

Miscellaneous Credits

Computer Applications (Requirement: 0.5 credits)

Electives (Requirement: 5.5 credits)

Electives are not limited to the list below, they can be any class listed in the Course Description Guide.

Class	Credit	Graduation Requirement	Grades
Aides/Assistants			
Attendance Aide	1	Elective	12th
Counselor Aide	1	Elective	12th
High School Office Aide	1	Elective	12th
Library Assistant	1	Elective	12th
Middle School Office Aide	1	Elective	12th
Teacher Aide	1	Elective	12th
Therapist Aide	1	Elective	12th
Foreign Language			
Spanish 1	1	Elective	9th-12th
Spanish 2	1	Elective	10th-12th
Spanish 3 and 4	1	Elective	11th-12th
Miscellaneous Classes			
Computer Applications	0.5	Computer Applications	9th
Yearbook	1	Elective/Fine, Visual, Performing Art	9th-12th
Leadership	1	Elective	10th-12th
Special Education			
Academic Support Tiered	0.5	Instructor Approved	9th-12th
Transition Readiness Services	0.5	Oc. Ed.	9th-12th
Tiered Levels of English	0.5	English	9th-12th
Tiered Levels of Math	0.5	Math	9th-12th



Updated: 3/17/2009

Aides/Assistants

AIDES

Attendance Aide

Credit: 0.50 **Duration:** One Semester
Teacher Approval: Yes
Available for Grades: 11 and 12
Meets Graduation Requirement for: Elective

Description: Aides are required to pick up attendance from all classrooms, file student notes, take messages to students, answer telephone, locate students—using schedule forms, maintain confidentiality of any business in the attendance office.

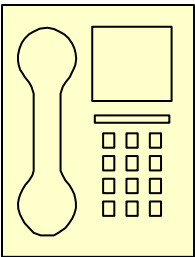
Counselor Aide

Credit: 0.50 **Duration:** One Semester
Teacher Approval: Yes
Available for Grades: 11 and 12
Meets Graduation Requirement for: Elective

Description: Aides must summon students for the counselors, introduce new students to their teachers, show new students their classrooms and help them become familiar with the building. Aides will also be expected to do miscellaneous tasks as requested and maintain complete confidentiality.

High School Office Aide

Credit: 0.50 **Duration:** One Semester
Teacher Approval: Yes
Available for Grades: 11 and 12
Meets Graduation Requirement for: Elective



Description: The students will learn skills such as answering and proper usage of the phone system, greeting the public, typing, filing, learning skills on the use of the copy machine, delivering messages to students and teachers. They will conduct tasks such as putting mail and bulletins in mail boxes, bulk mailings, and general office duties.

Teacher Aide

Credit: 0.50 **Duration:** One Semester
Teacher Approval: Yes
Available for Grades: 11 and 12
Meets Graduation Requirement for: Elective

Description: Various tasks as needed by specific teacher.

Library Assistant

Credit: 0.50 **Duration:** One Semester
Teacher Approval: Yes
Available for Grades: 9, 10, 11 and 12
Meets Graduation Requirement for: Elective

Description: Library assistants assist in all phases of LRC routines such as circulation, shelving, filing, typing, computer work, processing new materials, locating materials for patrons, dispensing and collecting of audio visual equipment, video taping operations, computer operations which may include daily checkout, CD ROMS, making bulletin boards, mending of books and magazines, and other resource center tasks that may be done. Students will receive a letter grade rather than a "P".



Middle School Office Aide

Credit: 0.50 **Duration:** One Semester
Available for Grades: 11 and 12
Meets Graduation Requirement for: Elective

Description: File, run errands, collect attendance, update reader board, answer phone, run the copy machine, summon students, and other office tasks as required. Complete confidentiality is required.



Therapist Aide

Credit: 0.50 **Duration:** One Semester
Teacher Approval: Yes
Available for Grades: 9, 10, 11 and 12
Meets Graduation Requirement for: Elective

Description: The student will be responsible for assisting fellow students with physical, communication, nutritional, and academic programming as directed by the teacher.

