
Santa Cruz High School

Student /Parent

Handbook

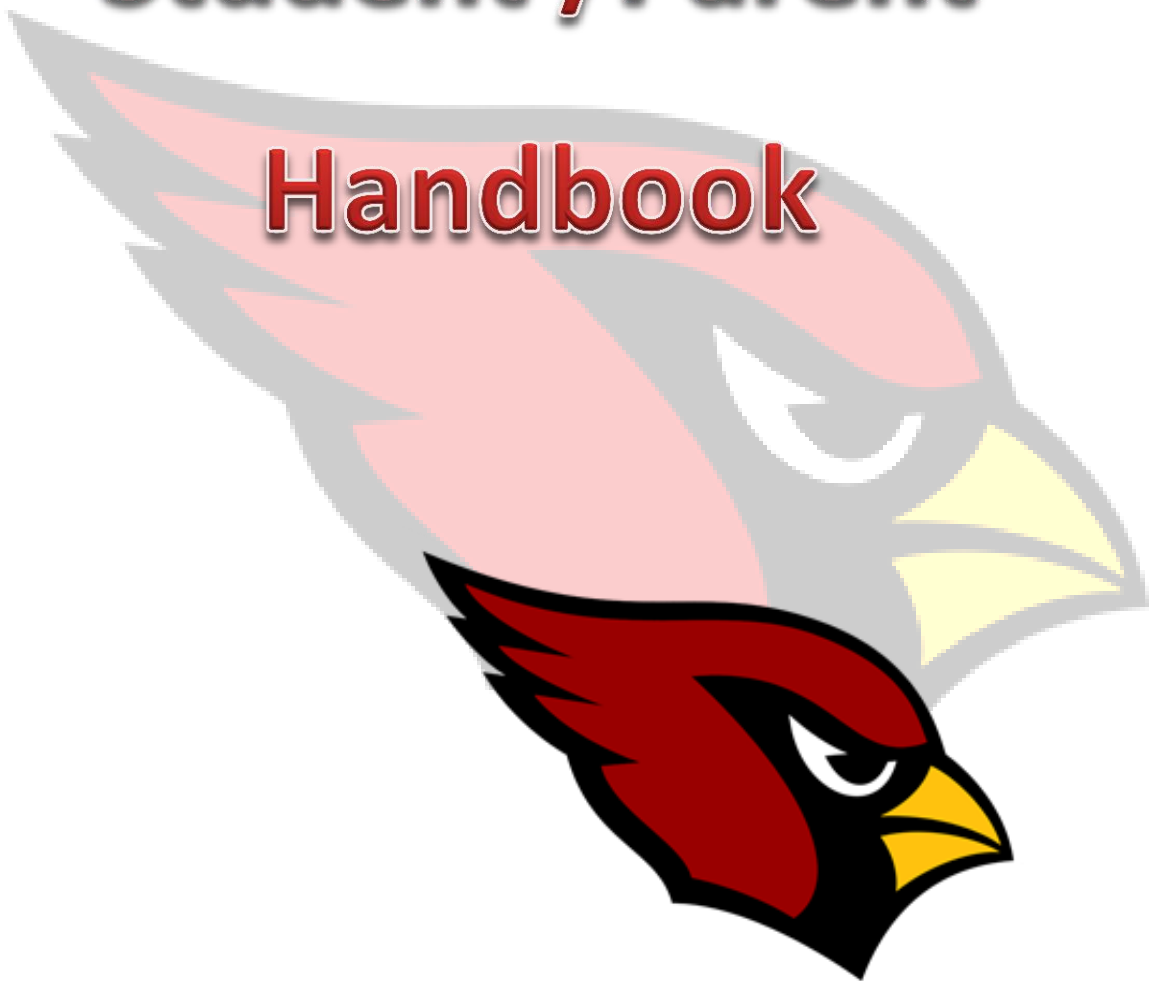
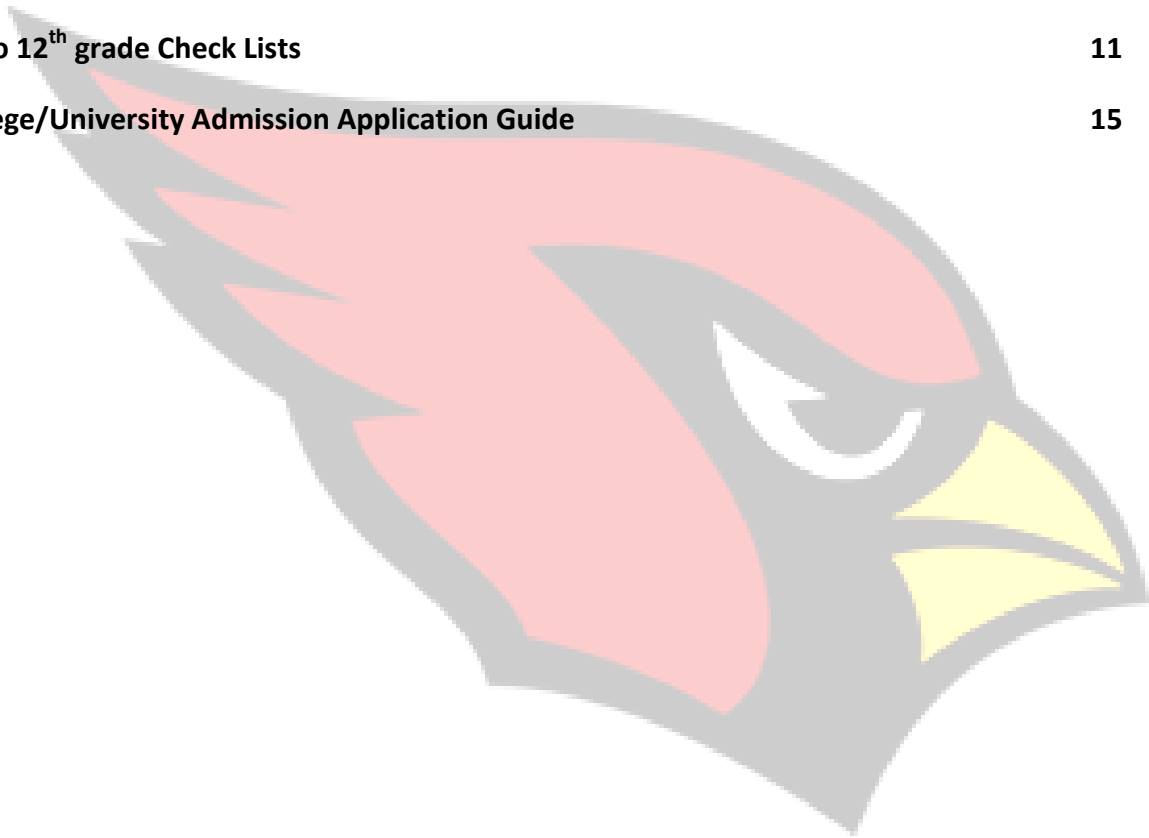


