

High School Manual

for



**Ocean Grove
Charter School**

**College Board Code
(CEEB) : 054111**



**Sky Mountain
Charter School**

**College Board Code
(CEEB) 054344**



**South Sutter
Charter School**

**College Board Code
(CEEB) : 054112**



2017-2018

Dear Parents & Students:

This catalog has been provided to assist your high school student as he or she makes course selections. Within these pages you will find helpful information such as graduation requirements, college admission requirements, and suggested sequence of study. After high school, your student may go to college or a technical school, or may enter the military or the workforce. Students are advised to take the high school classes that will provide the most opportunities.

Our ESs, as well as our guidance and curriculum departments are committed to helping your student make the best choices for his or her educational plan. During your student's high school years, it is your responsibility to know the course requirements for the other schools your student may attend and to inform the ES of those requirements. Parents should also save all completed high school coursework in case student transfers to another high school or future college enrollment.

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Contact List

Guidance Coordinators

Our Guidance Coordinators are available by appointment to help explore interests and goals and create a four year plan for High School Students. All incoming freshmen and transfer students should have a meeting with their guidance coordinator before finalizing coursework.

Ocean Grove: Claire Priddy - cpriddy@ieminc.org
[OG Guidance Meeting Sign Up](#)

Sky Mountain: Jami-Lynn Riley - jriley@ieminc.org
[SM Guidance Meeting Sign Up](#)

South Sutter:

Michelle Booth (Students of ES's with last names A-L) - mbooth@ieminc.org
[Guidance Meeting Sign Up-Michelle Booth](#)

Joyce Padgett (Students of ES's with last names M-Z) - jpadgett@ieminc.org
[Guidance meeting Sign Up-Joyce Padgett](#)

Guidance 1A

Guidance 1 (guidance1@ieminc.org) is the email for the guidance assistant, Heather Bolen. This can be used for questions about the concurrent enrollment and work permit process. You will also be routed to Guidance 1 on days when your guidance coordinator is unavailable. Feel free to call Heather Bolen directly if preferred at (530) 295-0590 ex. 7. Fax: (530) 626-8201

Guidance Hotline

Guidance hotline (714) 865-7473 is a number for families to call for general high school related questions, particularly when a family is prospective. Please note, if voicemail is reached, leave a detailed message and it will be returned within 48 business hours.

Guidance Department

1166 Broadway, Ste. Q | Placerville, CA 95667
guidance1@ieminc.org

IEM Offices

4535 Missouri Flat Road, Ste. 1A Placerville, CA 95667
School Phone: (800) 979-4436
School Fax: (530) 295-3583
Hours: Monday-Friday 8:30am-4pm

Kim Evans, Assistant Director of Guidance Services for IEM
kevans@ieminc.org

Brandy Anderson, Director of Guidance and Curriculum for IEM
banderson@ieminc.org

Quick Links

[Course Catalogs](#)

[Procedure for Community College Concurrent Enrollment](#)

[Concurrent Enrollment Forms](#)

[Work Permits](#)

Mission Statement

The mission of this IEM Charter School is to: Empower a community of parents, students, and teachers to create learning opportunities which will develop accountable, responsible, and contributing members of society who are independent, life-long learners.

Creating learning opportunities by:

- ★ Assisting students and parents with educational guidance
- ★ Individualizing curriculum to meet students' needs
- ★ Providing materials, resources and supportive instruction
- ★ Allowing flexibility in both teaching and learning styles
- ★ Challenging students to achieve mastery of academic standards

Setting Post High School Goals

The earlier a student begins to envision what they would like to do after high school, high school planning can be done to match their goals. If students want to leave the door open to attend a public university in California (The California State University and the University of California systems) students must choose courses that have been approved to be counted on college admissions applications. We call these a-g courses. Students must follow the pattern of the [a-g course pattern](#). Students may plan to attend a community college and transfer to a university, and in this case the student must be college ready but a-g courses are not required. Students planning to enter the workforce through a career/technical education certificate would also chart a slightly different coursework. Each of these options will be explained further in this manual.

Understanding University Admissions Minimum Requirements

For all public universities in California which include the California State Universities (CSU) and the University of California campuses (UC) students must plan appropriately. They must choose from courses that have been approved by the University of California Office of the President (UCOP). These are known as a-g approved courses. All California schools, online schools, community colleges and ROP programs send their syllabi in for approval and then it becomes part of the school's A-G list. To see these lists look them up on the [UCOP School Search](#).

Students must take at least 15 of these courses as described on the [CSU/UC Minimum Admissions Requirements](#). Most private universities have similar requirements and families should check their target colleges' websites to make sure all requirements are met. For further information later in this handbook see [What Are A-G College Preparation Courses?](#)

College Readiness

It is suggested that students take a-g courses regardless for several reasons. Student's plans and opportunities often change so it is best to leave doors open for as long as possible. Another reason is that the rigor of a-g courses and follow the [a-g course pattern](#) to assure that the student is college ready. College ready applies to community colleges as well as universities and students will take placement tests before registering for classes at the community college. Students who do not test as college ready may need to take several semesters of remedial math and/or English classes that do not count towards their college degree.

Community colleges require only a highschool diploma for admissions, but students who haven't taken the entire college prep pattern usually need several semesters of remedial coursework. This means that the student will need to be at the community college longer than the usual 2 years. Needing remedial coursework is one of the highest predictors of non-degree completion.

High School Planning

Graduation Requirements

Per [Ed Code 51225.3](#): All students need to take the following while in grades 9-12

- 3 years of English
- 2 years of Math
- 2 years of science, including biological and physical sciences
- 1 year of World History
- 1 year of US History
- 1 semester of Government
- 1 semester of Economics
- 2 years of PE
- 1 year of either:
 - VAPA: Visual Performing Arts
 - LOTE: Language Other Than English
 - CTE: Career Technical Education

Click to see: [Graduation Requirements](#)

Successful completion of the 210 units specified below is required for high school graduation. School options for completing each growth area are listed under that growth area.

7th and 8th Graders Taking High School Courses

Our 7th and 8th Graders are allowed to take high school courses from any category except Physical Education. Due to the linked Ed Code (above), the credits will be listed as elective credit and will not count toward graduation requirements in the above categories. Those required categories can only be fulfilled when the student is in his/her 9th-12th grade years. Additionally, when seniors are short on credits, it's almost always in the life skills electives. Middle school is great opportunity to work ahead in life skills and special interest electives. Please contact your guidance coordinator to discuss the options when you have a middle school student wanting to take high school courses.

Important information regarding middle school students taking HS courses:

- 7th and 8th grade students must score on-level in iReady reading to be eligible to take high school level courses.
- Students must score on-level in iReady math to take geometry or higher for high school credit.
- Students scoring above-level (one grade level or higher on iReady) may take up to three high school courses.
- Public California Universities (and most private and out of state) will only acknowledge courses taken while in middle school in the following areas:
 - Math above algebra 1
 - Languages other than English
 - While the universities will acknowledge the courses taken in 7th and 8th grade, they expect to still see a full course of study in these subject areas taken while in grades 9-12. These high school courses validate what was learned in middle school.

7th and 8th grade students cannot earn high school credit for Algebra 1, however it will allow them to skip taking it in high school and proceed directly to higher math courses. In these cases, students will be taking at least 2 math courses consisting of geometry and an additional higher level math during high school. For middle school Algebra 1, list this course on the grade school report card.

7th and 8th grade students wanting a-g credit are allowed by the UCOP to take only geometry, higher math courses and foreign language (Languages Other Than English). **All other a-g coursework must be taken during the student's high school years.** Universities want to see that a student is capable of completing all high school coursework in a total of 4 years. [UCOP information on higher math for middle school students](#)

7th				Algebra 1
8th			Algebra 1	Geometry
9th	Basic Math or Pre Algebra	Algebra 1	Geometry	Algebra 2
10th	Algebra 1	Geometry	Algebra 2	Precalculus
11th	Geometry	Algebra 2	Precalculus	Calculus

7th/8th grade students who want to take high school courses must follow this procedure:

1. The ES will view the [7th and 8th Grade - HS Courses Parent Information](#).
2. The ES will review the pros and cons with the parent and the parent will be asked to [sign](#) that they understand the content of the presentation.

What are “a-g” College Preparation Courses?

a-g College Prep Courses defined: “a-g” is the course code that indicates that the student followed the approved syllabus to be able to put the credits on their application to attend any California public university. This includes requirements for both the **University of California AND California State Universities**. There are only two ways to receive a-g credit from our school: those from our [A-G Syllabi](#) or from an online course from the following UCOP approved course list:

[South Sutter UCOP List](#)

[Ocean Grove UCOP List](#)

[Sky Mountain UCOP List](#)

History / Social Science (“a”) 2 years required		
<i>Two units (equivalent to two years) of history/social science required, including: one year of world history, cultures and historical geography and one year of U.S. history; or one-half year of U.S. history and one-half year of civics or American government.</i>		
Title/Discipline	Transcript Abbreviation(s)	Course Details
Advanced U.S. History with Writing <i>Adopted from: Online G3, Inc.</i> U.S. History	a-g Advanced U.S. History with Writing (H) A a-g Advanced U.S. History with Writing (H) B	★ UC Honors ☁ Online-based (UC approved through 2020-21) 📅 Full Year
Advanced World History with Writing <i>Adopted from: Online G3, Inc.</i> World History / Cultures / Historical Geography	a-g Honors World History a a-g Honors World History b	★ UC Honors ☁ Online-based (UC approved through 2018-19) 📅 Full Year
a-g American Government Civics / American Government	a-g Am Government	🏠 Classroom-based 📅 Half Year

To receive a-g credit, students must either follow our [A-G Syllabi](#) (using approved texts and course assignments) or take the course from the online vendor listed under the online course on our school's UCOP list.

