expected to take the AP Physics exam. An emphasis will be placed on the development of the problem solving. This course provides a foundation in physics for students planning further study in the life science, pre-medicine, and some applied sciences, as well as other fields not directly related to science.

*Books/ Materials: AP Physics 5<sup>th</sup> Edition*

**Genetics**  
***Prerequisite: None***

**Course # 0G50**  
***0.5 Credit***

This course is designed to meet the needs of students who have already taken a course in biology and wish to extend their knowledge of genetics. The course is an activity-oriented, hands-on, investigative program intended to train students in the skills necessary to study the cellular

mechanisms of inheritance. Topics for required student research projects include: cellular reproduction, complex traits, DNA structure and replication, the human genome project, population genetics and human origins.

*Books/ Materials: N/A*

## SOCIAL STUDIES

The following courses comprise the social studies curriculum:

**DC History**  
**World Geography**  
**World History**  
**US History**  
**AP US History**

**US Government**  
**Economics**  
**Psychology**  
**African American Studies**  
**Model UN Program**

### **US Government/DC History**

***Prerequisite: None***

**Course # H510**

***1 Credit***

This course presents basic facts, principles and ideas about government at the local, state, national and international levels. Students study the duties, responsibilities, and rights of citizens under the United States system of government and compare them with other systems of government. This course also surveys the significant people, places, and events that formed the Potomac region-modern day Washington, D.C. Students will gain an understanding of the role of Native Americans in the Potomac region.

*Books/ Materials:*

### **World Geography**

***Prerequisite: None***

**Course # H230**

***1 Credit***

This course is a survey of people, places and events which are important to understanding the global village. Students will explore longitude and latitude coordinates, culture, language, population and contemporary issues such as conflicts in the Middle East, African colonialism, etc. The goal is to familiarize students with the world and help them to become “world citizens”.

*Books/ Materials:*

### **World History**

***Prerequisite: None***

**Course # H360**

***1 Credit***

This course is designed to allow students to investigate the diverse nature of world history. It presents world history thematically, examining the socio-cultural, political and economic forces that affect human interaction. The students will be introduced to and develop skills in the social sciences thus enhancing their appreciation for history.

*Books/ Materials:*

### **US History**

***Prerequisite: None***

**Course # H460**

***1 Credit***

This course illustrates how the American political, economic and social system developed. Topics such as Nationalism, Sectionalism, the Civil War, Reconstruction, Industrialism, and immigration are examined to illustrate the development of these strands during the 19<sup>th</sup> century. Twentieth century content expands to include issues related to the development of foreign policy, the role of the United States as a world leader, and the domestic response to a diversified population and issues such as reform and civil rights.

*Books/ Materials:*

**AP US History**

***Prerequisite: US History***

**Course # H470**

***1 Credit***

This course presents a high level, systematic study of the United States from a period of time before European explorers came to this country to the present day. This course is an intense study of the social, economic, and political developments in this country and the relationship of the relationship of the United States to other countries and of the factors and personalities that have caused this country to arrive at its current status. Rigorous study is required in order for students to be successful when they are administered the Advanced Placement test at the conclusion of this class.

*Books/ Materials:*

**Economics**

***Prerequisite: None***

**Course # H660**

***0.5 Credit***

This semester course is designed to improve student ability to understand and deal with major economic and international issues facing Americans. Inflation, deficits, economic growth, and the environment are emphasized. Current foreign policy issues, dividing the Western and Communist worlds, as well as world trade, are also included. Throughout the course attention is given to the critical analysis of sources of information and opinion.

*Books/ Materials:*

**Psychology**

***Prerequisite: None***

**Course # H760**

***0.5 Credit***

This semester course introduces students to the psychological research and concepts of human behavior. Course topics include research methodologies, biological bases of behavior, sensation and perception, principles of learning and memory, intelligence, personality development, and psychological pathologies.

*Books/ Materials:*

**African American Studies**

***Prerequisite: None***

**Course # H791**

***1 Credit***

This course begins with a brief study of cultural roots in Africa and focuses on the African American experience in the United States. Emphasis is placed on understanding the contemporary life of African Americans in light of historical experience. African American involvement and impact on politics, economics and the arts are emphasized.