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Scheduling Instructions Procedures, Regulations & Guidelines:

Procedures-

1. During 9th grade you will create a list of courses for all future high school years. Include requirements, electives and A – G courses. You will have opportunities each year to make changes..
2. List the course numbers of the classes on your worksheet that you plan to take next year. Realistic and acceptable alternatives must also be listed. Discuss your choices with your parents and obtain their approval.
3. Turn in and discuss your course selections with your counselor. These courses will become your schedule unless you and your counselor make changes.
4. It may be necessary for the school to change your selections because of:
 - a. Ineligibility (past grades, test scores teacher recommendations, year in school)
 - b. Over-subscribed courses
 - c. Conflict in schedule (two or more classes taught at same time)
 - d. Cancelled classes due to lack of enrollment
 - e. Ordinarily, you will be contacted and these changes will be discussed with you. However, if you are not available or time does not permit, a change will be made based upon the alternatives you have listed and what appears to be appropriate for your best interests.
5. Choose classes carefully. The master schedule is designed around student choices. Courses and the numbers of each offered are determined by what students request and every effort is made during the summer to provide students with a schedule based on their requests, meeting teacher contracts, and balancing classes. Therefore, students are committed to their schedule requests unless there are extenuating circumstances.

REGULATIONS

1. **All students must take a minimum of six classes (three classes each term).** The normal school day is period 1 through 4. Students may take up to eight classes in a year
2. **All classes receive 10 credits or 5 units** per term with a passing grade.
3. **All course selections run for two terms. The exceptions are: Psychology/Sociology, and American Govt./Economics which** are a combination of one term courses taught back-to-back
4. **Grade/Course Prerequisites:** Success in many courses is dependent on previous course and grade prerequisites. Some prerequisites can be met by a department signature and/or recommendation. Please refer to the prerequisites listed within the course descriptions in this guide.
5. **Dropping courses:** Because the master schedule is designed on course requests and because course requests are based on the educational needs and interests of students, students are not generally allowed to drop classes. The exception to this is a student who is placed in a class who did not meet the prerequisite

Graduation Requirement

SANTA CRUZ HIGH SCHOOL Graduation Requirements	
Requirement	Credits
WORLD HISTORY	10
U.S. HISTORY	10
AMERICAN GOV. / ECONOMICS	10
ENGLISH	40
MATH (required minimum through Integrated Math 2)	20
PHYSICAL EDUCATION	20
LIFE SCIENCE (Biology)	10
PHYSICAL SCIENCE (Chemistry or Physics)	10
FINE ART	10
HEALTH	5
APPLIED ART	5
FINE/APPLIED ART/WORLD LANG	10
ELECTIVES	70
TOTAL	230

**Courses equal 5 credits per term and 10 credits per semester for passing grades.*

Use the following form to record your classes towards graduation.

SANTA CRUZ HIGH SCHOOL GRADUATION REQUIREMENTS										
Department	Credit Req'd	X" box when course has been successfully completed								
English	40	Eng 1	Eng 1	Eng 2	Eng 2	Am Lit	Am Lit	Sr Eng	Sr Eng	
Social Studies	30	WH 10 th	WH 10 th	USH 11 th	USH 11 th	Govt 12 th	Econ 12 th			
Fine/Applied Art/Wld Lang.	25	Fine	Fine	Appl	F/A/WL	F/A/WL				
Math	20	Alg	Alg	Math	Math					
Science	20	Phys	Phys	Life	Life					
PE	20	PE-9	PE-9	PE .	PE .					
9th Grade Core	5	Health								
Electives	70									

College Prep requirements

CSU and UC Minimum Subject Requirements: A-G (grade of 'C-' or better required)			
Requirement		Credits	"Years" / # of Classes
A	HISTORY/SOCIAL STUDIES	20	2
B	ENGLISH	40	4
C	MATH 3 yrs. of math req./4 yrs. recommended <ul style="list-style-type: none"> • Integrated Math 1,2 & 3 or • Math Academy 1 & 2 or • Algebra 1, Geometry & Algebra 2 	30	3+
D	LAB SCIENCE (Biology and Chemistry or Physics— 2 yrs. req/ both Physics and Chemistry are recommended)	20	2+
E	FOREIGN LANGUAGE (2 yrs required/ 3 yrs. recommended--must be in the same lang.)	20	2+
F	VISUAL & PERFORMING ARTS	10	1+
G	COLLEGE PREP ELECTIVES	10	1+

**We encourage our students to research the colleges to where they are applying.

Santa Cruz High School 2003-2004
UC and CSU Approved College Prep Subject Requirements

NOTE: Only the underlined “a-e” category courses will receive an extra honor point when the GPA is recalculated by the university: A=5, B=4, C=3.