The only a-g courses that students can receive a-g credit that are **not** on our own a-g list are courses from Brigham Young ([BYU Independent Study](#)), [National University Virtual High School](#), and Johns Hopkins Center for Talented Youth (CTY) because this institution provides its own transcripts. Students can also receive a-g credit from their local community college. can search the community college list on [UCOP Course List Search](#)

Who should take a-g College Prep Courses?

Generally, it is a good idea to start all high school students in a-g classes so that they can keep their options open. The [A-G Course Pattern](#) is required for students may want to attend a public four-year college directly out of high school. Students who have not completed the a-g college prep sequence may be able to qualify for admission through alternative paths and should talk to the college or university directly.

Students who are planning to attend a community college should discuss this option with his/her ES and Guidance Coordinator. The a-g courses provide the rigor that prepares students, not only for universities, but also for the placement tests at community colleges.

Any student wanting to return to their regular high school to graduate should be taking a-g coursework. Most schools put all their students in the a-g classes.

Is my child ready for a-g College Prep Coursework?

In general, a-g College Prep coursework is designed for students who read at the 7th grade or above or score Proficient or Advanced on the CAASPP, although students who score Basic may be ready for the rigor of the coursework depending on the student's goals and aspirations. It is wise to start out freshman year with a-g approved English at the very minimum as there is a four year requirement. If a student's reading or math levels are below grade level, it will be important to get intervention services and/or tutoring to be able to successfully complete the classes. Families unsure of whether their child is up to the rigor of a-g courses freshman year could consider an academic elective from the G category or a class from the visual performing arts (F category). Your guidance coordinator and your ES can help you to determine the best placement for your child.

Ocean Grove students can sign up for an appointment at: [OG Guidance Meeting Sign Up](#)

Sky Mountain students can sign up for an appointment at: [SM Guidance Meeting Sign Up](#)

South Sutter students can sign up based on the last name of the ES:

Michelle Booth (ESs with last names A-L) [Guidance Meeting Sign Up- Michelle Booth](#)

Joyce Padgett (ESs with last names M-Z) [Guidance meeting Sign Up- Joyce Padgett](#)

If you are not sure of your future plans it is wise to keep all your doors open as long as possible. Each semester course is 5 units and 1 year is 10 units.

Suggestions for Determining Course Placement

It is best to use several academic indicators when trying to determine proper placement for your child. Your Educational Specialist (ES) is also a great resource! You should consider the following:

- What are your child's career and academic goals?
- What do the CAASPP and iReady test results reveal?
- Successful completion of 210 units or its equivalent is required for high school graduation
- What is your child's reading level?
- What math course is your child ready to take?
- What kinds of grades does your child achieve?
- What is your child's capability and motivation?

Your Guidance Coordinator and ES will help you decide on which kind of coursework. You can schedule a guidance appointment using the link on the high school section of the school website.

- [College Prep a-g Courses](#) – Students at this level of coursework desire to keep the option open to go directly to a 4-year university directly out of high school. All students will need to receive highly qualified instruction:
 - All a-g courses must include one hour per week of interactive instruction from someone other than the parent. You will need to work with your ES to decide which options you will select to satisfy the interactive instruction requirement for these courses.
 - **All UC-approved lab sciences must be done by an approved vendor and not in the home.** [Approved Vendor List](#)
- **Non-a-g (General Courses)** – These are skill level, non-college prep courses. Students taking the General Graduation path typically desire to go directly into the community college, workforce, the military or a vocational/trade school. If your child is thinking of going directly into the job market, consider recommending CTE, community college, or adult school courses which may benefit their preparation.
- **Intervention** – If Your child needs intervention according to our I-Ready testing, please it would be wise for you and your ES to contact your Guidance Coordinator for ideas on course placement

Graduation and University Plans Compared

Subject Area		Graduation Requirements	A-G Course Pattern Requirements	
		210 units including: Graduation Requirement	California State Universities http://www.calstate.edu/ or www2.calstate.edu/apply	University of California http://admission.universityofcalifornia.edu
			15 year long college preparatory courses are required with grade of C or better	
				11 A-G courses must be completed prior to senior year (including summer courses)
A	Social Studies	25 Units of History including: 10 units World Studies 10 units US History 5 units Economics 5 Units US Government	2 years of history/social science, including one year of U.S. history OR one semester of U.S. history and one semester of American government, AND...	
			1 year of history/social science from either the "a" or "g" area	1 year of world history, cultures, and geography from the "a" subject area
B	English	30 units Reading/Writing	4 years of college preparatory English composition/literature (including no more than 1 year of Advanced ESL/ELD and not in senior year)	
C	Math	20 units Mathematics including: 10 units Algebra 1 (If verified in 7th/8th grade, then 2 classes beyond Algebra 1 such as Geometry)	3 years of mathematics (algebra I and II, geometry); 4 recommended* Integrated math sequences may be used for the "c" Math requirement.	
				geometry required (or a course with Geometry content for integrated math sequences).
D	Lab Science	2 years including a life science and a physical science	2 years of laboratory science	
			At least 1 year of physical science and 1 year of biological science, one from the "d" subject area and the other from the "d" or "g" area**	Must include at least two of the three foundational subjects of biology, chemistry, and physics; both courses must be from the "d" subject area; 3 years recommended
E	Language other than English	60 Units of Electives including: 1 year Foreign Language (must all be in the same course/language), Visual and Performing Arts (VAPA) (must all be in the same course/language) or Career/Technical Education (CTE)	2 years (or equivalent of year 2 high school level) (must be the same language, American Sign Language accepted) 3 years recommended for UC	
F	VAPA (Visual or performing)		1 yearlong course in visual and performing arts (dance, music, theatre/drama and visual arts)	
			May complete two semester courses selected from the same discipline.	
G	Academic Elective		1 year of an elective chosen from any area on approved "a-g" course list	
	Other	Life skills: 50 Units of 20 units PE 30 units Life Skills electives	Coursework completed in 7th or 8th grade can be used to satisfy "c" and "e" requirements.	

Sample Graduation Pathway Options

210 Units are needed for graduation. A semester class is 5 units and a year is 10.

College courses are 10 per semester. CSU/UC admission requires 11 of the 15 minimum required a-g courses must be completed by the end of 11th grade.

Below are only suggested outlines. Talk to your ES about the variety of possible courses

Graduation Only/ Community College	California State University Minimum Eligibility (Local CSU's will usually accept this pattern) See: CSU Local Admissions	University of California
Freshman Year	Freshman Year	Freshman Year
10- English 9 10- Pre-Algebra or Algebra 1 10- Life or Physical Science 10- Physical Education 10- Special Interest Elective 50 Units	10 - a-g English 9 10 - a-g Algebra 1 or a-g Geometry 10 - a-g Foreign Language 10 - Physical Education 10 - Life Skill Elective 50 Units	10 - a-g English 9 10 - a-g Algebra 1 or Geometry 10 - a-g Biology 10 - a-g Foreign Language year 1 10- Physical Education 10 - Life Skill Elective 60 Units
Sophomore Year	Sophomore Year	Sophomore Year
10 - English 10 10 - Algebra 1 or Geometry 10 - Physical or Life Science 10 - World Studies 10- Physical Education 2 10 - Life Skills Elective 60 Units	10 - a-g English 10 10- a-g Geometry or a-g Algebra II 10 - a-g Biology 10 - a-g World History 10 - a-g Foreign Language 2 10 - Life Skills Elective 60 Units	10 - a-g English 10- a-g Geometry or Algebra II 10 - a-g World History 10 - a-g Foreign Language 2 10 - a-g Chemistry 10 - Life Skills Elective 60 units
Junior Year	Junior Year	Junior Year
10 - English 11 10 - Foreign Language or VAPA or CTE 10 - U.S. History 10 - Life Skills Elective 10 - Special Interest Elective 50 Units	10 - a-g English 11 (or B English elective) 10 - a-g Algebra II or a-g Trig/Pre-Calc. 10 - a-g VAPA 10 - a-g U.S. History 10 - a-g Chemistry 50 Units	10 - a-g English 11 10 - a-g Algebra II or Pre-Calc. 10 - a-g Foreign Language year 3 10 - a-g VAPA 10 - a-g Physics 10 - a-g U.S. History 60 units
Senior Year	Senior Year	Senior Year
5 - Government 5 - Economics 10 - Life Skills elective 10 - Special Interest Elective 10 - Special Interest Elective 10 - Special Interest Elective 50 Units	10 - a-g English 12 5 - a-g Government 5 - a-g Economics 10 - a-g Academic Elective 10 - a-g Math (} [0 4 / ^ a 0 ^ / a a ^ }) 10 - Life Skills Elective 10 - Physical Education 2 60 Units	10 - a-g English 12 10 - a-g Academic Elective 10 - a-g Math (} [0 4 / ^ a 0 ^ / a a ^ }) 5 - a-g Government 5 - a-g Economics 10 - Physical Education 2 10 - Life Skills Elective 60 Units

