

2012-2013 High School Pre-Registration Handbook

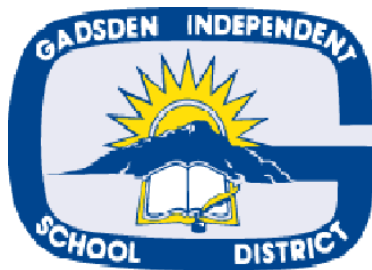


Chaparral High School
Gadsden High School
Santa Teresa High School
Desert Pride Academy

Gadsden Independent School District
School Board

DRAFT

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Superintendent
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(505) 882-6200



GADSDEN INDEPENDENT SCHOOL DISTRICT PRE-REGISTRATION INFORMATION

Dear Parents,

We encourage you to review this handbook, along with A Guide to Career Clusters and Pathways and course descriptions with your son/daughter concerning the requirements and course offerings. And then assist your child in developing a schedule for next year.

Students who plan to enroll in the Gadsden Independent School District should check this handbook carefully before completing the pre-registration worksheet. This handbook contains information concerning registration, graduation requirements and A Guide to Career Clusters and Pathways which contains descriptions of each course and pathway taught in the high schools. Information regarding college requirements, college tests, financial aid, scholarships, and career objective plans may be acquired from your counselor.

Students should be very careful in their selection of courses. Choice of courses at this time will determine the master schedule to be devised for the next school year. Requests will determine what courses will be offered and the number of class sections for each course. Careful course selection helps the student obtain the courses wanted.

Parents are encouraged to use this pre-registration handbook and the Guide, to discuss and assist your child in the selection of courses. Your involvement in this process of course selection will greatly aid your child in making appropriate choices for their academic program toward graduation. Please feel free to call the school if you desire further information.

Sincerely,

Efren Yturralde,
Superintendent

Planning Your Future: Career Pathways

This guidebook is designed to help you select courses during your high school years that will support your future education and employment plans. The majority of employment opportunities that provide people with a “living wage” require specific skills and education beyond high school. Determining which direction to go is not always easy and at the end of your 12th grade year you will have lots of options. A way to look at this process is to imagine a highway system. Presently, the road has been pre-planned for you and you have had very little choice in what route you take to complete this first leg of the journey. You begin school in kindergarten and then you complete at 12th grade. After graduation, the road branches off in many directions. Consider them on-ramps to a new horizon of opportunity. There is a road leading to a 4-year university, another to the military or to a Community College. Once you leave high school, there are plenty of options and you may find that you get on and off the “educational on-ramp” at many times in your life.

Another choice that you may make many times in your life is deciding what you want to do with your life in terms of your career. The world of work is divided into broad categories called clusters, such as Education and Training or Human Services. With each cluster there are pathways or different categories that employ people in different occupations. For example, in Education and Training there are three pathways: Administration and Administrative Support, Professional Support Services, and Teaching/Training. Within the Teaching/Training pathway there are careers such as elementary teachers, coaches, and childcare workers. This guide contains information about all clusters and which courses are offered at one or more of the high schools that you can take to start working towards your future occupation. Some even offer the opportunity to earn credentials while you are still in high school that can help you get a job when you graduate. Other clusters have pathways that connect you to the Dona Ana Branch Community College while you are still in high school and allow you to get an early start on the advanced education you will need for your career choice.

TESTING INFORMATION

The following information is offered as a guide to assist parents and students. It is recommended that all students take advantage of these tests when they are offered.

- PSAT:** A preview test to the SAT that is available to all sophomores and juniors; National Merit Scholarship Qualifying Test when taken as a junior
- ACT:** A college admission test accepted by all universities; preferred by most New Mexico Universities.
- SAT:** A college admission test accepted by all universities, preferred by exclusive schools and by Texas schools

Test dates are available in the Counseling Center and in English classes. Depending on the school, ACT or SAT scores are required for college admission.

- Interest Inventories:** Assessment tools available to help students determine career interests
- ASVAB:** A military aptitude test available to all grades; on a volunteer basis
- ACT/Compass:** An entrance exam for the Dona Ana Community College and for qualification for courses articulated with DACC.

Testing Calendar

- PSAT:** October
- HSTW:** January-February (Grade 12)
- ACCESS:** Spring (ELL students only)
- Compass:** See counselor for information
- NMSBA:** Spring (Grade 11)
- SAT:** See counselor for information
- ACT:** See counselor for information
- ASVAB:** See counselor for information

POLICIES FOR TRANSFERRING CREDITS FROM FOREIGN COUNTRIES AND OTHER SCHOOL DISTRICTS

- 1) Students transferring from Mexico (or countries with similar grading systems) should present their transcript to the counselors to be evaluated as follows:
 - a. Only Grade 3 of *secundaria* (U.S. Grade 9) should be reviewed along with grades 1, 2, & 3 of *preparatoria* (U.S. Grades 10, 11, 12). Only those courses for which the student has earned an A, B, C or D (A = 95, B = 85, C = 75, D = 65, unless percentage grades are on transcript) will be counted for credit. A student may only transfer up to eight (8) credits, some of which may be electives.
 - b. The students may transfer half-credits if earned under a semester system.
 - c. Grade conversion: Numerical grades based on a scale of 10 are converted into percentages/letter grades as follows:

9 -10 = 90 - 100 = A	(Numerical grades with decimals are not to be rounded off. A 7.9 is still 79, which equals a C)
8 = 80 = B	
7 = 70 = C	
6 = 60 = D	
0-5 = 50 = F	

(No Credit Allowed)

- 2) Student enrolling with transcripts from countries with dissimilar systems will be evaluated on an individual basis.
- 3) Foreign exchange students may only be classified as 11th grade students and are not eligible to graduate from Gadsden Independent School District.
- 4) Persons who have successfully completed the equivalent of U.S. high school in their country of origin are NOT eligible to matriculate in high school in New Mexico.
- 5) **Transfer students' transcripts will be reviewed on a case by case basis.**

PROCEDURAL REQUIREMENT FOR TRANSLATING ALPHA GRADE TO NUMERICAL SCALE

- A = 95
- B = 85
- C = 75
- D = 65
- F = 55

CLASSIFICATION AT THE BEGINNING OF THE YEAR

- Freshman: 0 – 3 credits
- Sophomore: minimum of 4 credits to include English, Math, Science, Social Studies
- Juniors: minimum of 10 credits and SBA readiness requirements (see pg. 6)
- Seniors: minimum of 18 credits
- Seniors need 26 credits to graduate
- All students meeting criteria will be reclassified (see pg. 6)
- Students who transfer as seniors to Gadsden Independent School District from a traditional six-period or seven-period day will be required to complete the minimum state requirement of 24 credits.

GRADUATION CREDIT AND HOME SCHOOLING

New Mexico Statutes require any person operating or intending to operate a home school to notify the Secretary of Education of the establishment of a home school within thirty (30) days of its establishment and to notify the Secretary of Education on or before April 1st prior to each subsequent year of operation. Graduation credit will only be given to home school students upon the receipt of a transcript from an accredited online and/or correspondence school, as required by Public Education Department regulations.