“a” – HISTORY

American Government
U. S. History
 AP U. S. History
 World History
 World History, Intensive

“b” – ENGLISH

American Literature
American Literature (H)
 English 1
 English 1, Intensive
 English 2
 English 2, Intensive
 English Composition
AP English Literature & Composition
AP English Language & Composition
 Transitional English
 World Literature

“c” - MATHEMATICS

(Courses with (♦) may only be used for the “c” requirement)

Integrated Math 1A
 Integrated Math 1B
 Integrated Math 2 (2017-18)
 Integrated Math 3 (2017-18)
 Geometry
 Algebra 2
 Algebra 2/Trig Analysis (*Math Acad 2-fall*)
Analytic Geom./Pre Calc-(H) (*Math Acad.2-spring*)
Calculus, AB (AP)
 Calculus AB Project
Calculus BC Project (AP)
 Integrated Algebra 1/Geometry (*Math Acad.1*)
 Intro to Calculus
Statistics (AP)
 Trigonometry/Analytic Geometry
 AP Computer Science (2017-18)

“d” – LABORATORY SCIENCE Updated by U.C>

Biology
Adv Biology, (H)
 Chemistry
Chemistry, (H)
AP Chemistry (2016-17)
AP Environmental Science
 Physics
AP Physics 1 (2017-18)
AP Physics 2 (2017-18)
 Physiology
Physiology (H)

“e” – FOREIGN LANGUAGE

French 1, 2, 3 and 4
AP French
 Spanish 1, 2, 3, and 4
AP Spanish
 Spanish for Spanish Speakers

“f” VISUAL 7 PERFORMING ARTS (Fine Arts)

1 year (a 2-term course at SCHS) of Visual and Performing Arts are required by both CSU and UC for admissions eligibility. The following SCHS Fine and Performing Art courses have been approved:

Art	Photography
AP Studio Art	Advanced Painting
Ceramics 1, 2, 3	Santa Cruz Singers
Graphic Design (ROP)	Special Studies Art
Guitar (Acoustic)	Theater Arts
Jazz Ensemble	Advanced Theater
Jewelry Design	Varsity Band
Painting Digital	Photography
Web Design	Video Production & Animation

“g” – (ACADEMIC) ELECTIVE COURSES The following College Preparatory electives meet the UC and CSU guidelines as (academic) electives.

All courses listed under “a-f” categories above, with the exception of math, language and VP courses with (†), plus the following courses are approved (academic) electives:

English:

Creative Writing

Social Science:

Psychology
 Sociology
 Economics
 AVID 4 Senior Seminar

COLLEGE PREPARATORY – GENERAL

Students selecting this plan are preparing for admission to a four-year college directly after high school.

The sample program includes graduation requirements and the minimum courses required for admission to a CALIFORNIA STATE UNIVERSITY, UNIVERSITY OF CALIFORNIA, and comparable PRIVATE AND OUT-OF-STATE COLLEGES.

The academic standards for admission recommend an overall B average and require a minimum C grade in all college prep courses. This admission goal is aimed at the top 30% of the student population. Students in this plan are encouraged to take academic courses beyond the minimum in those areas where they experience the greatest success and in the areas of recommended pre-requisites for intended college majors.

9 th	10 th	11 th	12 th
<input type="checkbox"/> English 1 intensive <input type="checkbox"/> 9 th Grade Core <input type="checkbox"/> Math at skill level (Integrated Math 1A) <input type="checkbox"/> World Language (Spanish or French) 1 or Spanish for Spanish Spkr or Biology <input type="checkbox"/> Fine Art <input type="checkbox"/> PE	<input type="checkbox"/> English 2 <input type="checkbox"/> World Civilizations <input type="checkbox"/> Math at skill level (Integrated Math 1B) <input type="checkbox"/> Biology or Chemistry or Physics <input type="checkbox"/> World Language 1 or 2/ Elective <input type="checkbox"/> Elective/PE	<input type="checkbox"/> American Lit <input type="checkbox"/> U.S History <input type="checkbox"/> Math at skill level (Integrated Math 2) <input type="checkbox"/> Science <input type="checkbox"/> World Language 1 or 2/Elective <input type="checkbox"/> Elective/PE	<input type="checkbox"/> English <input type="checkbox"/> Government/Economics <input type="checkbox"/> Math at skill level (Integrated Math 3) <input type="checkbox"/> Science <input type="checkbox"/> World Language 1 or/and 2/Elective <input type="checkbox"/> Elective/PE