Examples of Variety Within the a-g Pattern

Our school affords a great deal of flexibility while still achieving the goal of meeting the a-g requirements to attend a university the year after graduation. There is flexibility within each syllabus to choose the key assignments as well as a variety of a-g courses that meet the a-g pattern:

Suggested English Patterns

	9th Grade	10th Grade	11th Grade	12th Grade
English	Choose 1: a-g English 9 a-g Project English 9 A/B a-g Great Books English 9 a-g Functional English An online English 9 or 1	Choose 1: a-g English 10 a-g Project English 10 a-g Honors English 10 a-g Great Books English 10 An online English 10 or 2	Choose 1: a-g English 11 a-g honors English 11 a-g Project English 11 A/B a-g Great Books English 11 An online English 11 or 3 AP English Language & Composition Online Community College English	Choose 1: a-g English 12 a-g Project English 12 a-g Great Books English 12 An online English 12 or 4 AP English Literature & Composition Online Community College English

Other Online a-g English include:

A-G Creative Writing

A-G Literary Analysis Comp.

A-G Literary Genres

A-G Modern US Multicultural Lit

A-G 19th Century British

A-G Dystopian Lit (1 semester)

Suggested A-G Math Patterns

Subject "c" Mathematics 3 years required, 4 years recommended, 3 years of a-g Math required, including 2 years of elementary and advanced algebra (a-g Algebra 1 and a-g Algebra 2) and 1 year of two and three dimensional geometry (a-g Geometry). a-g approved math courses taken in 7th and 8th grade are also accepted.

The following combinations of the traditional math pathway and the integrated math pathway are not an exhaustive list, but are examples of how students may fully meet the mathematics ("c") requirement:

Algebra I → Geometry → Algebra II

Mathematics I → Mathematics II → Mathematics III

Mathematics I → Geometry → Algebra II

Mathematics I → Geometry → Mathematics III

Mathematics I → Mathematics II → Algebra II

Geometry → Mathematics II → Mathematics III

Geometry → Mathematics III

If your student is still not ready for Algebra 1 their freshman year, they could still meet the minimum a-g requirements in the following ways:

Pre-Algebra → Algebra I → Geometry → Algebra II

Pre-Algebra → Mathematics I → Mathematics II → Mathematics III

Course Catalogs

- [A-G Course Catalog](#) (With Links to the Syllabi)
- [Non A-G Course Catalog](#) (With Links to the syllabi)
- [Our A-G Online Courses](#) (Listed by vendor) (see also the UCOP course list just below)
- [Life Skills and CTE Courses](#)

A-G Choices for Our Families

All of our A-G course syllabi were written to meet the needs of our parent choice model. Most of our new a-g courses are written with much flexibility, allowing more parent choice and interesting activities to choose from within an a-g course. Most are very hands-on and very homeschool friendly. Families still must follow the course outline and complete the correct number of key assignments per unit, but the embedded resources and ideas make it worth it. We have also added many exciting online options. To see a full listing of A-G options open to our students please see the following:

[A-G Catalog \(with links to syllabi\)](#)

[Our A-G Online Courses](#)

Course Specific hints –

English - Students must read novels from the suggested reading list, or approved by the teacher of record, alongside the curriculum. The course must emphasize reading and expository writing.

Lab Science - Lab Science courses must include at least 20% laboratory work and cannot be completed in a home environment. Therefore, a-g Biology, a-g Chemistry and a-g Physics must have an on site type/formal lab component. Options include taking the course at community college, taking supplemental labs with an approved vendor, or taking the lab portion from an onsite lab CP.

Language Other than English - Students must follow the course outline and should be given opportunities to apply dialogue.

Visual and Performing Arts - Students must follow both the course outline and the California State Standards by subject at <http://www.cde.ca.gov/be/st/ss/index.asp>. The course must include some cultural and historical studies and should not simply be a performance experience.

College Prep Electives - See above links for our UC approved electives.

a-g “How To” Guide for our schools

Approved Courses:

You can find the UC list of approved courses (including online courses). The course must be on our list, not just on a vendor’s list. Our students can only earn credit for courses from our list.

- a. [South Sutter UCOP List](#)
- b. [Ocean Grove UCOP List](#)
- c. [Sky Mountain UCOP List](#)

Proctored Exams or Approved Final Projects:

UC guidelines regarding a-g courses require students to take proctored exams or complete approved projects.

One Hour of Interactive Instruction Per Week:

Additionally, one hour per week per a-g class of interaction with a qualified adult is required. Options to complete this include:

High School Support Teacher:

Students may attend an attend the weekly hour with a High School Support Teacher. Support Teachers do not assign work--only support the learning that is already occurring in the home. The purposes of the high school Support Teacher program are:

- Satisfy the UCOP requirement of [Weekly Interaction](#) for school approved a-g courses
- Assist students in understanding the a-g course content
- Allow students to work with a single subject credentialed teacher and their peers
- Support ESs who have a student enrolled in the support teacher course

Support Teachers can interact with students in a variety of ways, such as:

- Live, web-based online weekly classes
- Weekly discussion threads
- Online personalized instruction time

Cost of Support Classes: The cost for the Support Teacher will be \$100/semester/course (\$5/week) from instructional funding.

Enrolling in a support teacher class: [Support Class/ESI master schedule](#) Your ES will sign up your student by choosing that instructor in your child's report card.

ESi Courses:

If your student prefers a full online course with an expert ES who provides direct instruction, gives and grades assignments, as well as determines a final grade, we have a full list of ESI high school classes that we're offering: [Support Class/ESI master schedule](#)

Approved Science Labs:

Students who are taking a lab science class must take the lab from an approved vendor and this counts for the hour of interactive instruction for that class.

AESS Instruction That Focuses on the Course:

AESS instruction can satisfy the hour of instruction for a course if the weekly time is spent covering the information in the course in question. This option uses instructional funding.

Online Instruction:

If your student is taking a course online, this will suffice as the supplementary weekly instruction. If your student is not taking the primary course online but is supplementing with additional online learning, this also would fulfill the supplementary weekly instruction. This may or may not use instructional funding.

In Person Instruction:

If your student is taking a local in person course or is working with a tutor, this fulfills the interactive instruction requirement. This includes approved lab classes for science courses. This option uses instructional funding. See our [live, local vendors for IEM schools](#)

Lab Requirement for D Category Lab Science Classes

All courses from the D Category of the A-G lists must include a lab that takes place outside the home through an approved vendor or our mobile science lab. This can also count for the hour of interactive instruction.

Honors and Advanced Placement Courses

Honors Courses

Honors courses are high school courses designed to be more rigorous than standard courses. Because of this, students' grades are given a GPA boost. Whereas normally, an A is 4 points and a B is 3, for an honors course an A grade is a 5.0, a B grade is a 4.0 and a C grade is a 3.0. This is how students can achieve a 4.0 GPA. The boost only works for A,B or C grades so a D grade is a 2.0 for both honors and regular classes.

Advanced Placement Courses

Advanced Placement courses are courses that are considered college level courses but taught at high schools. These courses also give the added grade boost like honors courses. Taking the course gives the student high school credit for the course (5 units per semester). At this point in time, the only AP courses available to our students are through online vendors.

In May, students can also take the Advanced Placement Exam that corresponds to the course. If a student earns a passing grade, many colleges will award college credit. Each college has set standards of passing scores and which courses can be awarded the college credit. [See the AP Credit Policy Search](#). Our school is unable to administer AP exams but if you contact your local high school in January, they will often order a test for you and allow you to take it there.

Other Options for Satisfying the A-G Requirements

Community College Classes

Community College Courses are usually a-g approved courses. You can check the community college's a-g list by typing the college name in the college into [UCOP Course Lists](#).

Tests

Generally, if a student does not complete all of the a-g courses, they will not be able to apply to any UC/CSU during their senior year without passing additional tests.

These tests include:

1. Passing [AP exam](#) scores
2. [SAT subject tests](#)
3. [IB Exams](#) (not available at Ocean Grove, Sky Mountain, or South Sutter Charter Schools)
4. SAT/ACT scores for English and Math

The tests may be possible to meet minimum a-g requirements in some subject areas. However, it is best to check with the university regarding their current admissions policy. See [Options for Satisfying UC's "A-G" Subject Requirements](#).

Math and Foreign Language courses can be validated with a C or better in a higher level course. See exact details here: [CSU/UC Validation Regulations](#) Contact the Guidance Department for details.

Career Technical Education (CTE)

Career Technical Education (CTE) courses are courses that help a student explore interests and careers. An introductory CTE course gives students an overview of the field of study. Intermediate courses begin to give the student specific, useable occupational knowledge that will help them if they enter that field. The California Department of Education suggests that all students, college bound or work bound, should take at least a year of CTE.