CREDIT FOR HIGH SCHOOL COURSES AT THE MIDDLE SCHOOL

At the present time, Gadsden ISD offers the following courses that students can take at the Middle School level that will earn them High School graduation credit. Those courses are:

- English 1 (1.0 credit)
- Algebra 1 (1.0 credit)
- Geometry (1.0 credit)
Pilot STMS
- General Computer Applications (1.0 credit)
- Spanish 1 (1.0 credit)
- Spanish 2 (1.0 credit)
- PREPS (maximum of 3.0 credits)
- New Mexico History (1.0 credit) 7th grade

***In order to receive high school credit, teacher must have a secondary certification in content area.**

Qualifying Steps for Placement into Various Courses

To be eligible for placement into English 1, Algebra 1, and Geometry (STMS) students must meet the following eligibility criteria:

- Step 1: Students qualify automatically if their performance on the New Mexico Standards-based Assessment (NMSBA) receives a rating of Advanced in Language Arts and/or Mathematics.
- Step 2: Students whose performance on the New Mexico Standards-based Assessment (NMSBA) receives a rating of proficient in Language Arts and/or Mathematics may still be considered. If the student is referred to the Student Assistance Team (SAT) for placement, the committee will consider the student's grades, teacher recommendation and any other previous standardized tests. These students will qualify on the recommendation of the SAT after considering this information. If the student still does not qualify, the end of the book test in Pre-Algebra or a Language Arts Department test may be added to the student's profile and the SAT may reconsider approval of the placement.

Credit for High School Classes will be awarded as follows:

1. In order to receive High School credit, the student must pass with a 60% or above in Algebra 1, English 1, Geometry (STMS), Spanish 1, Spanish 2, New Mexico History (7th Grade) or General Computer Applications.
2. In order to receive high school credit teacher must have a secondary certification in content area.
3. A common assessment mid-term and a common assessment end of course exam will be administered for all high school credit courses.
4. End of course exams will be kept for 5 years at middle school/or until cohort graduates.

STUDENTS MAY NOT TAKE THESE COURSES AGAIN AT THE HIGH SCHOOL IF THEY HAVE ALREADY PASSED THEM AT THE MIDDLE SCHOOL LEVEL (As per 6.30.2 NMAC- "A student cannot take the same course twice for credit.")

Notice of Credit for these courses will be transmitted by an official list of student names and final grades from the middle school and sent to the corresponding High School Principal and Counseling Department no later than June 1st. Final grades for high school credit classes will be transcribed, by the middle school data clerk, on students transcript prior to rollover to high school.

SBA READINESS

Being proficient on the 11th grade NMSBA is a state requirement for graduation. To be prepared to pass the assessment, students will need to be enrolled in the following courses or course equivalent their third year in high school.

- 3rd year of English
- 3rd year of Math
- 3rd year of Science
- 3rd year of Social Studies
- Transfer students' transcripts will be reviewed on a case by case basis.
- If needed, students will be reclassified at the end of the 1st semester for high schools that offer semester classes.

Special Education

Awarding of a high school diploma or certificate of completion to students in a special education program shall be in accordance with Educational Standards for New Mexico Public Schools, effective July 1988.

Gifted Services

Gifted education in New Mexico is under the umbrella of Special Education. A gifted child in this state is defined as a school-age person whose intellectual ability paired with subject matter aptitude/achievement, creativity/divergent thinking, or problem solving/critical thinking is so outstanding that a properly constituted Individual Education Plan (IEP) team decides that special education services are required to meet the child's educational needs. Gifted services may include, but are not limited to, cluster grouping in regular classrooms, cluster scheduling for core courses, seminars, and summer institutes. Acceleration and enrichment are other ways to meet the differentiated needs of gifted students. For information on the procedures for identifying and evaluating students for gifted services, please contact the Director of Special Education at (575) 882-6221.

Regular Education

The Gadsden Independent School District specifies graduation requirements for all students. These requirements meet and in some instances exceed the requirements specified in the New Mexico Standards for Excellence.

Students entering high school in Fall 2008-2009 (Class of 2012): must successfully complete the following core requirements:

1. Four (4) credits in English
 - a. English 1 - 1 credit
 - b. English 2 - 1 credit
 - c. English 3 - 1 credit
 - d. English 4 - 1 credit.
 2. Three (3) credits in Mathematics, at least one of which is equivalent to Algebra 2 or higher
 - a. Algebra 1
 - b. Geometry
 - c. Algebra 2
 3. Three (3) credits in Science, (2) of which must have a laboratory component
 - a. Integrated Science 1
 - b. Integrated Science 2
 - c. Integrated Biology 3 or Integrated Physics 3 or Integrated Chemistry 3
 4. Four (4) credits in Social Sciences
 - a. U.S. Governments/Economics - 1 credit
 - b. United States History/Geography 1 credit
 - c. World History/Geography - 1 credit
 - d. New Mexico History and Geography 1 credit
 5. One (1) credit in Physical Education/ROTC
 6. One (1) credit in Communication Skills/a third level of modern language/a **Career** Pathway class
 7. Two (2) credits in Modern Language
- Note: College bound students are recommended to take two years of the same modern language**
8. **Eight (8) Electives** all high school students are required to complete eight (8) electives for a total of twenty-six (26) credits.

Students entering high school starting in Fall 2009-2010 (Class of 2013 and thereafter): must successfully complete the following requirements:

1. Four (4) credits in English
 - a. English 1 – 1 credit
 - b. English 2 – 1 credit
 - c. English 3 – 1 credit
 - d. English 4 – 1 credit
2. Four (4) credits in Mathematics, at least one of which is equivalent to Algebra 2 or higher
 - a. Algebra 1
 - b. Geometry
 - c. Algebra 2
 - d. Financial Literacy/Trig/Calculus/Stats
3. Three (3) credits in Science, (2) of which must have a laboratory component
 - a. Integrated Science 1
 - b. Integrated Science 2
 - c. Integrated Science 3: Biology/Physics/ Chemistry
4. Four (4) credits in Social Sciences
 - a. U.S. Governments/Economics - 1 credit
 - b. United States History/Geography - 1 credit
 - c. World History/Geography – 1 credit
 - d. New Mexico History and Geography – 1 credit
5. One (1) credit in Physical Education/ROTC
6. One (1) credit in a Career Cluster/Workplace Readiness or a third credit in a language other than English.
7. Two (2) credits in Modern Language
8. Seven (7) Electives
9. One of the above credits must include; Advanced College Placement course/Pre-AP/ Honors Course/Dual Credit course offered by a College/Distance Learning course.

Students entering high school starting in Fall 2013-2014 (Class of 2017 and thereafter) will require (1 unit) Health Education. Therefore requiring them to complete six (6) electives for a total of twenty-six (26) credits.

For students enrolling or re-enrolling in the Gadsden Independent School District:

1. Credits shall be transferable with no loss of value between schools that are accredited.
2. Students transferring from a home school or private school to the district shall be placed at the grade level appropriate to the age of the student, or to the student's score on an achievement test administered according to the statewide or district testing programs.
3. Credits earned through correspondence or extension study may be accepted if such credits are from schools approved or accredited by the National Home Study Counsel, the State Board of Education, of the state in which they are located, or by a college or university which is regionally accredited for such purposes.
4. A final examination shall be administered to all students in all courses offered for credit.
5. A student cannot take the same course twice for credit.
6. Dual enrollment credit, both academic and vocational, may be earned simultaneously from both the public school district and the post-secondary institution(s). Dual enrollment requires an agreement between the two entities.
7. Students graduating (Classes of 2010 and 2011) shall receive a high school diploma if he/she has passed a state competency examination (NMHSCE) in the subject areas of language arts, writing, reading, mathematics, science, and social studies.
8. Students entering high school starting in Fall 2009-2010 (Class of 2013 and thereafter) will have to pass the New Mexico Standard-Based Assessment examination, or provide Alternate Demonstration of Competency (ADC) using standards-based indicators to receive a high school diploma.
9. If a student exits from the school system at the end of grade twelve without having passed a state competency examination (Graduating Classes 2010-2011) or New Mexico Standard Based Assessment (Graduating Class of 2013) or without having provided Alternate Demonstration of Competency (ADC) using standards-based indicators, he/she shall receive a certificate of completion indicating the number of credits earned and the grade completed. If within five years after a student exits from the school system he/she takes and passes the state graduation examination, or provides Alternate Demonstration of Competency (ADC) using standards-based indicators he/she may receive a high school diploma.
10. While enrolled in middle school, students who qualify may take designated courses offered at the High School level for credit and used to meet graduation requirements.
11. In order to participate in graduation ceremonies starting with the graduating classes 2010-2011, students must have satisfactorily completed the required twenty-six (26) credits and passed all six (6) areas of the New Mexico High School Competency Exam. Starting with the graduating class of 2013, in order to participate in the graduating ceremonies, students must have satisfactorily completed 26 credits and passed the New Mexico Standard Based- Assessment, or provide Alternate Demonstration of Competency (ADC) using standards-based indicators.
12. All High Schools will identify and recognize the top 10% of the graduation class as part of the graduation ceremony.