COLLEGE PREPARATORY - MOST COMPETITIVE COLLEGE ADMISSIONS

Students selecting this plan are preparing for admission to colleges and universities having the most demanding admissions requirements. Included in this select group are the University of California system and many private and out-of-state schools.

The academic standards for admission recommend an overall A- grade average and require a minimum C grade in all college prep courses. These highly competitive schools receive many more applications than they can accommodate and, therefore, are able to select the most highly qualified applicants.

To be admitted to a highly competitive university, it is recommended that a student take the most rigorous academic program possible. Every student does not have to take every course listed in the sample program, but they are encouraged to take as many courses as possible.

9 th	10 th	11 th	12 th
<input type="checkbox"/> English 1 Intensive <input type="checkbox"/> 9 th Grade Core <input type="checkbox"/> Math Academy 1(yearlong) or Integrated Math 1A(fall) and 1B (Spring) <input type="checkbox"/> World Language (Spanish or French) 1 or Spanish for Spanish Spkrs <input type="checkbox"/> Biology <input type="checkbox"/> Fine Art <input type="checkbox"/> PE	<input type="checkbox"/> English 2 Intensive <input type="checkbox"/> World History Intensive <input type="checkbox"/> Math Academy 2 (yearlong) or Integrated Math 2 (fall) and 3 (spring) <input type="checkbox"/> Chemistry or Physics (Honors or/and AP) <input type="checkbox"/> World Language 2 <input type="checkbox"/> P.E./ Elective	<input type="checkbox"/> American Lit Honors <input type="checkbox"/> AP U.S History <input type="checkbox"/> AP. Calculus AB or BC or Trig/Analytical Geometry(fall) Into to Cal (Spring) <input type="checkbox"/> Physics or Chemistry (AP or/and Honors) <input type="checkbox"/> World Language 3 <input type="checkbox"/> PE/ROP /Fine Art	<input type="checkbox"/> AP English Literature <input type="checkbox"/> Government/Economics <input type="checkbox"/> AP Statistics <input type="checkbox"/> Science (honor or AP , related to your major) <input type="checkbox"/> World language 4 <input type="checkbox"/> elective/ROP - (PE or Fine Art)

PENCIL IN YOUR FOUR-YEAR PLAN HERE
 Requirements for each year are already indicated

9th Grade

SEMESTER 1	SEMESTER 2	NOTES
English 1 Intensive	9 th grade Core	English 1 Intensive 9 th grade core (health P.E. 9 Biology or World Language Math
P.E. 9		

10th Grade

SEMESTER 1	SEMESTER 2	NOTES
English 2/ (Intensive)	World History/ (Intensive)	Recommended to take PSAT

11th Grade

SEMESTER 1	SEMESTER 2	NOTES
American Literature/ (Honors)	U.S. History/ (AP)	All Juniors will take PSAT Take SAT

12th Grade

SEMESTER 1	SEMESTER 2	NOTES
English/ (AP)	Amer. Govt./ Econ.	Take SAT by November Recommended to continue with Math & Science