Our Online CTE Courses:

Our students have an extensive array of online CTE courses. Our school offers a wide range of online CTE courses. See [Life Skills And CTE Courses & Codes](#).

Brighton College

We have partnered with Brighton College to allow our students to take coursework leading to certification in a variety of areas. Students can graduate from our high schools career ready and certified. Click on the following link to see options from [Brighton College: Certifications with Brighton College](#)

Los Angeles Trade Tech Online

Los Angeles Trade Technical College (LATTC) has partnered with all three IEM schools to create a Bridge to College Program. Our students can enroll in online business and marketing classes for free. The purpose of the program is to provide free advanced educational opportunities in the area of business and management. Our students can graduate from high school with a certificate or associate degree in Business Management or Small Business Entrepreneurship. Students will receive college units transferable to the California State Universities, the University of California, out of state, and many private colleges. [LA Trade Tech](#)

Fashion Forward Honors World History

IEM now offers an integrated a-g AND CTE course in world history and fashion design. This course completes BOTH the world history credit and CTE (7R required elective) credit. Students taking this course will receive 10 credit/semester for a total of 20 credits total for the entire course. [Fashion Forward World History flyer](#)

Career Technical Education (CTE) and Post Secondary Plans

In the past, students who wanted vocational training after high school went to trade schools. This is now a very expensive option. Our community colleges are now the primary and most economical way to get vocational certifications. Our students have an excellent opportunity to be well on their way to full vocational certification by taking these classes while still in high school.

Driver's Education

Instructional funds to pay for driver's education and training at licensed drivers training programs in the State of California that are approved vendors. Consult with your ES in selecting an approved driver training school. All driver's education courses will be 5 units.

Students must have a DMV Certificate of Completion to take the driving test and be issued a driving license or learner's permit to drive. The approved driver training school, not SSCS, issues the pink slip. For a list of approved driving schools, please see the list linked at:

<http://sscs.cc/guidance>

High School Athletes

Like most Independent Study Schools, our charter school is not compliant with the National Collegiate Athletic Association (NCAA) requirements. We are not an NCAA school at this time. There are no courses available on our NCAA approved list. We will update with changes as they occur.

Community College Courses for High School Students

Our school encourages capable high school students to enroll in community college courses when it is deemed appropriate by the parent and the ES. In addition, some 4-year university campuses may accept and enroll high school students if they have a proven academic record from their local community college. Each college has its own specific concurrent enrollment form that requires a signature from administration. These forms can be found at [IEM Concurrent Enrollment Forms Cheat Sheet](#).

The parent is responsible for enrolling the student by contacting the college enrollment office. For our schools, this signature comes from the guidance office (see [IEM Concurrent Enrollment Forms Cheat Sheet](#) for enrollment below.) Colleges may require placement testing and/or orientation sessions, so it is important for parents to start this process early to meet application and enrollment deadlines. At the end of the course, the parent must have an official college transcript sent to the schools IEM office.

College Tuition and Textbooks With Concurrent Enrollment

Most of our community colleges do not require high school students to pay tuition, however some do require you to pay for the units. Our school cannot pay for the college tuition, but instructional funds may be used for textbooks. For those who qualify financially, they can obtain a Board of Governors (BOG) Fee Waiver. [BOG Fee Waiver Application | CCCApply](#). Students may only take 20 credits outside of our school and must concurrently take an additional 20 credits of classes from our school. Each college course is typically a 10 credit high school course. ESs submit all concurrent enrollment forms through their approval survey. Guidance then approves the paperwork and sends it back to the parent. If you have any questions regarding college concurrent enrollment forms please talk to your ES or call the school office to speak with the guidance department.

Typically, students may take up to 2 college courses. In the rare case of a student needing to take more than 6 college units, the ES will need to get advisor, guidance and director approval. This process begins through the concurrent enrollment survey (see [IEM Concurrent Enrollment Forms Cheat Sheet](#) for enrollment below).

Students desiring entrance to a 4-year university directly after high school should be sure to read about the university requirements found in the guidance section of the university's website. All community colleges have posted the [IGETC](#) (IGETC) on their websites to aid students in selecting the appropriate, transferable courses.

Procedure for Community College Concurrent Enrollment

Taking a college class while in high school is a great opportunity for your student to challenge him/herself academically, learn in a classroom environment (in many cases, for free), in some cases have access to a free tutor (ex: math labs), and receive both high school and college credit for the same course! If you're unsure about whether your student may be ready for a college class, reach out to your guidance coordinator or advisor for help.

In order to streamline the concurrent process and to keep all team members in communication with each other, the ES is now in charge of submitting all concurrent enrollment paperwork. This includes completing the survey as well as uploading the concurrent enrollment paperwork from the college.

The parent will download the concurrent enrollment form from [IEM Concurrent Enrollment Forms](#) and give it to the ES. The ES will then submit the form to Guidance for approval and signatures. The parent will receive the signed form via email.

Most colleges accept a completed form that is scanned. In this case, please allow 1 week to complete the entire process. In some cases, colleges can require original documents. When this is the case, please allow at least 3 weeks for a completed process.

The parent is responsible for enrolling the student by contacting the college admissions office. The parent must identify their student as being currently enrolled in a public high school. Each community college is able to set its own standards for admittance, such as a minimum age, demonstrated ability, or professor approval. It is important for parents to start this process early to meet application and enrollment deadlines. Students taking community college courses while concurrently enrolled in high school must be attempting at least 20 high school units.

Example of a Combination of High School and Community College Coursework

Institution	Classes	Earned Units	High School Equivalent Credits	Total High School Credits
Taken at the High School	English 9A	5 HS credits	5 HS credits	20
	PE 1A	5 HS credits	5 HS credits	
	Health	5 HS credits	5 HS credits	
	Biology 1A	5 HS credits	5 HS credits	
Taken at Community College	Psychology	3 college units	10 HS credits	20
	Astronomy	3 college units	10 HS credits	
Total High School Units				40

Community College A-G Lists

To find out whether or not a community college course is a-g, go to:

<https://hs-articulation.ucop.edu/agcourselist#/list/search/institution> and input the college name. A list of all approved a-g courses will appear. The course name and abbreviation should exactly match the UCOP listed name and abbreviation: [Brief Video](#)

[Ocean Grove Community College Guide Book](#)

Sky Mountain Community College Guide Book --coming soon

[South Sutter Community College Guide Book](#)

Employment While in High School And Work Permits

Working at a job can be very beneficial to high school students and can help them to meet their goals after graduation. To be employed during high school students must obtain a work permit. Students apply for either a General Work Permit or an Entertainment Work Permit. For Instructions see:

[Work Permits for Ocean Grove Students](#)

[Work Permits for Sky Mountain Students](#)

[Work Permits for South Sutter Students](#)

Clubs and Awards for High School Students

National Honor Society, NHS, is a nationwide organization whose purpose is to recognize students who have demonstrated outstanding academic achievement. What makes a student eligible? Students must be in grades 10, 11, or 12 and have a cumulative grade point average of 3.0 in general or a-g coursework. Additionally, potential members must meet high standards of leadership, service, and character. Applicants are screened by a Faculty Council consisting of three to five Educational Specialists. The application dates and procedures are sent to high school families early in the fall. Please contact your [Guidance Coordinator](#) for more details.

Universities like to see students as having been involved in activities other than classwork. Some awards that are looked on favorably are:

- [Congressional Award](#)
- [The President's Volunteer Service Award](#)
- [Eagle Scout](#) (with Boy Scouts)
- [The Gold Award](#) (with Girl Scouts)

Plagiarism and Academic Dishonesty

The purpose of this policy is to create and maintain an ethical academic atmosphere.

Definition of Plagiarism: According to Dictionary.com, plagiarism is defined as:

1. The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
2. Something used and represented in this manner.

Examples of Plagiarism and Academic Dishonesty:

- Quoting someone else's words, sentences, paragraphs, or an entire paper without acknowledging the source
- Paraphrasing someone else's ideas without acknowledging the source
- Imitating someone else's structure or argument without acknowledging the source
- Using more of a source than you acknowledged in your citation
- Copying a fellow student's work, paper, and/or essays and turning it in as your own
- Copying another student's computer file and submitting the work as your own, or allowing such to happen
- Buying an essay, paper, or written work online without acknowledging the source
- Using teacher manuals or answer keys

If you do any of the above listed, even if you did not intend it, you have committed plagiarism/academic dishonesty.

Consequences of Plagiarism:

The staff at This IEM Charter School will not tolerate plagiarism or academic dishonesty. If an ES suspects or has confirmed that a student has committed plagiarism or academic dishonesty, a meeting will be held with the student, parent and the ES. This meeting will be conducted to:

1. Confirm the student has conducted plagiarism or academic dishonesty.
2. Set up a plan to help the student learn about plagiarism and dishonesty, and how to avoid it in the future.
3. Explain that the student will receive an F for the work turned in. If the student is caught committing plagiarism or academic dishonesty a second time then there will be more serious consequences at the discretion of the school.