Next-step plans

The New Mexico State Education Law (HB 305) requires that every New Mexico high school student must complete a four-year plan/ "Next Step Plan". This plan begins at the end of the eighth grade as students are registering for the ninth grade. The plan lays out the courses that the student plans to take over the next four years to reach graduation requirements and college entrance requirements, if applicable.

The mandated process for completing this form includes the involvement of: the student, the student's parents or guardian, and the school counselor or other school official charged with coursework planning. In the Next Step Plan, a student describes his/her goals related to long-term career, academic, extra-curricular, post-secondary and personal/social interest. For students with individualized education programs (IEPs), the transition plan substitutes for the next-step plan.

Special Education

For students with disabilities, the Individualized Educational Program (IEP) team is responsible for determining whether a student with disabilities has completed a planned program of study making him/her eligible to receive a diploma. Graduation plans must be part of all IEP's beginning with the 8th grade IEP. Upon completion of a planned program of study the student will be awarded a diploma or a New Mexico diploma of excellence, after July 1, 2010. A student may be awarded a diploma using any of the following programs of study:

Graduation Options for Students with Disabilities (IDEA)

A graduation option is a planned program of study (courses, IEP goals, objectives and benchmarks) designed to address the needs of individual students. The IEP team plays a key role in the IEP graduation process. The IEP team should consist of the student, parent, special educator, regular educator, vocational educator, building administrator or designee, transition specialist, related service provider(s), evaluation and/or diagnostic specialist, adult service provider(s), and others per the parent's request. The IEP team determines the most appropriate graduation option based upon student needs and wishes and impact of the disability. The IEP team must document the rationale for the selected program of study in the IEP, and review and update goals and objectives at least annually. The IEP team also has the responsibility of verifying that the student achieved all program goals and objectives leading to graduation and receipt of a high school diploma. The initial transition and graduation planning process begins at the 8th grade IEP meeting **or at the first IEP meeting after the student turns 14, whichever comes first**. The IEP team assists the student to define his or her course of study and develop the four-year plan. Students receiving special education services are able to earn their high school diploma by following one of three programs of study.

1. **Standard Graduation Option** - means a program of study based upon meeting or exceeding all requirements for graduation as identified in the New Mexico Statutes and Rules, with or without reasonable accommodations. In addition, a student must participate in the Statewide College and Workplace Readiness Assessment System and pass all sections of the current state graduation examination(s) administered under standard administration or with state approved accommodations and meet all other standard graduation requirements established by the district. The IEP team selects required courses and electives based on the student's post-secondary goals, strengths, interests, and needs. If the IEP team chooses a graduation option other than the standard, the IEP team must provide documentation for selecting an alternative graduation option.
2. **Career Readiness Graduation Option** - means an alternative program of study meant to develop the student's career interest as it relates to the career clusters. The student's program of study must address the New Mexico Public Education Department's (NMPED) content standards with benchmarks and performance standards. The student must achieve competency in all areas of the NMPED employability and career development standards with benchmarks and performance standards as defined in the IEP, with or without reasonable accommodations. In addition, a student must participate in the Statewide College and Workplace Readiness Assessment System and take the current state graduation examination(s) under standard administration or with state-approved accommodations and achieve a level proficiency determined by the IEP team. The student must earn at least the minimum number of credits required by the district for graduation through standard or alternative courses. The IEP team determines the course of study the student will complete. The course of study and the student's IEP goals must be designed to assist the student in achieving competency in all areas of the NMPED employability and career development standards with benchmarks and performance standards. The course work shall include a minimum of four units of career development opportunities and learning experiences. The experiences may include career readiness and vocational course work, work experience, community-based instruction, student service learning, job shadowing, mentoring or entrepreneurships related to the student's occupational choices. The career readiness graduation option takes into account the individual student's strengths, interest, career preference, and needs and allows for the substitution of classes as appropriate. The IEP team uses the IEP to document mastery of those standards and benchmarks.

3. **Ability Graduation Option** - means an alternative program of study based upon meeting or surpassing IEP goals and objectives, with or without reasonable modification of delivery and assessment methods, referencing skill attainment at a student's ability level, which may lead to meaningful employment. The IEP team designs the ability program of study to meet the student's needs with IEP goals, objectives, and benchmarks developed to provide the most appropriate program for the student. The IEP goals and functional curriculum course work must be based on the State Standards with Benchmarks and Performance Standard or the State Expanded Grade Band Expectations. Typically, IEP teams develop the ability program of study for students with severe cognitive and/or physical disabilities or students with severe mental health challenges. The ability program of study varies from the standard high school graduation requirements. Students on the ability program of study must participate in the Statewide College and Workplace Readiness Assessment System and take the current state graduation examination(s) or the State's Alternate Assessment and achieve a level of proficiency determined by the IEP team. The IEP team must individualize the ability program of study for each student's needs.

Once the IEP team has identified a graduation option and developed an appropriate IEP, the team is required to assess and document student progress and to update goals, objectives, and benchmarks annually or as needed. The alternative graduation options may depart from the standard program of study only as far as necessary to meet the student's needs as determined by the IEP team. IEP teams cannot change a senior's option after the 20th school day of the final year of high school except in situations where seniors experience unusual medical emergencies. Waivers for special exceptions after the 20th school day must be sent to the PED for approval.

Successful completion of a selected graduation option earns the student a high school diploma and the right to participate equally in all graduation activities. The receipt of a regular high school diploma with the standard option terminates access to special education services. In accordance with 34 CFR § 300.102(a)(3)(iv) the term regular high school diploma does not include alternative degrees that do not align with the State's academic standards, such as a certificate or general educational development credential (GED), and the receipt of such alternative degrees may not end the student's right to a Free Appropriate Public Education (FAPE).

Conditional Certificate of Transition

IEP teams may use a conditional certificate of transition in the form of a continuing **or** transition IEP when a student has completed the high school portion of his or her education, and is on track for graduation, but the student still has transition or academic needs that must be addressed by school staff and adult service providers. In these instances, a student may receive a conditional certificate of transition that allows him or her to participate in graduation activities and continue toward obtaining the high school diploma based on a plan to implement transition services. The certificate is not a graduation option for students with disabilities. A certificate of any type *does not end a student's right to a free appropriate public education (FAPE).* The certificate with follow-up plan of action allows for assistance with accessing adult services, seeking and maintaining employment, or pursuing post secondary training with assistance. The follow-up plan of action must be in the form of a continuing or transition IEP and it must identify responsibilities of the student, parents, and the school to ensure the student receives a diploma. The student receives the diploma upon successful completion of the updated and continuing IEP goals and transition outcomes.

The IEP team is responsible for determining whether the student has completed a planned program of study based on the student's strengths, interests, preferences, identified educational and functional needs and long-term educational or occupational goals, making the student eligible to receive either a diploma or a conditional certificate of transition. The district shall provide each student, who has an IEP and who graduates or reaches the maximum age for special education services, a summary of the student's academic achievement and functional needs and long-term educational; or occupational goals, making the student eligible to receive either a diploma or conditional certificate of transition. The district shall provide each student, who has an IEP and who graduates or reach maximum age for special education services, a summary the student's academic achievement and functional performance (SOP), which shall include recommendations on how to assist the student in meeting post-secondary goals.