230 units needed for High School Graduation

Freshman year checklist

- Take courses that will prepare you for college. Work with your teachers and counselor to get on a college-bound pathway (A-G classes). Being college ready is helpful whether you attend a 2 year college, a 4 year college or a trade school. It's about being educated!
- Attend your Academic Planning Workshop (student & parents)
- Take required classes to meet the UC/CSU's admission standards (A-G courses):
 - Appropriate level of math
 - English 1 Intensive
 - A Foreign Language and/or Biology
 - Visual and Performing Arts
- Stay organized (binders, assignments, test dates, etc.). Seek help from a counselor if this is a challenge.
- Prospective college athletics check NCAA website for more information regarding eligibility requirements (www.eligibilitycenter.org)
- Check attendance, grades and assignments on Infinite Campus. Listen to Daily Bulletin or check it on our website.
- Start exploring careers that may interest you. Take the Interest Profiler Assessment on California Career Zone(www.cacareerzone.org) (matches your interests to your strengths).
- Join clubs, choir, band, play sports and/or volunteer. These extracurricular activities are a good way to develop or expand your interests. Write down these activities. It will help you remember when you are a senior filling out college applications and scholarships forms.
- Earn good grades (A's and B's), attend class daily and stay on top of homework assignments. Ask a teacher for academic help if needed or attend Homework Club.

Sophomore year checklist

- Keep up good study habits and stay focused on your coursework.
- Continue along the CSU/UC A-G college path
 - Appropriate level of math
 - English 2 or English 2 Intensive
 - World History or World History Intensive
 - Chemistry or Chemistry Honors, AP Chemistry, Physics or AP Physics
 - Foreign Language
 - Organizational skills matter (binders, assignments, test dates, etc.).
- Prospective college athletics check NCAA website for more information regarding eligibility requirements (www.eligibilitycenter.org)
- Research Career & College Options (www.collegeboard.org-go to college plan and start Big Future)
- In addition to College Information Night at SCHS in October, attend college fairs such as College & Career Night at Cabrillo in the fall and WACAC College Fair in the spring.
- Consider taking a CTE class to explore a career pathway that interests you.
- March: you could register for the PSAT (Preliminary Scholastic Assessment Test), a practice exam for the SAT (Scholastic Assessment Test)
- Take part in enrichment programs and summer workshops at UC/CSU/Cabrillo campuses in subjects like music, science, engineering, writing, filmmaking, and others. Some information on these programs can be found in the counseling office or on our website.
- Join clubs, choir, band, play sports and/or volunteer. This is a good way to develop or expand your interests. Remember to write these activities down, as you will want to remember them when you are filling out applications for college and scholarships.
- Earn good grades (A's and B's), attend class daily and stay on top of homework assignments. Ask a teacher for academic help if needed or attend Homework Club.
- Start College exploration-Visit college campuses over the summer while on a family vacation (or start researching them online). Attend college rep visits in the counseling office.

Junior year checklist

- Attend college information programs, college reps visits and visit college campuses. Stay focused on your coursework. Continue with outside interests and/or community service.
- Review with your counselor the classes you need to take to be ready for college (UC/CSU/private)
 - Appropriate level of math
 - American Literature or American Literature Honors
 - U.S. History or AP U.S. History
 - Science
 - Foreign Language
- Prospective college athletics check NCAA website for more information regarding eligibility requirements (www.eligibilitycenter.org)
- Take **PSAT** in **October** (you may qualify for a National Merit Scholarship)
- In addition to College Information Night at SCHS in **October**, attend college fairs such as College & Career Night at Cabrillo in the fall and WACAC College Fair in the spring.
- The EAP (Early Assessment Program) is now offered through the **SBAC** in the spring, to determine if you are ready for college-level math and English language arts. (Cabrillo/CSU)
- Students taking AP (Advanced Placement) classes: register to take the AP exams in the spring. You could earn college credit for AP courses if you score well on the test(s).
- Register for the **SAT** (Scholastic Assessment Test-collegeboard.org) or the **ACT** (American College Testing-actstudent.org) a month before the exam. If you take the exam in the spring you will get the results in time to see if you need to retake it in the fall. Some UC/CSU campuses require you to take the SAT by November of your senior year. Take SAT Subject tests if needed for your particular major/college. Check all deadlines!
- Create a resume & personal statement (list all activities, nominations and awards)
- Gather information about colleges, financial aid, scholarships and careers for local job shadowing & internships.
- Start a list of colleges that you may be interested in attending. You can use the helpful websites below.