*Books/ Materials:*

**Model UN Program**

**Course # H610**

***Prerequisite: None***

***1 Credit***

The Model UN program provides opportunities for all pupils to advance their skills in public speaking, research, debate, geography, history, and conflict resolution. This class is supported by the United Nations Foundations and the DC Program for UN Education. The class will participate in four simulations.

***Books/ Materials:***

## TECHNOLOGY

**The following courses comprise the technology curriculum:**

**IC3  
Computer Applications  
A+ Certification  
Advanced Network**

**HTML  
Introduction to Visual Basic  
MOS Training**

**IC (Internet and Computing Core Certification)**

***Prerequisite: None***

**Course # V001**

***1 Credit***

This course will teach students core skills and knowledge in computing fundamentals, key applications and the Internet. Students will learn basic hardware, software, and operating systems. Additional skills included learning common program functions, word processing and spreadsheet functions, core knowledge in networks, electronic mail, the Internet and the impact of computing and the internet on society.

*Books/ Materials:*

**Computer Applications**

***Prerequisite: None***

**Course # V140**

***1 Credit***

This course will teach students the basic and advanced functions of computer applications in Access database, Excel spreadsheet, and Outlook email. Students will be able to apply and synthesize their understanding by producing their own unique product combining one or more applications. Students will distinguish the ethical, moral and legal responsibilities associated with using computers. Students have the option of taking the Microsoft Office Certification exams.

*Books/ Materials:*

**A+ Certification**

***Prerequisite: None***

**Course # V820**

***1 Credit***

This course is designed to introduce students to a complex and challenging world of computer networking. They will learn the principles, configurations, and operations of computer networks. The course focuses on the terminologies and technologies in current networking environments, including the OSI model, LAN architectures, the client/server model and network operating systems, system architectures, internetworking components and telecommunications.

*Books/ Materials:*

**Advanced Network**  
***Prerequisite: None***

**Course # V850**  
***1 Credit***

This course uses the LearnKey software. Students will delve into the inner workings of the personal computer and they will learn how they can be networked together to achieve simple or highly technical tasks efficiently. At the conclusion of this course, students will be able to build and troubleshoot PC's as well as be able to build and troubleshoot local area networks (LAN).

*Books/ Materials:*

**HTML**  
***Prerequisite: None***

**Course # V045**  
***0.5 Credit***

This course is an introduction to the Internet which is designed as a semester investigation into the basics of Web technologies. Subjects touched on include the history of the development of the World Wide Web, current developments in connectivity and security, an in-depth investigation of the HTML programming language, Macromedia Flash and Dreamweaver and a culminating Multimedia Magazine project.

*Books/ Materials:*

**Introduction to Visual Basic**  
***Prerequisite: None***

**Course # V510**  
***1 Credit***

This course uses Visual Basic.Net as its software package which is a significant upgrade to the widely used Visual Basic programming language; it incorporates many new features of the Microsoft.NET platform. At the conclusion of this course, students are prepared to design develop, and deploy a simple application using Visual Basic.Net.

*Books/ Materials:*

**MOS Training**  
***Prerequisite: None***

**Course # V110**  
***1 Credit***

This course is a comprehensive performance-based program that teaches students to be proficient in demonstrating desktop skills with Microsoft Office Suite of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access and Microsoft Outlook. The students are able to earn the MOS certification. This course provides a reliable measure of technical proficiency and expertise.

*Books/ Materials:*

## ART

**The following courses comprise the core curriculum in Art:**

**Art  
Media Art  
Drama**

**Sculpture  
Art History  
Digital Art**

**Art  
*Prerequisite: None***

**Course # A090  
0.5 Credit**

Art is designed as an entry-level course for the high school student. The curriculum provides a broad base of art experiences including: design, drawing, printmaking, painting, sculpting, lettering and crafts. Each art unit includes both a sequentially-structured, hands-on experience and a theoretical section that relates the cultural, historical, aesthetic significance of the art form. The emphasis in each unit is on the development of fundamental concepts and skills. The course concludes with an introduction to careers in art.

*Books/ Materials:*

**Media Art  
*Prerequisite: None***

**Course # A460  
0.5 Credit**

Within this course study, the basic principles of the process of human communications are presented as the foundation for understanding media especially in the area of commercial advertising. The use of color, shapes, sounds and vocabulary will be covered as basic theory, as it relates to the principles of art and design. The underlying concepts of subliminal seduction in human psychology will serve as a primary reference for class activities and projects.