A student who receives special education services may be granted a conditional certificate of transition in the form of a continuing or transition IEP when:

1. The IEP team provides sufficient documentation and justification that the issuance of a conditional certificate of transition for an individual student is warranted;
2. Prior to the student's projected graduation date, the IEP team provides prior written notice stating that the student will receive a conditional certificate of transition;
3. The district ensures that a conditional certificate of transition is not a program of study and does not end the student's right to FAPE;
4. The district ensures that a conditional certificate of transition entitles a student who has attended four years or more of high school to participate in graduation activities, and requires that the student continue receiving special education supports and services needed to obtain the high school diploma;

5. The district ensures that, prior to receiving a conditional certificate of transition, the student has a continuing (C) or transition (T) IEP;
6. The student's continuing or transition IEP outlines measures, resources and specific responsibilities for both the student and the district to ensure that the student receives a diploma.

A student who does not return to complete the program of study as outlined in the continuing or transition IEP will be considered as a dropout. A student who receives a conditional certificate of transition is eligible to continue receiving special education services until receipt of a diploma or until the end of the academic year in which the student becomes 22 years of age.

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1. Code of Federal Regulation 34 (34. CFR) Part 300
 2. New Mexico Statutes 1978 annotated Chapters 22 and 22a 1998 replacement Chapter 22 article 2 - 8.3
 3. New Mexico Statutes 1978 annotated Chapters 22 and 22a 1998 replacement Chapter 22 article 2 -8.4 Section D
 4. New Mexico Standards for Excellence 6 NMAC 6.30.2.10 Section 9 parts A & B, H & I
 5. New Mexico State Regulations 90-2 Amendment 2
 6. New Mexico State Regulations 90-2 Amendment A, D-1
 7. Title 6 ,Chapter 19, Part 7, 6.19.7.2 NMAC-N,1/30/09

Replaces Policy: IKF

*College entrance requirements vary. See your counselor for the college in which you are interested and/or secure a catalog directly for the college. Materials are available in the Counseling Center to help students research information and decide on a university. (Note: **Students may be denied admission to the university of their choice if they have not taken the recommended high school courses that meet their admissions policy. IT IS THE RESPONSIBILITY OF THE STUDENT AND HIS/HER PARENTS TO ENSURE THAT RECOMMENDED COURSES ARE COMPLETED.**)*

COURSE SELECTION

GUIDELINES

New Courses will only be offered if requested by a minimum of 15 students, for example AP Economics. The Central Management Team (CMT) must approve exceptions.

- 1) High School Schedules:
 - Chaparral High School (7 year long)
 - Gadsden High School, (4 per semester classes)
 - Santa Teresa High School (3) semester classes (2nd, 3rd and 4th), (2) year-long classes (1st and 5th)
- 2) Schedule changes are only granted for the following reasons:
 - a) The student is misplaced in a class and does not have the necessary skills or prerequisites.
 - b) The student has taken the course before and successfully completed it.
 - c) A senior needs a required course for graduation.
 - d) The principal will be the final authority in approving all schedule changes.
- 3) In order to enroll in a course, students must have been enrolled in and successfully completed the prerequisites for that course in the previous semesters.
- 4) Students will be enrolled in required courses appropriate to their grade classification and ability.
- 5) Students not present the first day of school will forfeit their class choices during pre-registration. If classes are a forfeit, students may select classes from those that still remain open.
- 6) No class fees will be refunded after student has been enrolled in a course 10 or more days.
- 7) Students who enroll in any one of the **High Schools** after the first six (6) weeks may **not** receive credit for that semester, pending appeal to the principal/designee. The only exception is a student transferring from another school in which they were enrolled immediately prior to registration at GISD High Schools.

8) College entrance requirements vary. See your counselor for the college in which you are interested and/or secure a catalog directly for the college. Materials are available in the Counseling Center to help students research information and decide on a university. (Note: Students may be denied admission to the university of their choice if they have not taken the recommended high school courses that meet their admissions policy. IT IS THE RESPONSIBILITY OF THE STUDENT AND HIS/HER PARENTS TO ENSURE THAT RECOMMENDED COURSES ARE COMPLETED.)

COURSE FEE SCHEDULE

This is the fee schedule for the following courses:

All Business/Technology Courses	\$10.00
All Family and Consumer Sciences Courses	\$10.00
All Fine and Performing Arts Courses	\$10.00
All Drivers Education Courses	\$10.00
All Science Courses	\$10.00
All Career Pathway Courses	\$10.00

COURSES WHICH CAN BE TAKEN MORE THAN ONCE FOR CREDIT

The chart below identifies courses which can be taken more than once and defines the maximum allowable enrollment opportunities and awarding of credit. **Students may not repeat any other courses for credit. NOTE: NO FRESHMEN ARE ALLOWED TO ENROLL IN MAJOR SPORTS; instead, they can only be enrolled in regular PE.**

Title	Times / Credits
Gymnastics 1	4
Gymnastics 2	4
Girls Volleyball	4
Girls Soccer	4
Girls Basketball	4
Softball	4
Boys Soccer	4
Boys Basketball	4
Football	4
Baseball	4
Fitn. Cond. Activ.	4
Weight Training	4
Athletic Training	4
Library/AVC Aide	2
Peer Counselor	4
School Orientation (Upward Bound)	4
Technology Systems (PREP)	4
Study Skills (DPA ONLY)	4
Culinary Arts 3	2
Wrestling	4
Drum Line	4

Title	Times / Credits
Marching Band	4
Concert Band	4
Contemporary Band	4
Music-Mariachi 1	2
Music-Mariachi 2	2
Guitar	4
Piano	4
Chorus - Concert Choir	4
Vocal Ensemble	4
Art Portfolio	4
Expressive Movement	4
Journalism - Newspaper	4
Journalism - Yearbook	2
Mass Media - Production (TV 101)	4
ROTC 1	2
ROTC 2	2
ROTC 3	2
ROTC 4	2
Culinary Arts 4	2
Individual Tech	4

GRADES AND GPA
GRADING SYSTEM FOR SENIOR HIGH SCHOOL
(A7/1/85; R8/27/96)

- 1) The teacher will assess all students and record all grades numerically. No grades will be represented by dots, dashes, stars or other non-numerical symbols.
- 2) Grades are determined on the basis of total possible points for grading period; curving of grades is not permitted.
- 3) Each session will have two terms and each term grade will be calculated numerically by averaging all grades.
- 4) A percentage grade will be derived from the numerical grade and will be assigned a letter equivalent based upon the following scale:

“A” Level Performance: 90-100
“B” Level Performance: 80-89
“C” Level Performance: 70-79
“D” Level Performance: 60-69
“F” Level Performance: Below 60

- 5) Weighted grades will be awarded to the following classes: Pre-AP courses/AP courses/Dual Credit. The distribution will be as follows:

90-100	}	<i>Weighted</i>
80-89		
70-79		
60-69	}	<i>Not Weighted</i>
50-59		

- 6) The session average for Chaparral High School will be determined by the following percentages:
 - 45% - Average of 1st and 2nd 9 weeks grades
 - 5% - Fall semester Exam
 - 45% - Average of 3rd and 4th 9 weeks grades
 - 5% - Spring Semester Exam
- 7) The session average for Santa Teresa High School and Gadsden High School will be determined by the following percentages:
 - 45% - 1st 9 Weeks
 - 45% - 2nd 9 Weeks
 - 10% - Final Exam
- 8) Student progress will be assessed frequently and reported to the student. It is required that, at a minimum, students' parents will be notified of student progress at regular intervals prior to the end of a semester.
- 9) The weight of various assignments during the **semester** will be left to the discretion of the teacher. However, the weighing of assignments must be logical, fair and described in the classroom procedures so the students are aware of the system being used.
- 10) Grades will reflect academic performance skill levels. Grades will absolutely not be used as disciplinary censure. ***GPA will be determined by the total grade points earned. Grade points will be figured based upon the credited courses.***

CLASS RANKING REQUIREMENTS

(Based on a numerical system, as indicated above)

In order to qualify for ranking in the top 10% of the graduating senior class, a student must complete their entire senior year (9 months) in the Gadsden Independent School District. To be eligible for such ranking, students who wish to graduate in less than four years or those transferring from another district, **must also** complete their entire senior year in Gadsden.