The ES will take the information to their ES advisor and the school director to determine the disciplinary action. This can include suspension or expulsion from the school.

High School Diplomas

Upon completion of school requirements for graduation, school diplomas will be mailed within 2 months following the graduation date. Diplomas will be mailed to the address we have on file, please be sure to always keep your mailing address current even after your student has graduated. You can update your address by contacting the IEM office at 800-979-4436 and speaking with the registrar. If a diploma is not received within 2 months following the graduation date, or if you need a replacement diploma please contact Heather Bolan at (800) 979-4436.

Transcript Requests

Transcript requests require a minimum two week turnaround time. Parents must fill out the [Transcript Request Form](#) which can be download from the school website at: <http://sscs.cc/forms>. Fax or mail to the address on the form.

If the parent requests an unofficial or official transcript, the ES can also download the form and complete as follows:

- Check requesting either official or unofficial
- If checking official then make sure to list where the official transcript should be mailed
- Parent signature required or, for students 18 or over they may request their own transcript
- Transcripts only apply to high school courses
- If requesting a copy of elementary report cards, please write which year(s) report cards you are requesting

If the student has left our school and attending another school the parent must initiate the request for an official transcript through the new school. Typically this is done by the parent filling out a release of records form at the new school NOT our school. This form is then faxed to our school and we will process it and send it to the new school.

Socio-Emotional Resources For Families of Teens

To find socio-emotional resources, please see our website: [Socio-Emotional Resources](#)

Beyond High School...What are Your Options?

Job Market

Going directly into the job market after high school may require some specialized skills. These could come from our online [Career Technical Education \(CTE\)](#) or Regional Occupational Programs (ROP). You can also research Registered Apprenticeship opportunities. The "Earn and Learn" training model of Registered Apprenticeship provides a unique combination of structured learning with on-the-job training from an assigned mentor. Apprentices start working from day one with incremental wage increases as they become more proficient on the job. Apprenticeships range from one to six years, but the majority are four years in length.

Explore [Registered Apprenticeships](#) and you will also need to get a work permit if you apply while still in high school.

For Instructions see:

[Work Permits for Ocean Grove Students](#)

[Work Permits for Sky Mountain Students](#)

[Work Permits for South Sutter Students](#)

Military

Getting into the military for students has become increasingly selective. There are some steps that homeschooled students may have to take if not enrolled in what the military classifies as a Tier 1 school. Our schools are WASC accredited and listed as a Tier 1 and therefore our students do not need to take any additional steps beyond what students do coming from a traditional brick and mortar school.

If you are interested in the military, make an appointment with you and your parents/guardians to speak with a recruiter. Once you speak with a recruiter, a phone conference should be scheduled with Guidance to develop a 4-year high school plan.

Trade/Technical/Vocational School

Trade/Technical/Vocational Schools differ from school to school but tend to be very expensive. The most economical way to earn a vocational certificate equal to what you could earn at a trade college is to take a program at one of our many [California Community Colleges](#).

Two-Year California Community College

The [California Community College](#) System is the largest higher education system in the world serving 2.1 million students on 113 college campuses throughout California. Community College is a great place for technical or vocational training for much less money than most trade schools. Students can also attend a Community College with the plan to transfer to a 4 year university. Sixty percent of students who receive their bachelor's degree at a California State University and thirty percent of students who graduated from a University of California school started their education at a community college.

Four-Year University

The United States has a wide variety of [Four-Year Universities](#). California is fortunate to have numerous [4-year University options](#). There are 23 CSU's, 9 UC's, and 77 Independent Colleges and Universities! Universities have eligibility requirements for high school students, so you will need to check their admissions websites. Most want high school students to take a rigorous high school program that includes "a-g" courses.

Why Go To College?

The cost of a college education is getting higher and higher each year and therefore no one should go on to college without first analyzing why he or she wants to be there. Part of the success of a college education is meeting the goal you have set for yourself before you enter, and knowing why you are going to college can help you set that goal.

To be able to get a good job -

One of the major benefits of acquiring a college education is having more jobs to choose from. Parents and students should talk about the kind of work that interests the student, and find out more about the kind of education that specific jobs require. For instance, some jobs require graduate degrees beyond the traditional four-year degree, such as a medical degree or a law degree. As students mature and learn about different opportunities, they may change their mind several times about the type of job they want to have. Changing your mind is nothing to worry about, but not planning ahead is.

To learn how to think critically and analyze information - The development of critical thinking skills is the number one purpose of education, and college study hones these skills. This skill is of utmost importance as it is the most important applied skill that employers look for, (see [Are They Really Ready for Work?](#)).

To build a network of references and resources for a better future - Just as letters of recommendation from high school teachers, advisors and administrators can help you get into college, references from college professors can help you get a job or qualify for graduate school. What you do in college is as important as your grades, because the contacts and friends you make will be the people who support you when you begin to look for a job.

To develop knowledge of and an appreciation for different cultures and people – With our present world it is important to understand different cultures and how to interact with them.

To have fun and experience life before settling down into a career - Combined with one or more of the reasons listed above there is nothing wrong in admitting that enjoying college is something one wants. College should be both enjoyable and educational.

To please parents - Many students who go to college come from families that have a clear expectation about college attendance. While this should never be the only reason a student has for entering college, it may be fairly significant for students who have not yet become -- or started to become -- independent. Students who are going to college only to please their parents, however, will be seriously hampered in attaining all of the benefits a college education bestows.

Educational and Training Certificates & Degrees

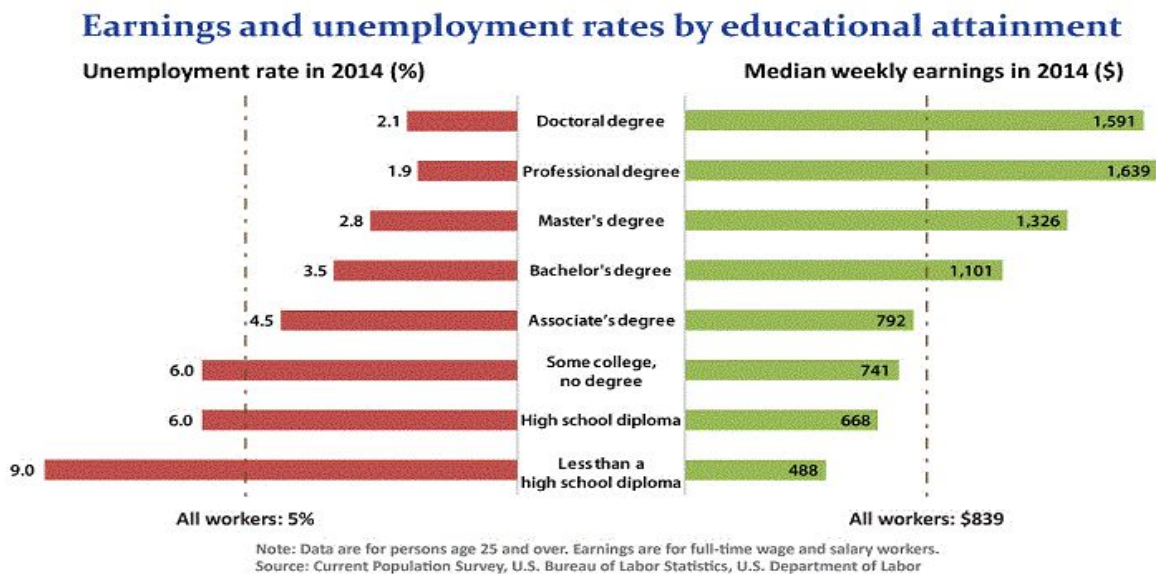
Certificates: These are certificates that certify that the student has specific skillsets geared towards entering a specific profession such as teachers’ assistants, plumbers, computer technicians or fire technology. These can be earned at community colleges and trade schools. Search certifications at: [California Community Colleges search](#) and enter your area of interest in the By Academic Program space below the map.

Associate’s degree: These are usually earned at community colleges and prepare students to transfer to a university or entering the workforce at an entry level positions. These can be planned carefully to ensure that only two more years of schooling would be needed to graduate from a university. These degrees can be set up for automatic transfer to public universities in California: The [Associate Degree for Transfer](#) to the CSU campuses.

Bachelor’s Degree: A bachelor’s degree, or undergraduate degree, is earned from four-year colleges and universities. These are generally Bachelor of Arts (B.A.) and Bachelor of Science (B.S.). They can be earned by going directly to a university and completing the area of study called a major. Those with a bachelor’s degree have a lower unemployment rate and are generally paid more than those who do not have any education after high school

Master’s Degree: This is a degree that is earned by going back to a university after graduating with a bachelor’s. These lead to more specialized professional jobs that generally have a significantly higher pay scale.

Doctorate (or PHD): This is the highest educational degree leading to more specialized fields. This includes more than medical doctors and you can have a doctorate in any major such as environmental ecology, business, engineering and education.