*Books/ Materials:*

**The Dramatic Experience  
*Prerequisite: None***

**Course # E101  
0.5 Credit**

This course is designed to teach that knowledge of theater is a significant means of enriching the individual human experience—one can be an active participant, a reader of good plays or an audience member and achieve this. Students will begin to understand the role the theatre has played in the development of civilization, its value as the embodiment of all art forms as well as its role in society. Students will learn the terminology and vocabulary of the theatre and some of the basic history of man's search for expression. Students will study acting by developing, communicating and sustaining characters in improvisations and in informal and formal productions; students will identify character descriptions, dialogue and actions, discover character motivation, incorporate observations and imagination in portraying characters; they will further recognize artistic choices to enhance performance, identify various acting techniques and methods employed in theatre, film television and electronic media; they will accept constructive criticism, develop self esteem and self discipline. Students will interpret dramatic

texts and organize and conduct rehearsals for informal and formal productions. They will read scripts and develop two or more interpretations of it, communicate directorial choices to a partner or small group for improvised or scripted scenes, perform scenes, work cooperatively, and participate fully in all activities. Students will begin to develop self-confidence, self expression and self-esteem.

*Books/ Materials:*

**Sculpture**

***Prerequisite: None***

**Course # A190**

***0.5 Credit***

The major focus of this course is to expose the learner to works in the Visual Arts that are represented in the 3-dimension. The learner will gain experience in the characteristics and application of a wide variety of production materials. Students will be shown a variety of types of sculpture, contemporary and traditional, that will function as reference points for the production of their individual creative efforts.

*Books/ Materials:*

**Art History**

***Prerequisite: None***

**Course # A465**

***0.5 Credit***

This course is designed to provide an understanding and enjoyment of architecture, sculpture, painting, and other art forms within a historical and cultural context. In this course, students learn to look at works of art with intelligence and sensitivity, examining the major forms of artistic expression of past cultures, as well as those of our own time and environment.

*Books/ Materials:*

**Digital Art**

***Prerequisite: None***

**Course # A470**

***0.5 Credit***

This course is designed to help students learn the fundamentals of still picture editing using Adobe Photoshop to manipulate digital images captured using scanners, digital cameras, and digital camcorders.

*Books/ Materials:*

## MUSIC

The following courses form the core curriculum in Music:

**Music**  
**Music Theory**  
**Digital Recording**

**Piano 1/2**  
**Choir**

**Music**  
***Prerequisite: None***

**Course # U130**  
***0.5 Credit***

This course is a semester course required of each student so that the student can become a knowledgeable consumer of music. Experiences will include: learning about performing artists and composers of today; studying about and attending musical theatre performances; studying the five elements of music through listening; reviewing various cultural genres and historical periods of music; learning how to critique and compare qualities of musical performances; and learning about musical opportunities for the non-professional musician.

*Books/ Materials:*

**Music Theory**  
***Prerequisite: None***

**Course # U134**  
***0.5 Credit***

This course offers instruction in vocal techniques, score reading and includes the study of mixed chorus literature. Additional study of the historical development of one or more current styles of music, such as popular, folk, rock and gospel is included. Studying the five elements of music through listening and reviewing various cultural genres and historical periods of music is included.

*Books/ Materials:*

**Digital Recording**  
***Prerequisite: None***

**Course # U135**  
***0.5 Credit***

This semester course is designed to introduce students to the latest music technology as well as to help students be able to write and record their own music using a computer and keyboard. Students will have a chance to record a final project and burn it to a CD.

*Books/ Materials:*

**Choir**  
***Prerequisite: None***

**Course # U450**  
***1 Credit***

This course offers instruction in vocal techniques, score reading and includes the study of mixed chorus literature. This group has performances which may require after-school rehearsals.

*Books/ Materials:*

## HEALTH

**The following classes are included in the Health curriculum:**

### **Health Issues**

### **Health Careers**

### **Alternative to Violence**

#### **Health Issues**

***Prerequisite: None***

**Course # P160**

***1 Credit***

This course is designed to explore literature with students that will familiarize them with practical information about the human body and mind to assist them in making wise decisions to protect themselves and their families. Students will read, discuss, and write articles, essays, and reports on content studied in order to demonstrate their understanding of the information shared and explored.