- **Gadsden High School** and **Santa Teresa High School** class ranking is based on GPA's according to letter grade or percentage converting to GPA points.
- **Chaparral High School** class ranking is based on percentages, average of final grades.

PRE-AP COURSES

The courses listed below are those courses that have been determined to be Pre-AP courses and as such they will be by prerequisites, invitation and teacher/counselor recommendation. Teacher must attend AP Summer Institute and submit Certificate of Completion of coursework to Principal.

Pre-AP English 1
Pre-AP English 2
Pre-AP English 3
Pre-AP Spanish 3
Pre-AP World History
Pre-AP U.S History

Pre-AP IS 1 & 2
Pre-AP IS3 Biology
Pre-AP Chemistry—Adv. Studies
Pre-AP Physics—Adv. Studies
Pre-AP Trig
Pre-AP Algebra 1
Pre-AP Algebra 2
Pre-AP Geometry

ADVANCED PLACEMENT COURSES

The Advanced Placement Courses listed below are the courses that have been designed to meet the rigorous academic requirements of the Advanced Placement (AP) Program. The AP Program is a cooperative educational endeavor between secondary schools, colleges and universities. Students may elect to take the AP examination in each AP course they have successfully completed in order to demonstrate college-level achievement. Upon passing the exam, the university may decide to award college or university credit for the course. These courses will be weighted in PowerSchool. (See Pg. 12 for details) Instructor teaching the class must be AP certified and must submit syllabi by January of each year.

AP Art
AP Calculus AB
AP Statistics
AP Spanish 4
AP Biology

AP Physics
AP English 4
AP U.S. History
AP Chemistry
AP World History

Dual Credit

What is Dual Credit? Dual Credit courses are college level courses offered by Doña Ana Community College. GISD students who enroll in Dual Credit courses have the opportunity to earn college credit and high school elective credits at the same time. Course topics cover a wide range of subjects and materials. Students enrolled in Dual Credit are subject to the rules, guidelines and calendars of DACC.

Who is eligible for Dual Credit? Any high school student within the Gadsden Independent School District who has a 70% GPA, parent permission and no more than 5 absences (Principals' discretion) may be eligible for Dual Credit.

How to participate in Dual Credit: Student must take the COMPASS placement exam and pass 2 or more of the following:

- Math = CCDR 114 N
- Reading = CCDR 105N (55)
- Writing = CCDE 110N (34)

Or achieve a composite score on the ACT of 15.

Students must also complete the following:

- Dual Credit Request Form
- NMSU Application for Undergraduate Admission form
- Transportation Agreement
- Additional permission and/or agreement forms for individualized courses as set forth by DACC

Where are classes offered: Dual credit classes for Gadsden Independent School District Students are offered at the Gadsden and Sunland Park DACC branches. **Some Dual Credit classes are also offered at the school campus.**

When are Dual Credit courses offered: Dual Credit courses are offered each fall and spring semesters and additional courses may be available during the summer sessions. All courses follow the NMSU and DACC academic Calendar

Grades: Grades for Dual Credit Courses are based on the weighted point scale in PowerSchool (equal to Pre-AP, AP). Grades will be transmitted once each semester from the DACC Dual Credit Director to the GISD Coordinator for Career Technical Education. **Only three (3-hour) Dual Credit courses are given 1 High School elective credit.** Grades earned in the Dual Credit Program will be posted on college transcripts.

Transportation: GISD does provide some busing to the 2 DACC centers located within the Gadsden District. Students who hold a valid driver's license and have completed the Transportation Agreement are eligible to provide their own transportation to and from their Dual Credit Classes.

PREP: New Mexico State University offers students the opportunity to participate in a summer pre-engineering program called PREP. Students must fill out an application for the program and be accepted by NMSU to be enrolled in PREP. Students can earn high school credit beginning the summer before they enter 7th grade, through the summer prior to their senior year (one credit per year). Credits earned in High school (9th grade, 10th grade and 11th grade prior to their senior year) are elective Math credits they are not to replace required Math courses. Students can earn a maximum of four high school elective credits in PREP.

OTHER FORMS OF COURSEWORK

INDEPENDENT STUDY PROGRAM

This program is designed for those students wishing to take a course that could not be justified due to the small number of student requests, or for those students wishing to add a course of interest outside of the regular schedule of classes.

1. **Students will not be allowed to take any core subject required for graduation through the Independent Study course number.** The core subjects are listed on page 6 under **Graduation Requirements**.
2. All independent study courses must have approval from the school principal, counselor and teacher of record.
3. The number of credits earned is contingent upon the number of hours the student is engaged in study.
4. The student must complete all Independent Study course work assigned and the teacher of record must submit grades for these students during the time that grades for all other courses are due.
5. Each student must sign a contract of study that has been approved and signed by the school's teacher of record, counselor and principal. The contract must include the following:
 - a. Course content should include 180 hours of engagement for one (1) credit.
 - b. Evaluation methods and method of grade determination must be specified.

HOME SCHOOL INFORMATION

For more information visit the following website:
<http://www.ped.state.nm.us/HomeSchools/application.html>

CORRESPONDENCE, ONLINE, OR EXTENSION STUDY

Credits earned through correspondence, online, or extension study may be accepted if such credits are from schools approved or accredited by the National Home Study Council, the State Board of Education of the state in which they are located, or by a college or university that is regionally accredited for such purposes.

All correspondence, online, or extension study must have prior approval and verification of accreditation of the offering school, from the school counselor, and must have the principal's approval prior to correspondence or extension study registration.

DESERT PRIDE ACADEMY

Desert Pride Academy offers an educational environment that provides the flexibility and support needed for non-traditional students to complete their high school program. The academic focus is on the core subjects of language arts, mathematics, social studies, and science, in addition to a limited number of electives that allow for an individualized self-paced program. The student population is composed of dropout recovery, those over-aged, and those referred for long-term suspension.

Criteria for Admission

1. Student must be 16 – 21 years of age.
2. Student must be at least one school year behind in their academic credits.
3. Student must be recommended by the superintendent or high school principal, and/or have been recommended for long-term suspension, and/or have dropped out of school, and/or have been released from a correctional institution.
4. Students who meet the criteria for admission and are recommended by an I.E.P. committee may also be accepted for admission.
5. Students must complete an application, interview, and be approved by the Desert Pride Academy principal.
6. Students will be accepted for admission on a per-semester basis.

Process for Admission

1. Student must meet the criteria for admission.
2. Student will enroll at Desert Pride Academy for one semester

Requirements for Continued Enrollment

1. Student must have a good attendance record.
2. Student must attain eighty percent mastery in each academic class.
3. Student must demonstrate good behavior; show respect, and positive attitude.
4. Student must be approved by Desert Pride Academy (administration, teachers, and staff) to be accepted for subsequent semesters.