Types of Post-Secondary Education

There are four types of broad education colleges that students attend:

- Community Colleges
- Vocational Schools
- Public Universities
- Private Universities

CALIFORNIA'S COLLEGE SYSTEMS AT A GLANCE

System	Community College	California State University	University of California	Independent Colleges and Universities
Number of Campuses	113	23	10	More than 70
College Entrance Test	None required (Placement tests are given for Math and English)	ACT or SAT Reasoning Test	ACT Plus Writing or SAT Reasoning Test	Varies, check with the college: usually the ACT or SAT Reasoning
Degrees Offered	Associate Degrees, vocational certificates, and university transfer programs	Bachelors, Masters, Doctorates	Bachelors, Masters, Doctorates, Professional degrees	Associates, Bachelors, Doctorates, Masters, and professional degrees

Community Colleges

- a. California has 113 public community colleges. See [California Community Colleges](#) for more details.

Four Year Colleges

There are four categories of four year colleges for California residents:

- b. University of California (UC system)
- c. California State Universities (CSU system)
- d. Private universities and colleges
- e. Out of state Public colleges

Links to Four Year Universities

- a. www.CaliforniaColleges.edu
- b. www2.calstate.edu
- c. <http://www.universityofcalifornia.edu/>
- d. www.collegeboard.com
- e. www.princetonreview.com
- f. www.50states.com/college
- g. www.collegeweeklive.com

Community Colleges

[California Community Colleges](http://CaliforniaCommunityColleges) from Californiacolleges.edu

[California Community Colleges Chancellor's Office](#)

Community colleges serve three major purposes:

AA Degree

Community Colleges offer the Associate of Arts two year Degree in many majors.

Community College Admissions

Community colleges essentially have open door admissions. As long as the student has a high school diploma they will be accepted. Students do not need to take college entrance exams such as the SAT or the ACT. Students are required to take a placement (not admissions) test prior to registration in their first class that requires a level of skill in reading, writing, or math. This test will determine what classes they must take. There are some career technical certificates that do not require a placement test but being prepared to take them is wise.

Vocational programs

Community Colleges offer many certificates in specific vocations such as agriculture, automotive, business, computer information, culinary arts, dental assisting, early childhood education, electronics, fire technology, legal assisting, nursing, paramedics, photography, personal training in physical fitness, real estate, speech assistant, web design, or welding.

Certificate programs and degree programs lead to entry-level positions in the field upon completion of the program. Degrees in these programs are less transferable to a baccalaureate program. Students interested in vocational programs are encouraged to contact that program at the community college they are considering. Some vocational programs have prerequisites and some have waiting lists. To search for degrees at community colleges in California go to:

<http://californiacommunitycolleges.cccco.edu/maps/map.asp>

Alternate Ways To Receive Vocational Certificates

Students can work through [My Next Move by ONET](#) to search for apprenticeships, certifications and vocation specific training.

Transferring From a Community College to a University

Academic transfer program – University of California (UCs)

Students can earn up to two years of a four-year college education and then transfer. Many community colleges have agreements with four-year colleges to guarantee admission to eligible students after they have completed 60 units of the prescribed classes. To research community colleges go to www.cccco.edu. Six of the UC schools have a guaranteed admissions program called TAG. These are:

UC Davis

UC Irvine

UC Merced

UC Riverside

UC Santa Barbara

UC Santa Cruz

Go to the following website for more information:

<http://www.universityofcalifornia.edu/admissions/transfer/guarantee/index.html>

Transferring to California State Universities (CSUs)

There are several ways to transfer to the California State Universities. The newest option is the [Associate Degree for Transfer](#). With this, students who meet the minimum eligibility are guaranteed admissions to a CSU (though not necessarily the campus of your choice)

It can also increase your chance of getting into impacted majors.

The CSU provides California Community College transfers with two system-wide options for fulfilling CSU general education requirements: CSU General Education (GE) Breadth and the Intersegmental General Education Transfer Curriculum (IGETC). For more information on these requirements see http://www.csumentor.edu/planning/transfer/upper_div.asp

For the CSU system California Community College (CCC) students receive the highest priority for acceptance. If you will have at least 60 semester or 90 quarter transferable units completed by the time you enter a CSU, you are considered an upper-division applicant. To make admission decisions, CSU admissions offices look at three factors:

1. Your college grades
2. The college coursework you have completed, especially in general education
3. Whether you are in good standing at the last college or university attended

For more information see http://www.csumentor.edu/planning/transfer/ge_breadth.asp

Community College on Campus Living

Some community colleges have dormitories but most do not.

Check out [Community College Listings - Dormitories](#) at

To explore community colleges further, see [California Community Colleges](#) or [American Association of Community Colleges](#)

Private Vocational/Trade Schools

There are many private vocational-technical schools on the west coast. These schools offer programs similar to vocational programs of community colleges. In general, they tend to be more specialized and much more expensive. Be sure to check their accreditation. If transferring the credits to another institution is important, be sure to ask about that as well.

Four-Year Universities and Colleges

University of California (UC system)

Explore the [UC Campuses](#)

University of California is considered the top public research university system in the world. These universities are very prestigious, especially in the sciences. They are very selective, but the system still guarantees admission to all eligible students at one of the UC schools. This may not be the school of your choice unless you have very competitive grades and test scores.

Most UC schools are on the quarter system. UC schools are generally more expensive than a CSU school per year, but students are much more likely to graduate in four years.

California State Universities (CSU system)

Explore the [CSU Campuses](#)

California State University is the largest, the most diverse, and one of the most affordable university systems in the country. Most of the CSU schools are on the semester system. They tend to be easier to get into than the UC schools, however some are extremely selective. Cal Poly San Luis Obispo is considered one of the two best universities in the nation for engineering and is one of the most respected for architecture.

If you are applying to any CSU, you should also apply to Sacramento State. Under the local admission guarantee, local CSU-eligible first-time freshmen will be admitted to a local CSU campus on the basis of established CSU system admission policies. However, admission to an impacted campus does not include assurance of admission to a specific major if that major is impacted at the local campus. Since the local admission guarantee, many schools are now doing “tiered admissions” meaning that they accept students within their local area first and then people from other areas. This makes it easier to be admitted to Sacramento State but harder to get into other schools because they fill up quickly with their own local students.

Private Colleges

Students who would like to continue in their Christian education can attend one of hundreds of Christian colleges in the United States. Over fifteen of these are situated in California. Private college admissions policies differ greatly and decisions must be based on each individual school. Students who are considering attending a private college should begin research as soon as possible. A good first start would be at www.californiacolleges.edu.

College Admissions for Four-Year Universities

1. [The Subject Requirement](#) specifies the 15 a-g college-preparatory courses you must complete in high school.
 - a. **Students must earn grades of C or better in all “a-g” courses.**
GPA: GPA is calculated using only “a-g” courses taken after the 9th grade. Although grades from 9th grade are not factored into the eligibility GPA, grades lower than a C in a 9th grade “a-g” course will not count toward satisfying the “a-g” college eligibility requirements (and in most cases, will need to be repeated).
2. [The Examination Requirement](#) specifies the college admissions tests you must take.
 - a. Both CSU and the UC and most private universities require an admissions test (the SAT or the ACT). SAT Subject tests aren't required but recommended for some majors in some of the campuses. See [UC and Subject Tests](#)
3. Essay (Not Necessary for CSU's) The UC requires each applicant to choose four of the eight Personal Insight questions. See Instructions in [Freshman Personal Insight Questions](#). Most private universities require an essay but each school will have different prompts. To see these, go directly to the school's website.
4. For More Information see the following:
 - a. [Big Future Application Tips](#)
 - b. [Application Types Overview](#)

CSU's freshman admission requirements

The California State University application website has changed. The new site is: www2.calstate.edu/apply. The [Eligibility Index](#) to see how their A-G coursework and College Entrance Exams are viewed. For complete information of the application process, steps and deadlines as well as campus specific information see the [CSU Admissions Handbook](#).

UC's freshman admission requirements

<http://admission.universityofcalifornia.edu/freshman/requirements/a-g-requirements/index.html>

1. Complete 15 UC-required college-preparatory ("a-g") courses, with 11 of those done prior to the start of 12th grade
2. Maintain a minimum GPA of 3.0 or better (weighted by honors/AP bonus points) in these courses
3. Take the ACT With Writing or SAT Reasoning Test

Honors points: UC and CSU will award up to 8 extra grade points for AP courses and transferable community college courses

See the [UC Eligibility index of GPA and Test Scores](#)

- [Learn about the freshman selection criteria](#) for each campus.
- [See the freshman admission profiles](#) to learn more about who is admitted to UC.
- [Important dates and deadlines for the UC System are available here.](#)

UC Riverside's Admission as a Homeschooled or Other Non-traditionally Educated Student

The University of California, Riverside seeks to recruit and retain an academically strong student body that has demonstrated the rigorous preparation needed for admission to a major research institution and reflects the diversity of our state and region. To that end, UC Riverside has developed an admission program for homeschooled or other non-traditionally educated students in recognition of the benefits of the education they have received, including the depth of learning, socialization, maturity, creativity, and vision. These qualities provide excellent foundations for pursuing an education at UC Riverside.