Foreign Language

Department Requirements

Foreign language classes at Elma High School are intended to prepare students to ultimately attend a four-year college, where two years of study of the same foreign language are routinely required for admission. Students will not only learn the target language, but will develop study skills that will aid them at the college level (even if they never take a college foreign language course).

Learning a foreign language is somewhat like building a house--if the foundation and framing are not sturdy, the house will collapse from the sheer weight of the floors, walls, roof, and furnishings. For this reason, the first semester of foreign language study is especially important. During this time, students will learn the basic foundation and framework of the language, to which they will later add more specialized and more difficult vocabulary and grammatical structures. They will also be exposed to a wide variety of ways to study and practice their language skills, so that they may find the learning style that works best for them.



Elma High School Foreign Language Department requires students to maintain a "daily average" of 70% in order to advance to the second semester of instruction. Students who participate in class, study for quizzes and tests, and turn in homework when it is due normally have no trouble maintaining a 70% average. The "daily average" comprises 80% of the semester grade. The semester final exam is the other 20%. Students must score a minimum of 70% correct on the final exam in order to advance to the next semester. This insures that they have the basic foundation on which to add more difficult material. Students who cannot meet the requirements to advance will receive .5 elective credit for the semester if they achieve an overall D (at least 60%). These students may apply to retake the course the following year, and if then successful, advance to second semester.

Spanish 1

Credit: 1.00 **Duration:** One Year

Available for Grades: 9, 10, 11, and 12

Prerequisite: 9th grade students must have a grade of "B" or better in 8th grade English class. 10th, 11th, and 12th grade students must have a C+ or better in their most recently completed English class.

Meets Graduation Requirement for: Elective

Description: The student should bring a willingness and ability to memorize and an active awareness of English language structure. Students are expected to attend class faithfully and to participate in all class activities actively. Spanish vocabulary, pronunciation, and grammar are approached through a variety of methods and learning styles. Grammar structures for Level 1 include the concepts of gender, number, adjective agreement, adjective position, verb forms in the present, indirect and direct object pronouns, and an introduction to past tense verb forms. Students are expected to be responsible for their own learning to the extent that they complete homework assignments on time and study for quizzes and tests.

Spanish 2

Credit: 1.00 **Duration:** One Year

Available for Grades: 10, 11, and 12

Prerequisite: Pass Spanish 1 Final exam with minimum 70% correct and finish the second semester of Spanish 1 with a daily average of 70% (see Department Requirements).

Meets Graduation Requirements for: Elective

Description: Spanish 2 builds upon the foundation learned in Spanish 1. All procedures and methods used in Level 1 are continued in Level 2. After a review of Spanish 1 material, new vocabulary and grammatical forms are covered including the future, imperfect, present perfect, past perfect, conditional and imperative verb tenses. At the end of the first semester, students must pass the semester final with at least 70% correct and maintain a daily average of 70% to qualify for the second semester.

Spanish 3 and 4

(Independent Study)

Credit: 1.00 **Duration:** One Year

Available for Grades: 11 and 12

Prerequisite: Pass Spanish 2/3 and instructor approval

Meets Graduation Requirements for: Elective

Description: Offered to those students wishing to continue their study of Spanish. Emphasizes achieving fluency in reading, writing, speaking and listening in preparation for college-level study and/or a career involving Spanish ability. Students must display the ability to be self-motivated and disciplined, with an excellent work ethic.

Miscellaneous Credits

Computer Applications

Credit: 0.50 **Duration:** One Semester
Available for Grades: 9th
Meets Graduation Requirement For:
 Computer Applications

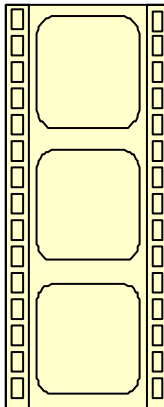
Description: This course is designed to introduce and expand computer literacy in general and give the students further hands-on experience with the most common computer applications software such as word processing, spreadsheet, database, and presentation.