Curriculum

1. The student must be in attendance for a semester, and/or master ninety percent of the academic benchmarks per subject, to receive one academic credit per class.
2. The student will follow a self-paced curriculum individualized to his/her academic needs.
3. The student, with the exception of graduating seniors, may earn a maximum of six credits per semester.
4. The student will meet the state requirements for a high school diploma.

Note: Elementary and Middle School students referred to Desert Pride Academy are referenced in the Middle School Handbook

GATEWAY TO CAREERS

ONE-STOP CAREER CENTERS

Chaparral High School, One-Stop Career Centers are designed to provide the following services to students and the community:

- Assist in the building of a career portfolio, including a resume.
- Provide career guidance, college planning, access to current job opportunities in the area and nationwide
- Work permits issued for students under 16 (must have proof of social security number)
- Resources, software and computers available for resume writing, job search, interviewing skills, work ethics and career and college Internet searches
- Career readiness assistance
- Information on current labor market and future job demands
- Referrals to local community service providers

The One Stop Career Centers offer the following services to teachers:

- Access to classroom activities related to career readiness standards
- Assistance in facilitating resume writing, interviewing skills, job applications, career investigation and college/financial aid research
- Staff development on a variety of topics, including financial aid, college research, career exploration and more
- Provide teachers with current labor market information and employment projections for the future



AVID (Advancement via Individual Determination) is a 7th – 12th grade program designed to prepare students for four-year college eligibility. Acceptance into the program is determined through an application process. The curriculum consists of reading and writing strategies, inquiry, team building, collaboration techniques and organization skills. Weekly tutoring and additional support are provided to assist students in advanced classes along with motivational activities to encourage college aspirations.

Graduation Unit and Exam Requirements for Students Entering High School from 2007-2008 through 2010-2011.

<p align="center">2009-2010 Class of 2013</p>	<p align="center">2010-2011 Class of 2014</p>
<p>24 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units Math (one unit = or > than Algebra 2) • 3 units Science (2 w/ lab) • 3.5 units Social Science, including United States History and Geography, World History and Geography and Government and Economics • .5 unit New Mexico History • 1 unit Physical Education • 1 unit Career Cluster, workplace readiness or language other than English • 7.5 units Electives <p><i>One of the units must be Honors, Advanced Placement, Dual Credit or Distance Learning</i></p> <p><i>For NM Diploma of Excellence, must meet threshold for high school exit on 11th grade SBA or demonstrate competence through portfolio of standards-based indicators</i></p>	<p>24 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units Math (one unit = or > than Algebra 2) • 3 units Science (2 w/ lab) • 3.5 units Social Science, including United States History and Geography, World History and Geography and Government and Economics, .5 unit New Mexico History • 1 unit Physical Education • 1 unit Career Cluster, workplace readiness or language other than English • 7.5 units Electives <p><i>One of the units must be Honors, Advanced Placement, Dual Credit or Distance Learning</i></p> <p><i>For NM Diploma of Excellence, must meet threshold for high school exit on 11th grade SBA or demonstrate competence through portfolio of standards-based indicators</i></p>
<p align="center">2011-2012 Class of 2015</p>	<p align="center">2012-2013 Class of 2016</p>
<p>24 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units Math (one unit = or > than Algebra 2) • 3 units Science (2 w/ lab) • 3.5 units Social Science, including United States History and Geography, World History and Geography and Government and Economics, .5 unit New Mexico History • 1 unit Physical Education • 1 unit Career Cluster, workplace readiness or language other than English • 7.5 units Electives <p><i>One of the units must be Honors, Advanced Placement, Dual Credit or Distance Learning</i></p> <p><i>For NM Diploma of Excellence, must meet threshold for high school exit on 11th grade SBA or demonstrate competence through portfolio of standards-based indicators</i></p>	<p>24 units to include:</p> <ul style="list-style-type: none"> • 4 units English • 4 units Math (one unit = or > than Algebra 2) • 3 units Science (2 w/ lab) • 3.5 units Social Science, including United States History and Geography, World History and Geography and Government and Economics, .5 unit New Mexico History • 1 unit Physical Education • 1 unit Health Education • 1 unit Career Cluster, workplace readiness or language other than English • 6.5 units Electives <p><i>One of the units must be Honors, Advanced Placement, Dual Credit or Distance Learning</i></p> <p><i>For NM Diploma of Excellence, must meet threshold for high school exit on 11th grade SBA or demonstrate competence through portfolio of standards-based indicators</i></p>

A Guide to Career Clusters and Pathways

CHS

Career Cluster: Arts, Communication & Information Program of Study: Audio and Video Technologies

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be online, dual credit , AP or Pre AP (honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Introduction to Mass Media Communication	Mass Media Production 1 (CHS Only)	Mass Media Production 2 (CHS Only)	Mass Media Production 3 (CHS Only)
Recommended Electives			
General Computer Applications	Art 1	Communication Skills	Trigonometry

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Mass Media Communication	9-10		\$10.00
Mass Media Production 1 (CHS Only)	10-12	Introduction to Mass Media Communication	\$10.00
Mass Media Production 2 (CHS Only)	11-12	Mass Media Production 1	\$10.00
Mass Media Production 3 (CHS Only)	11-12	Mass Media Production 2	\$10.00

**Career Cluster: Arts, Communication & Information
Program of Study: Web & Digital Communication**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Introduction to Mass Media Communication/ General Computer Applications	Web Design	Digital Photography	Computer Illustration
Recommended Electives			
		Communication Skills	Dual Credit(CMT)

Course Details:

Course	Grade Level	Prerequisite	Fee
Intro. to Mass Media/ General Computer Applications	9-12		\$10.00
Web Design	10-12	Intro. to Mass Media /General Computer Applications	\$10.00
Digital Photography	11-12	Web Design	\$10.00
Computer Illustration	11-12	Digital Photography	\$10.00

Available Certification:

- ❖ Certification is available for Microsoft Office Specialist (MOS).
(The MOS certification is available in Microsoft WORD, EXCEL, PowerPoint and ACCESS. These certifications ensure employers the student has knowledge of and mastery in the specific application(s).)
- ❖ WIN for WorkKeys

Student Organization:

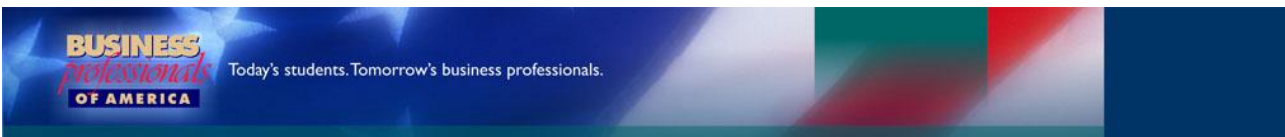
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BPA has more than 51,000 members in over 2,300 chapters in 23 states. BPA is a "co-curricular" organization that supports business and information technology educators by offering curriculum based on national standards. Resources and materials are available on-line and designed to be customized to a school's program.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences.