Examples of nontraditional educational settings include those that were:

- primarily home-based
- completed as home-based after leaving a traditional high school during the last year or two
- based on courses from various sources such as high school, community college, and online program, with or without extensive home-based education
- completed early by taking the California High-School Proficiency Exam AND performing additional studies outside of class or participating in significant educational life experiences such as charity work or experience in another country
- taken at a charter school emphasizing an innovative educational approach that doesn't have a UC-approved "a-g" course list
- taken at a high school with a UC-approved "a-g" course list, but the student graduated without fulfilling the "a-g" course work because the student emphasized homeschooling or another novel educational approach instead.

Admission Requirements

Students who wish to apply to UC Riverside through this admission program must satisfy the following requirements

- Meet high school qualifications:
 - Students must have attended the nontraditional school for a significant part of their education
 - Students must earn either a High School Diploma, GED, or Certificate of Proficiency
- Meet the examination requirement:
 - Either the SAT Reasoning or the ACT with writing
 - Two (2) SAT Subject Tests in two (2) different areas (two subject tests are not required beginning Class of 2012)
- Complete the University of California (UC) application for admission:
- Submit a portfolio to UC Riverside:

College Entrance Exams

Families must register for college entrance exams. Schools do not do this.

To Register: SAT – www.collegeboard.com ACT – www.actstudent.org

Our School Codes

Ocean Grove: 054111

Sky Mountain: 054344

South Sutter: 054112

2017-2018 SAT and ACT Exam Test Dates

Test	Test Date	Registration Deadline	Late Registration Deadline (late fee required)
SAT Reasoning with writing and Subject Tests	August 26	July 28	August 8
ACT (with optional writing)	September 9	August 4	August 18
SAT Reasoning with writing and Subject Tests	October 7	September 8	September 19
ACT (with optional writing)	October 28	September 22	October 6
SAT Reasoning with writing and Subject Tests including Language with Listening (the only time all year)	November 4	October 5	October 17,
SAT Reasoning with writing and Subject Tests	December 2	November 2,	November 14
ACT (with optional writing)	December 9	November 3	November 17
SAT Reasoning with writing and Subject Tests	March 10	February 9	February 20
ACT (with optional writing)	February 10	January 12	January 19
ACT (with optional writing)	April 14	March 9	March 23
SAT Reasoning Test Only (no subject tests offered)	May 5	April 6	April 17
SAT Reasoning and Subject Tests	June 2	May 3	May 15
ACT (with optional writing)	June 9	May 4	May 18
ACT (with optional writing)	July 14	June 15	June 22

Although the testing companies offer tests without essays, you should choose the with essay option as most colleges want the essay score

ACT Fees – Basic Registration Fee \$46 without essay \$62.50 with the essay.

SAT Fees –Basic Registration Fee \$46 without essay \$60 with Essay

SAT Subject Tests are \$26 for basic registration (for one test) plus \$21 per subject test taken (can take up to 3)

Language tests with listening are basic fee plus \$26 and they are only offered in November

Sending Your Scores

You must send scores to every college you apply to. You do this from the same profile you used to register for the test:

You can list CSUMentor as an SAT score recipient. The SAT institution code for CSUMentor is 3594. CSUMentor will then store your scores for ALL CSU campuses to utilize.

If you have listed a CSU campus as an ACT score report recipient, you can use the [ACT Scores Manager](#) to release your score to additional campuses. Before you can use the ACT Scores Manager, you must first have arranged for your scores to be sent to at least one CSU campus.

Recent Changes in College Testing

Photo Requirements

1. You now have to upload a photo when you register for the SAT or the ACT
 - a. [Photo Upload Requirements](#) for the SAT
 - b. [Photo Submissions](#) for the ACT
2. You must bring photo ID to the test sites.

The SAT has been Redesigned!

Starting in March of 2016, students now take the redesigned SAT. The new SAT is changing to cover more Common Core standards and requiring a deeper analysis of words and readings similar to the CAASPP testing required for all high school students. Some changes are:

1. There will be no penalties for wrong answers. (In the old SAT there was a ¼ point penalty for wrong answers)
2. The reading and writing will be combined to the changes in standards to include more evidence based reading and writing.
3. A calculator will no longer be permitted for all math sections
4. The essay will be optional but most universities want the writing so students should take the essay portion. The College Board and Khan academy have collaborated to offer free SAT training and practice. See <https://www.khanacademy.org/sat> .

For more information see:

[Big Changes in the SAT](#)

[Key Content Changes](#) in the SAT

Things to Keep in Mind About College

Admissions and Acceptances

Eligible is not the same thing as guaranteed acceptance. Eligibility means that the computer doesn't eliminate you from the pool. Once your application lands on the desk of an admissions counselor it becomes a matter of how competitive you are as compared to other applicants.

Meeting the minimum requirements rarely gets you into the university of your choice if you want to attend a competitive university.

CSU Local Admissions Policies

Many of the CSU campuses guarantee admissions to all **eligible** students from their local area before they consider candidates from other areas. This means that if you have 3.0 GPA or above in your completed pattern of A-G courses or fall on the [eligibility index](#) you will automatically be accepted to the closest CSU. See details here: [CSU Local Admissions](#)

Impacted Majors

Many campuses can accept you but if there are too many applicants within your major you may not get in. See [CSU Impacted Majors](#)

Acceptance at any university can be rescinded due to poor grades your senior year.

Choice of senior-year courses will signal to the colleges your seriousness about learning and developing your mind. Finishing them seals the conditional acceptance.

Private Colleges

Private Colleges all have their own admissions requirements. Some are very selective and for these you should follow the guidelines on their website and if they aren't specific, follow the UC Admissions pattern.

Financial Aid and Scholarship Information

Planning and timely action can make a difference in how much money you have to pay for college. You can start early by setting up a college savings account. It is important to research ways to finding money for college. Talk with friends who have students in college, attend financial aid meetings in the area, and go to local college fairs. Most colleges have their own scholarship and financial aid programs available through their Financial Aid Office, but most colleges require that you have submitted a FAFSA application (Free Application for Federal Student Aid). You can check the college website for financial aid information (for California colleges check out www.californiacolleges.edu). Make sure to meet deadlines.

The [FAFSA](#) is the Free Application for Federal Student Aid and is the application used for all types of federal financial aid – for junior colleges, trade schools, colleges and universities! All graduating students planning to attend a junior college, trade school, private college, or university should apply. File between October 1 and March 2 at www.fafsa.gov. For the [California Grant Program](#), or CalGrants, our school submits the GPA verification for you automatically in October.

Please make sure to view our online newsletters starting September 1st to get updates on scholarships! You will find a link to the scholarship website along with deadlines. They are available to mostly juniors and seniors...and you don't have to be applying to a university to be eligible for many of them!

Career Planning

In order to make plans for your career, you will need to do some investigating! The Education and Career Planning course offered at our school is a great way to begin exploring careers. You can also do some research on your own.

A good place to start is to determine your personal areas of interest, your current skills, how much education/training you want to pursue after high school, your personality traits, and your personal and financial goals for your future.

Here are some tips to get you started:

- Talk with your ES, tutors, family and other important people in your life about careers.
- Make an appointment with your [Guidance Coordinator](#). Ask your ES about how to schedule an appointment and if possible, find a time that you can both meet. The meetings are online so you can be in different places if need be.
- Take the career interest and skill inventories on California Colleges.
- Seek help in understanding the results.
- Match your personal interests, skills, personality traits, and educational goals with possible career choices.
- Investigate careers online using the links below.
- Try taking one of our Career Technical Education online classes. See the lists here:
 - [Our Online CTE Courses](#)
 - [Certifications with Brighton College](#)
- Plan for training or college after high school to reach your career goal.
- Add additional skills through participation in school clubs and local community organizations. Volunteer/community service is a great way to add skills!
- If you can, start a part-time job to add employment skills.

California Colleges

Our main resource for College and/or Career Planning is www.californiacolleges.edu. This program is an excellent resource. You can contact your guidance coordinator to get an account set up and you can keep a profile of your interests, skills, programs and colleges that interest you. This year the www.californiacolleges.edu has completely changed their website. If you had an old account, you will be asked to verify your account and then your information should transfer over. To do this, look up to the top right corner and click on the lock. They will ask for your district and the district for each school is as follows:

Ocean Grove - San Lorenzo Valley Unified

Sky Mountain - Lucerne Valley Unified

South Sutter - Marcum-Illinois Union Elementary

You will also be asked for your ID number and this will be your California State ID that you use for CAASP testing. You will also add your birthdate and then you will be in.

More Career Exploration Links:

<http://online.onetcenter.org> – Occupational Information Network (O*NET), developed by the US Department of Labor, offers occupational information and a skills search.

www.advisorteam.com/temperament_sorter/register.asp?partid – The Kiersey Temperament Sorter II provides insight into one's own personality in selecting a career or work environment.

www.cacareerzone.org/index.html - California Career Zone is an interactive website designed for students providing self assessment inventories, information for over 900 occupations, 300 career videos, a reality check section, and a variety of resources.

www.californiacareers.info – another career information site that includes self assessment.