<http://www.collegeboard.org> (college match/Big Future)

<http://www.princetonreview.com>(college match)

www.universityofcalifornia.edu University of California (9 UC Universities)

www.csumentor.edu CA State (23 CSU Universities)

www.ccco.edu CA Community Colleges (approximately 112 junior/community colleges in CA)

www.aiccu.edu Private CA Colleges (approximately 75 private 4 year universities in CA)

www.eligibilitycenter.org (NCAA website for college sports eligibility)

www.ctcl.org *Colleges That Change Lives*

www.wiche.edu/wue (out-of state colleges that charge reduced tuition)

www.fairtest.org (list of colleges where SAT or ACT are not required)

www.fastweb.com (free scholarship search) www.fafsa.ed.gov (financial aid-look for FAFSA 4caster)

Senior year checklist

- Take English (B requirement) and other courses required for college admission. Advanced math courses such as Trigonometry, Intro to Calc or AP Stats are also recommended. Take more science and foreign language to keep up the rigor.
- Prospective college athletics check NCAA website for more information regarding eligibility requirements (www.eligibilitycenter.org)
- Visit colleges on your college list, or research online. Take notes on each college. Finalize list.
- Begin college essays and ask for letters of recommendation (teachers & counselors) for private colleges using the Common Application. Work on UC personal insight questions.
- Early September:** register for the October/November SAT (Scholastic Assessment Test) or ACT (American College Testing).
- October-November:** apply to the CSU (www.csumentor.edu). Deadline is Nov. 30th.
- October** CSS Profile-financial aid application for some private colleges, typically due with college app.
- November** apply to the UC (universityofcalifornia.edu) Deadline is Nov. 30th.
- Apply to private colleges. Use Common Application (www.commonapp.org). Watch deadlines.
- Apply for local scholarships or check out fastweb.com
- October 1st through March 2nd:** [Apply for financial aid \(www.FASFA.ed.gov\)](http://www.FASFA.ed.gov).
- Cabrillo FAFSA Workshop <https://www.cabrillo.edu/services/finaid/fafsaworkshops.html>
- February Community** College assessment & orientation.
- Pick up Cabrillo/Running Start handout.
- May** Community College Enrollment (know what an IGETC is)
- March through May:** Register for the CSU's placement exam, unless you are exempt (SBAC/EAP scores), which is required prior to enrollment in the CSU.
- Spring:** Students taking AP (Advanced Placement) classes should take the AP exams. You can earn college credit for AP courses if you score well on the test(s). Register early in the finance office.
- Check with a counselor for billiteracy seal application if you qualify**
- Remember to bring in an addressed, stamped envelope for final transcripts to counseling.**

CA COMMUNITY COLLEGE (TWO YEAR) and FOUR-YEAR COLLEGE/UNIVERSITY ADMISSION APPLICATION GUIDE

IF YOU ARE APPLYING TO A CALIFORNIA STATE UNIVERSITY (CSU):

- **Application filing period Oct 1st - Nov 30th at www.csumentor.edu**
- Begin by creating an account. Complete the application using your high School transcript.
- If you repeated a Course, CSU allows you to report only the best grade earned.
- If repeated class is in progress, you must list original course & grade received.
- CSU does NOT require or accept a letter of recommendation or a personal statement.
- Do not send an official transcript unless requested or required by a specific CSU campus.
- SAT/ACT: Deadlines to take the exams vary by campus/Oct-Dec. CSU will take the best reading and best math Scores from multiple sittings, so submit all scores, writing scores are not required for admission. Send official SAT/ACT test scores as soon as possible and no later than when you submit your application. SAT scores, www.collegeboard.org. For SAT scores, use Code 053297 to send to CSU Mentor/all campuses for one fee. ACT scores, www.act.org: Use ACT Scores Manager on the CSU Mentor website to submit ACT scores to all schools and pay one fee.
- After applying, each School will assign you a web portal. Check it often for updates/requests from the university.
- Admission is based on an eligibility index score: www.csumentor.edu/planning/highSchool/eligibilityindex.asp
- The Educational Opportunity Program (EOP) provides admission and Financial aid assistance to EOP – eligible undergraduate students. For more information and to apply- download the EOP application forms from: www.csumentor.edu/planning/eop