Instructor Contact:

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fersanchez@gisd.k12.nm.us



Mission Statement of Business Professionals of America

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

Career Cluster: Arts, Communication, & Information			
Program of Study: Performing Arts			
9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements			
One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
<ul style="list-style-type: none"> • Band • Choir • Guitar • Intro. to Theatre (GHS & STHS ONLY) 	<ul style="list-style-type: none"> • Band • Choir • Guitar • Drama Stage 1 &2 (GHS & STHS ONLY) 	<ul style="list-style-type: none"> • Band • Choir • Guitar • Drama Acting 3 & 4 (GHS & STHS ONLY) 	<ul style="list-style-type: none"> • Band • Choir • Guitar • Theatre Production (GHS & STHS ONLY)

**Career Cluster: Arts, Communication, & Information
Program of Study: Visual Arts**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
<ul style="list-style-type: none"> Art 1 Newspaper 	<ul style="list-style-type: none"> Art 2 Newspaper 	<ul style="list-style-type: none"> Art 3 Newspaper Yearbook 	<ul style="list-style-type: none"> Art Portfolio AP Art Newspaper Yearbook

Course Details:

Course	Grade Level	Prerequisite	Fee
Art 1	9-10	None	
Art 2	10-11	Art 1	\$10.00
Art 3	10-12	Art 2	\$10.00
Art Portfolio	10-12	Art 3	\$10.00
AP Art	10-12	Art Portfolio	\$10.00

**Career Cluster: Business Services
Program of Study: Administrative & Information Support**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: General Computer Applications	Business Computer Applications 1	Business Computer Applications 2	Business Computer Applications 3
Recommended Electives			
	Business Law	Personal Finance	Dual Credit

Course Details:

Course	Grade Level	Prerequisite	Fee
Business Computer Applications 1	9-12	General Computer Applications	\$10.00
Business Computer Applications 2	10-12	Business Computer Applications 1	\$10.00
Business Computer Applications 3	10-12	Business Computer Applications 2	\$10.00

**Career Cluster: Business Services
Program of Study: Law Enforcement**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Introduction to Law	Law Enforcement 1	Law Enforcement 2	Law Enforcement 3
Recommended Electives			
Psychology/Sociology	Weight Training	Communication Skills	Dual Credit

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Law Enforcement	9-12		
Law Enforcement 1	10-12	Introduction to Law Enforcement	\$10.00
Law Enforcement 2	11-12	Law Enforcement 1	\$10.00
Law Enforcement 3	11-12	Law Enforcement 2	\$10.00

**Career Cluster: Business Services
Program of Study: Education**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Child Development	Teacher Cadet 1	Teacher Cadet 2	Teacher Cadet 3
Recommended Electives			
Psychology/Life Skills	Nutrition/Sociology	Communication Skills	Dual Credit/On the Job Training

Course Details:

Course	Grade Level	Prerequisite	Fee
Child Development	9-12		\$10.00
Teacher Cadet 1	10-12	Child Development	\$10.00
Teacher Cadet 2	11-12	Teacher Cadet 1	\$10.00
Teacher Cadet 3	11-12	Teacher Cadet 2	\$10.00

Available Certification:

- ❖ Certification is available for Microsoft Office Specialist (MOS).
(The MOS certification is available in Microsoft WORD, EXCEL, PowerPoint and ACCESS. These certifications ensure employers the student has knowledge of and mastery in the specific application(s).)
- ❖ WIN for WorkKeys

Student Organization:

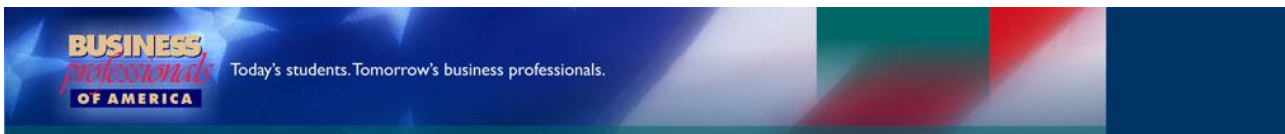
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**Career Cluster: Business Services
Program of Study: Fashion Merchandising**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Basic Clothing	Specialty Clothing	Advanced Sewing	
Recommended Electives			
Life Skills/Art 1	Psychology	Sociology	

Course Details:

Course	Grade Level	Prerequisite	Fee
Basic Sewing	9-12		\$10
Specialty Sewing	10-12	Basic Sewing	\$10
Advance Sewing	10-12	Specialty Sewing	\$10

**Career Cluster: Business Services
Program of Study: Finance**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements			
One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Accounting 1	Accounting 2	Accounting 3	
Recommended Electives			
Sports & Entertainment Marketing	Business Law	Personal Finance	Dual Credit/On the Job Training

Course Details:

Course	Grade Level	Prerequisite	Fee
Accounting 1	9-12	None	\$10.00
Accounting 2	9-12	Accounting 1	\$10.00
Accounting 3	9-12	Accounting 2	\$10.00

**Career Cluster: Business Services
Program of Study: Marketing**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
	Marketing 1 (Marketing Essentials)	Marketing 2 (Retailing)	Marketing 3 (Entrepreneurship)
Recommended Electives			
Sports & Entertainment Marketing	Business Law	Personal Finance	Dual Credit/On the Job Training

Course Details:

Course	Grade Level	Prerequisite	Fee
Marketing 1	9-12		\$10.00
Marketing 2	9-12	Marketing 1	\$10.00
Marketing 3	9-12	Marketing 2	\$10.00

Available Certification

Certifications are available through the A*S*K Business Institute which offers independent proof of learning for and about business, marketing, management, and entrepreneurship. A*S*K certification is a critical tool for serious students of business who wish to document their understanding of key business skills, their willingness to be accountable for their learning, and their interest in positioning for employment and promotion.

Exams available: Fundamental Business Concepts, Fundamental Marketing Concepts, Concepts of Entrepreneurship and Management

Student Organization



OUR MISSION

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

GUIDING PRINCIPLES

Our guiding principles explain how we fulfill our mission by addressing we do and the outcomes we expect. DECA enhances the preparation college and careers by providing co-curricular programs that integrate classroom instruction, applying learning in the context of business, connecting to business and the community and promoting competition. Our student members leverage their DECA experience to become academically prepared, community oriented, professionally responsible, experienced leaders.

ATTRIBUTES AND VALUES

Our attributes and values describe DECA's priorities and standards. We value competence, innovation, integrity and teamwork.



what for into

Future Careers

Sales and Related Occupations
Advertising
Public Relations

Marketing
Promotions

Instructor Contact

Isela Ramos

iramos@gisd.k12.nm.us

882-6345

www.ghsmarketingandbusiness.wetpaint.com



16157357 - Introduction to Engineering Design (IED)
16177357 - Principles of Engineering (POE)
16167357 - Digital Electronics (DE)

Course License requirements in order to assign teachers:

300 – 7-12 Secondary License with Endorsement of 03 Technology Education
308 – 7-12 Lifetime Secondary with Endorsement of 03 Technology Education
350 – 5-9 Middle Level with Endorsement of 03 Technology Education
500 – PRE K-12 Specialty Area with Endorsement of 03 Technology Education
505 – PRE K-12 Lifetime Specialty Area with Endorsement of 03 Technology Education

Or

800 – 7-12 Secondary Vocational Technical

**Career Cluster: Engineering, Construction, Manufacturing and Agriculture
Program of Study: Automotive Technology**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Introduction to Automobiles	Auto Tech 1 & 2	Auto Tech 3 & 4	Work Experience
Recommended Electives			
Intro to Agriculture	Metal Fabrication1&2(GHS) Welding 1(STHS)	Metal Fabrication 3&4(GHS) Welding 2(STHS)	Dual Credit

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Automobiles	9-12		Varies by Campus
Auto Tech 1	10-12	Introduction to Automobiles	Varies by Campus
Auto Tech 2	10-12	Auto Tech 1	Varies by Campus
Auto Tech 3	11-12	Auto Tech 2	Varies by Campus

**Career Cluster: Engineering, Construction, Manufacturing and Agric.
Program of Study: Construction**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be online, dual credit , AP or Pre AP (honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Intro. to Construction or Intro. to Agriculture	Construction 1 & 2	Construction 3 & 4	Work Experience
Recommended Electives			
	Intro. to Engineering Design	Principles of Engineering/Physics	Trigonometry or Calculus

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Construction	9-10		\$10.00
Construction 1	10-12	Introduction to Construction	\$10.00
Construction 2	10-12	Construction 1	\$10.00
Construction 3	10-12	Construction 2	\$10.00
Construction 4	10-12	Construction 3	\$10.00