Students will also learn about, explore, and use the Internet safely. Students will show proficiency by completing “real world” projects utilizing all learned applications. These projects are in alignment with other school-wide class projects during their time in school. In addition to the mentioned applications, students will also be given an opportunity to explore other educational software. This class is a prerequisite for upper level computer and technology classes.

Yearbook

Credit: 1.00 **Duration:** One Year
Available for Grades: 9, 10, 11 and 12
Teacher Approval: Must Apply with Teacher
Prerequisite: Computer, typing, art and/or photography; teacher approval
Meets Graduation Requirements for: Fine, Visual and Performing Arts (with instructor permission) or Elective



Description: Yearbook is designed to teach students the fundamentals of layout design, computer production, clear copy writing, and the essentials of putting every element together to create a finished product. Students will be expected to work weekends and after school to meet deadline requirements. All students are required to spend a minimum of eight hours outside of class working on yearbook related activities, attend conferences, and come in before or after school for management meetings. Students

should approach the course with enthusiasm and dedication. It is necessary for students to apply for admittance to this class.

Leadership

Credit: 1.00 **Duration:** One Year
Available for Grades: 10th-12th
 By Instructor Approval
Meets Graduation Requirement For:
 Elective

Description: Leadership is a year long class designed to hone students' leadership skills and make them an asset to Elma High School's student body and the greater Elma community. Students will have the chance to volunteer, participate in Food Bowl and Homecoming, run assemblies and charity events, advertise, create and maintain new programs, educate peers as well as younger students, participate in the Buddy program at Elma Elementary School, and make a positive impact on the climate of Elma High School.

Special Education

Academic Support Tiered

Credit Value: 0.50 per Semester

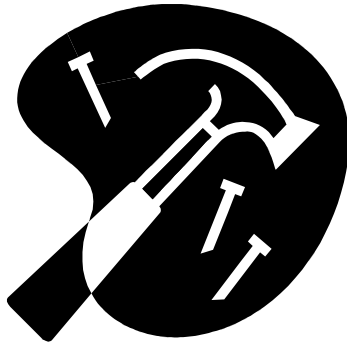
Duration: One Semester/One Year

Available for Grades: 9, 10, 11 and 12

Prerequisite: Special Education eligibility, permission from instructor

Meets Graduation Requirement for: Depends on instruction received.

Description: Specialized instruction will be provided for goals and objectives as stated in individual education plans. Students will receive assistance in developing organizational, study skills and life skills which will promote success in all subject areas. Credit can be made available in any of several academic areas of instruction as needed. The grade is based on being prepared for class, using time appropriately, class assignments, tests, quizzes, group participation, and participation in class discussions.



Transition Readiness Services

Credit Value: 0.50 per semester

Duration: One semester/One year

Available for Grades: 9, 10, 11, 12

Prerequisite: Special Education eligibility, permission from instructor

Meets Graduation Requirement

For: Occupational Education

Description: Students in Transition/Readiness class will prepare for the world of work through community placements based on individual interest and skill level. Can be used as a pull-out service

Tiered Levels of English

Credit Value: 0.50 per semester

Duration: One semester/One year

Available for Grades: 9, 10, 11, 12

Prerequisite: Special Education eligibility, permission from instructor

Meets Graduation Requirement For: English

Description: Consists of:

- Lifeskills English
- Exploratory English
- Basic English
- Transition English

Includes specially designed instruction in skills and concepts necessary for progression through the English sequence.



Tiered Levels of Math

Credit Value: .50 per semester

Duration: One semester/One year

Available for Grades: 9, 10, 11, 12

Prerequisite: Special Education eligibility, permission from instructor

Meets Graduation Requirement For: Math

Description: Consists of:

- Lifeskills Math
- Exploratory Math
- Basic Math
- Transition

Includes specially designed instruction in skills and concepts necessary for progression through the Math sequence.

$$2 \times 10 = 20$$