*Books/ Materials:*

#### **Health Careers**

***Prerequisite: None***

**Course # P165**

***0.5 Credit***

The key areas of career focus for this class are: safety and first aid; nutrition and fitness including dietary factors for high blood pressure and heart disease; family life, growth and sexuality; disease prevention and control including sexually transmitted diseases, AIDS and cancer; drug and alcohol abuse prevention with an emphasis on coping with peer pressure.

*Books/ Materials:*

#### **Alternative to Violence**

***Prerequisite: None***

**Course # P166**

***0.5 Credit***

This course provides students with the skills and methods to defuse conflicts. Role-playing is an essential tool used in this class to model real situations.

*Books/ Materials:*

## FOREIGN LANGUAGE

The following classes form the core foreign language curriculum:

**Spanish I**  
**Spanish II**

**Spanish I**  
***Prerequisite: None***

**Course # L610**  
***1 Credit***

This course focuses on communication and the sounds of the language which are learned through dialogues, learning scenarios, practice exercises, and real-life situations. The students learn to understand, speak, read, and write a limited amount of material. Students will also learn to apply grammatical principles of the language to form new ideas and to communicate them. Cultural information about the countries is taught as part of the content.

*Books/ Materials:*

**Spanish II**  
***Prerequisite: Spanish I***

**Course # L620**  
***1 Credit***

This is a second-year study of the Spanish language. The students will learn the following grammar concepts: gender and formation of nouns, definite and indefinite articles, pronouns, adjectives, interrogative words, comparatives, superlatives, adverbs, prepositions, as well as present, past and future of regular and irregular verbs. The students will learn different ways of socializing, exchanging information, and expressing opinions and feelings. They will practice and continue to improve the following language skills: listening, speaking, reading and writing.

*Books/ Materials:*

## **Appendix**

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# Appendix B

## Washington Math Science Technology

Public Charter High School  
1920 Bladensburg Rd NE  
Washington, DC 20002

*Accredited by Middle States Association  
Of Colleges and Schools*

### STUDENT'S PERMANENT RECORD

SSN: \_\_\_\_\_

ID NO. \_\_\_\_\_

Last Name	First Name	Middle Name	Date of Entry
Parent(s) or Guardian		Occupation	Date of Withdrawal
Address 1		Tel. #	Date of Re-entry
Address 2		Tel. #	Date of Withdrawal
Place of Birth			Date of Re-entry
Date of Birth			Gender

Grade: 9 <sup>th</sup>			Grade: 10 <sup>th</sup>			Grade: 11 <sup>th</sup>			Grade: 12 <sup>th</sup>		
Year:			Year:			Year:			Year:		
Subject	Final	Unit	Subject	Final	Unit	Subject	Final	Unit	Subject	Final	Unit
Total			Total			Total			Total		

GPA: \_\_\_\_\_ GPA: \_\_\_\_\_ GPA: \_\_\_\_\_ GPA: \_\_\_\_\_

CUM. GPA: \_\_\_\_\_

Copy Certified By: \_\_\_\_\_ Principal: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Ranked: \_\_\_\_\_ Class of: \_\_\_\_\_

# Appendix C

Washington Mathematics Science Technology  
Public Charter High School

## Grade Change Form

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

For: 1 2 3 4 Advisory \_\_\_\_\_ Final

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Change Grade from: \_\_\_\_\_ to \_\_\_\_\_, for the following reason:

- Error in averaging
- Error in data entry
- Completion of make-up work
- Other (specify) \_\_\_\_\_

---

### Person requesting the change

\_\_\_\_\_  
Name/ Title

\_\_\_\_\_  
Signature/ Date

Class teacher's recommendation (if not the person requesting the change)

- Change grade
- Do not change grade

\_\_\_\_\_  
Signature/ Date

---

### Administrator's Action

- Grade change is authorized
- Grade change is not authorized

\_\_\_\_\_  
Signature/ Date

---

### Student Records Changes

- Change has been made on the report card
- Change has been made in the computer active file for changes in the current years course grade
- Change had been made in the history file for change in a prior year's course

\_\_\_\_\_  
Name/ Title

\_\_\_\_\_  
Signature/ Date

---

### FOR OFFICE USE ONLY

- \_\_\_ Copy for Cum File
- \_\_\_ Copy for data entry/records personnel
- \_\_\_ Copy for teacher
- \_\_\_ Copy for parent