**Career Cluster: Engineering, Construction, Manufacturing and Agric.
Program of Study: Drafting**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be online, dual credit , AP or Pre AP (honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Introduction to Drafting	Drafting 1	Drafting 2	Drafting 3
Recommended Electives			
	Intro Engineering Design	Principles of Engineering/Physics	Web Design/Digital Electronics

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Drafting	9-10		\$10.00
Drafting/ Architecture 1	10-12	Introduction to Drafting	\$10.00
Drafting/ Architecture 2	10-12	Drafting/ Architecture 1	\$10.00
Drafting/ Architecture 3	10-12	Drafting/ Architecture 2	\$10.00
Drafting/ Architecture 4	10-12	Drafting/ Architecture 3	\$10.00

**Career Cluster: Engineering, Construction, Manufacturing and Agric.
Program of Study: Manufacturing Technology**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be online, dual credit , AP or Pre AP (honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
	Pre-requisite: Pass the COMPASS exam	Bridge 1 & 2 (Dual Credit)	Bridge 3 & 4 (Dual Credit)
Recommended Electives			
		Physics	Trigonometry or Calculus

Course Details:

Course	Grade Level	Prerequisite	Fee
Bridge 1 & 2	10-12	2.0 GPA & Pass COMPASS	
Bridge 3 & 4	11-12	2.0 GPA & Pass COMPASS	

Available Certification:

- ❖ Certification is available for ASE 9 certifications available

Student Organization:

Skills USA is the leading CTSO (Career Technical Student Organization) for students pursuing careers in

SKILLS USA has more than 51,000 members in over 2,300 chapters in 23 states. BPA is a "co-curricular" organization that supports business and information technology educators by offering curriculum based on national standards. Resources and materials are available on-line and designed to be customized to a school's program.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences.

Instructor Contact:

Doña Ana Branch Instructors

**Career Cluster: Engineering, Construction, Manufacturing and Agriculture
Program of Study: Plant Science**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be Online, Dual Credit , AP or Pre AP (Honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education/ROTC	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Introduction to Agriculture	Plant Science 1	Plant Science 2	Plant Science 3
Recommended Electives			
General Computer Application	Art 1	Communication Skills	

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Agriculture	9-10	None	\$10.00
Plant Science 1	10-12	Introduction to Agriculture	Varies by Campus
Plant Science 2	10-12	Plant Science 1	Varies by Campus
Plant Science 3	10-12	Plant Science 2	Varies by Campus

**Career Cluster: Engineering, Construction, Manufacturing and Agriculture
Program of Study: Project Lead the Way**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
Principles Of Democracy	U. S. History	World History	NM History
Physical Education	Health (Students entering HS in Fall 2013)	1 of the 26 credits must be: On-line, dual credit, AP or Pre AP (honors)	Communication Skills or Level 1 pathway course or 3 rd Year of a Foreign Language
GISD Required Electives			
	Foreign Language 1	Foreign Language 2	
CAREER AREA REQUIREMENTS			
	Introduction to Engineering	Principles of Engineering	Digital Electronics/Aerospace Engineering
Recommended Electives			
General Computer Applications	Communication Skills	Trigonometry	Calculus/Advanced Science

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Engineering	9-10		\$10.00
Principles of Engineering	10-11	Introduction to Engineering	\$10.00
Digital Electronics/Aerospace	10-12	Principles of Engineering	\$10.00

**Career Cluster: Engineering, Construction, Manufacturing and Agric.
Program of Study: Metal Fabrication/Welding**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be online, dual credit , AP or Pre AP (honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Introduction to Agriculture(GHS only)	Metal Fabrication 1& 2 (GHS only) Welding 1 (STHS only)	Metal Fabrication 3 & 4 (GHS only) Welding 2 & 3 (STHS only)	On the Job Training (GHS only) Prec. Metalwork Ind. Study (STHS only)
Recommended Electives			
	Intro. to Engineering Design	Principles of Engineering/ Physics	Digital Electronics/ Trigonometry Or Calculus

Course Details:

Course	Grade Level	Prerequisite	Fee
Metal Fabrication 1&2/Welding 1	10-12	Intro. to Agriculture(GHS only)	Varies by Campus
Metal Fabrication 3&4/Welding 2&3	10-12	Metal Fabrication 1&2/Welding 1	Varies by Campus

**Career Cluster: Health and Biosciences
Program of Study: Certified Nursing Assistant**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be online, dual credit , AP or Pre AP (honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
		Intro. to Health (DACC: 2.0 & COMPASS)	Nursing Asst. 1 & 2 (DACC: 2.0 & COMPASS)
Recommended Electives			
Physiology of Exercise 1	Anatomy/Physiology 1	Anatomy/Physiology2	Chem./Bio./Physics

Course Details:

Course	Grade Level	Prerequisite	Fee
Introduction to Health	10-11	2.0 GPA & Pass COMPASS Exam	None
Nursing Assistant 1& 2	12	Introduction to Health	TBA BY DACC

**Career Cluster: Health & Biosciences/Energy & Environmental Technologies
Program of Study: Science, Technology, Engineering & Mathematics (STEMS)**

9th Grade	10th Grade	11th Grade	12th Grade
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**New Mexico Graduation Requirements
One of the 26 credits must be online, dual credit , AP or Pre AP (honors)**

English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	

GISD Required Electives

Foreign Language 1	Foreign Language 2		
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Recommended Electives

Chemistry Pre AP, AP Biology Pre AP, AP Physics Pre AP, AP Dual Credit	Trigonometry, Pre AP Calculus Pre AP, AP Statistics AP Aerospace Engineering	Intro to Engineering Principles of Engineering Digital Electronics
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**Career Cluster: Hospitality and Tourism
Program of Study: Food/Beverage/Restaurant
Lodging/Management (STHS only)**

9 th Grade	10 th Grade	11 th Grade	12 th Grade
New Mexico Graduation Requirements One of the 26 credits must be online, dual credit , AP or Pre AP (honors)			
English 1	English 2	English 3	English 4
Algebra 1	Geometry	Algebra 2	Financial Literacy, Trigonometry, Calculus, or Statistics
Integrated Science 1	Integrated Science 2	Integrated Science 3: Biology, Chemistry, or Physics	
U.S. Govt. & Econ.	U. S. History	World History/Geography	NM History
Physical Education	Health (Students entering HS in Fall 2013)	Career Cluster, Workplace Readiness, or 3 rd Year of a Foreign Language course	
GISD Required Electives			
Foreign Language 1	Foreign Language 2		
CAREER AREA REQUIREMENTS			
Pre-requisite: Nutrition (CHS, GHS, STHS)	Culinary Arts 1 (CHS, GHS, STHS) Lodging Mgt. 1 (STHS only)	Culinary Arts 2 (CHS, GHS, STHS) Lodging Mgt. 2 (STHS only)	Culinary Arts 3 (CHS, GHS, STHS) Lodging Mgt. 3 (STHS only)
Recommended Electives			
General Computer Applications	Business Law/Personal Business Finance	Communication Skills/ Accounting 1	Accounting 2/ Psychology/ Sociology

Course Details:

Course	Grade Level	Prerequisite	Fee
Nutrition	9-10		\$10.00
Culinary Arts 1 Lodging Mgt. 1	10-12	Nutrition	\$10.00
Culinary Arts 2 Lodging Mgt. 2	11-12	Culinary Arts 1 Lodging Mgt. 1	\$10.00
Culinary Arts 3 Lodging Mgt. 3	11-12	Culinary Arts 2 Lodging Mgt. 2	\$10.00

Pre-Registration Handbook was Reviewed and revised by:

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