IF YOU ARE APPLYING TO A UNIVERSITY OF CALIFORNIA (UC):

- **Application filing period Nov. 1st-30th and is available now. www.universityofcalifornia.edu/apply**
- Complete the application using your high School transcript.
- **UC requires students report ALL A-G courses attempted and ALL A-G grades earned.**
- If you earned a D or F and repeated the course, report both classes and grades earned. UC will eliminate the lower grade.
- The personal insight questions required and your opportunity to tell about yourself-your ambitions, life experience, and inspirations. UC sees your personal insight questions "as an interview on paper".
- UC does NOT require or accept a letter of recommendation; unless otherwise informed by a specific UC campus.
- Do not send an official transcript unless requested or required by a specific UC campus.
- UC tips & tools: admission, universityofcalifornia.edu/counselors/files/apply-online-freshman-cal.pdf
- ACT with Writing or SAT Reasoning tests must be taken no later than December, Send official test scores no later than Dec but preferably when you submit your application. SAT scores www.collegeboard.org. ACT scores www.act.org. Send your official SAT scores to one UC campus you will apply to and UC will scores to all UC campuses.
- After applying, each school will assign you a web portal. Check it often for updates/requests from the university.

- The Educational Opportunity Program (EOP) provides assistance to first-generation college students, and/or from low-income and educationally disadvantaged backgrounds. To be considered for EOP you should indicate your interest when you complete the online application. Please refer to EOP by UC campus

IF YOU ARE APPLYING TO A COLLEGE/UNIVERSITY VIA THE COMMON APPLICATION:

- Application can be found at www.commonapp.org.
- Accepted by over 500 colleges/universities across the nation, but NOT by UC/CSU
- Admissions Cycle is open. Deadlines vary by College with most due by January. . Pay attention to deadlines!
- Be sure to complete your FERPA Agreement on the Common App.
- ***Instructions for the requesting letters of recommendations are on Counselor Letter of Recommendation Packet in the Counseling Office. Requests must be made at least 20 days in advance.***
- Essays, activities and letters of recommendation are required, and may also have college specific Supplements to the application that include one or more additional essay or short answer prompts. Read instructions carefully.
- You must request your official transcript be sent to each school you are applying to.
- Send your official SAT/ACT Scores directly to each College via College Board and/or ACT before or no later than the application deadline.

IF YOU ARE APPLYING TO PRIVATE NON-CSU, NON-UC OR NON-COMMON APP SCHOOL:

- **Application deadlines vary, check each college website.**
- SAT, ACT and AP test scores: most schools require official scores to be sent by application deadline, e Official transcript: most schools require this by application deadline.
- Essays, secondary school reports and letters of recommendation may be required. o Read admission requirements carefully.

***TRANSCRIPT: Any student attending a 4 year college should turn in a final transcript envelope to Counseling before the last day of school, or the final transcript will not be mailed. The envelope must be correctly addressed and stamped. See the example on the counseling bulletin board, in case you are not sure how to address an envelope.**

IF YOU ARE APPLING TO A CALIFORNIA COMMUNITY COLLEGE (i.e. Cabrillo):

- Before applying to a CA Community College(CCC) you must first have an OpenCCC account.
- The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges. OpenCCC is a service of the California Community Colleges Chancellors Office. The information in your account is kept private and secure.
- You can apply for admission by filling out your information online.
- The application period for Fall admission is October 1.
- Extended Opportunity Program and Services (EOPS) offers a variety of support programs and services to eligible community college student. Please refer to the CA community College campus website for more information on qualifications, services and the application process.