Recommended Steps to College Entrance and Scholarships

FRESHMAN YEAR

1. Take college preparatory classes, including a-g English, a-g algebra or a-g geometry and an a-g foreign language or science.
2. Take an Education and Career Planning course.
3. Attend the Career GPS at Cal Expo and/or other local College Fairs.
4. Develop strong study skills and test taking skills.
5. Participate in school and community activities – remember it’s the whole “package” that counts – grades, course rigor, volunteer work, community service, and leadership...that’s what the colleges are looking for!
6. Begin an “Activity Record” by keeping copies of report cards, list of co-curricular activities and awards and honors, community service activities with descriptions of what you do.
7. Start thinking about colleges, visit colleges during breaks and summer
8. **November** – take PLAN (practice ACT) test.
9. **March** -- Sign up for the SAT Subject in June for any subject you will complete this year and not go on in that subject. For instance if you took biology this would be a good one to take. Don’t take English, math, or language other than English because you will continue to learn

SOPHOMORE YEAR

1. Continue #1-7 on the freshman level, don’t forget about #4, and #5...very important!
2. Continue to participate in academic enrichment programs, summer workshops, and camps with specialty focuses such as music, arts, sciences.
3. Continue researching colleges – visit websites, campuses, and college fairs.
4. Make a list of colleges you would like to attend.
5. Take Study Skills.
6. **September**: Sign up for the PSAT. Find and contact a local school that’s giving the test you want to take. [Go to School Search](#).
7. Watch your emails from the school to find when and how you can apply for the **National Honor Society**.
8. Discuss career choices and college with parents and counselor, look into the CTE options.
9. **October** Take the PSAT and use your scores in [My College Quickstart](#) to prepare you for the SAT.

JUNIOR YEAR

1. See our school’s powerpoint on [Steps To College For Juniors](#)
2. Continue with full academic program, maintain grades, study (review freshman, sophomore steps).
3. Assume leadership roles in activities.
4. Attend college fairs, visit colleges and meet with representatives, narrow down your possible college choices by using websites and discussing with counselor.
5. Investigate scholarships online and discuss with counselor. Begin writing essays over the summer.
6. Update your “Activity Record” (see #4, #5 Freshman Year).
7. **September**: Watch your emails from the school to find when and how you can apply for the **National Honor Society**.

8. **September:** Sign up for the PSAT. Find and contact a local school that's giving the test you want to take. [Go to School Search](#). In your junior year the scores count towards the National Achievement Program.
9. **October** – take the PSAT (in your junior year the scores count towards the National Achievement Program) You can find a school to take it at this link:
<https://ordering.collegeboard.org/testordering/publicSearch>
10. **January** -- Use your PSAT scores to learn from them at [My College Quickstart](#) to prepare you for the SAT.
11. **February** Sign up to take the SAT [here](#) or the ACT [here](#) in the spring.
12. **March, April, May, June** – take the SAT Reasoning, SAT Subject Tests and/or ACT
13. Sign up for
14. **Summer** – practice writing college applications, practice writing your college essay and review for content, grammar, punctuation, readability. For the UC you will write the UC Personal Statement. See this resource: [UC Personal Statement](#). You do not need to write an essay for the CSU campuses.

SENIOR YEAR

1. See our school's [Steps to College For Seniors](#)
2. Take a full academic program! Study and maintain your grades (review freshman, sophomore, junior)
3. Continue to update your "Activity Record" and to be active in school and community
4. Collect letters of recommendation from teachers, counselors, administrators and community leaders.
5. Attend college fairs, meet with representatives attend college nights.
6. Make a final decision about College, make sure you meet requirements, double check deadlines, selecting a college major can be helpful, get advice from your counselor.
7. Write any essays to be included in applications.
8. Be aware of scholarships available by checking newsletter and online resources.
9. August: If you do not have SAT or ACT scores that you feel are satisfactory, sign up to take the SAT [here](#) or the ACT [here](#). The December test date is usually accepted for this year's application but if you can before that it would be a good idea.
10. **September:** Watch your emails from the school to find when and how you can apply for the **National Honor Society**.
11. **September through December** take all necessary college entrance tests (SAT Reasoning or ACT with writing for UC).
12. Make sure your official test scores are being sent to the colleges to which you are applying.
13. Make a list of which schools you will apply to. This should include a safety school that you know you can get into (see the [CSU Local Admissions](#) and [CSU eligibility index](#) and [UC Eligibility index of GPA and Test Scores](#). Then a few more if you want.
14. **October 1 through November 30** - submit your college admissions applications to CSU and UC. Check deadlines for early decision applications and private colleges.
 - a. Apply to CSU campuses through [Cal State Apply](#)
 - b. Apply to UC campuses through [UC Admissions](#)
15. **October 1 through March 2** -apply for FAFSA (Free Application for Federal Student Aid) at <https://fafsa.gov/> . Students previously had to wait until January 1 to file the

FAFSA but the Student Aid Commission is starting to allow families to complete the FAFSA in October. For the 2017-2018 school year applying for the 2017-2018 college admission, you will use your 2016 tax information.

16. CAL GRANT: You apply for the Cal Grant award by filling out a FAFSA. Our school completes the GPA verification for all students so you do not need to worry about that.
17. **January 1 through June** -- Check the email you used for your applications often to see if more is needed. If you plan to live in university housing, send the forms back as soon as possible because schools often accept more freshmen than they can house. Also check your email for placement exams.
18. **April** -- Make your final decision. You have until **May 1st** to make your final choice on admission and financial aid. After that you aren't guaranteed admission any longer.
19. **June** – have your school send your final transcripts to the college of your choice.
20. Write thank you notes for all financial assistance received.

POPULAR COLLEGE SEARCH WEBSITES

(All web addresses are subject to change without notice)

College Search and Planning	Web Address
American College Testing (PLAN/ACT)	www.act.org
Art Schools	www.aicad.org
Black Collegian	www.blackcollegian.com
California Career Zone	www.cacareerzone.org Campus
Tours	www.campustours.com Cappex
www.cappex.com	
Catholic Colleges and Universities	www.catholiccollegesonline.org
College Apps	www.collegeapps.com College
Board (PSAT/SAT/AP)	www.collegeboard.com
CollegeXpress	www.collegexpress.com
CollegeNet	www.collegenet.com
College and University Search	www.universities.com College
View	www.collegeview.com College
Zine (Kaplan)	www.kaplan.com
Historically Black Colleges and Universities	www.hbcu-central.com National
Association for College Admission Counseling	www.nacac.com
Nursing Information and Resources	www.nursingworld.org Peterson's
(great tool for searching majors!)	www.petersons.com
Princeton Review	www.princetonreview.com Schools
in the USA	www.schoolsintheusa.com
US News and World Report (college rankings)	www.usnews.com
Women's Colleges	www.womenscolleges.org
XAP	www.xap.com

College Applications Links

University of California	www.universityofcalifornia.edu
California State University	www2.calstate.edu/apply
California Private/Independent Colleges	www.aiccu.edu
California Community College Information	www.cccco.edu
College Options in California (great website!)	www.californiacolleges.edu
Common Application	www.commonapp.org
Financial Aid/Scholarships	
Fastweb	www.fastweb.com FinAid
www.finaid.com National Association Student Financial Aid	www.nasfaa.org
Nellie Mae	www.nelliemae.org Sallie
Mae	www.salliemae.org
Scholarships 101	www.scholarships101.com
California Student Aid Commission	www.csac.ca.gov
FAFSA Express	www.fafsa.ed.gov
FAFSA Forecaster – planning website	www.fafsa4caster.ed.gov
Mexican American Legal Defense and Ed Fund	www.maldef.org
Athletics	
NAIA	www.naia.org
NCAA	www.ncaa.org
NCAA eligibility and online application	www.ncaaclearinghouse.net

Glossary

AA: (Associate of Arts)

A two year college degree.

ACT: (American College Test)

A college admissions test required by many colleges and universities as part of the college admissions process. It is a three hour test comprised of four parts: English, Math, Reading and Science Reasoning. Registration booklets are available at the learning centers or visit www.act.org for details and to register.

“a-g” Pattern:

Refers to the list of subjects required for admission by the University of California and the California State University systems.

AP: (Advanced Placement) Apex (online) offers our only AP courses

Advanced Placement courses allow students to prepare for exams given in May.

Scoring a 3, 4, or 5 (out of 5) will often enable a student to receive college units of credit upon matriculation at a college or university. You can check with your counselor since the policy on AP courses vary at each college campus. Visit www.collegeboard.com for more details.

AVID: (Advancement Via Individual Determination) – not available at our schools

AVID is an in-school academic support program for grades 5-12 that prepares students for college eligibility and success. It places academically average students in advanced classes and levels the playing field for minority, rural, low-income and other students without a college-going tradition in their families. AVID is for all students, but it targets those in the academic middle and is implemented schoolwide and districtwide. Visit www.avidonline.org for more information.

BA (Bachelor of Arts) or BS (Bachelor of Science):

A four year college degree.

CLEP (College Level Examination Program)

CLEP is the most widely accepted credit-by-examination program in the United States today, helping students of a wide range of ages earn credit for what they already know, regardless of how that knowledge was acquired. By receiving a satisfactory score, students can earn from 3 to 12 college credits toward a college degree for each CLEP exam taken, depending on the exam subject and the policy of the college or university. Visit www.collegeboard.com/highered/clep/ for more information.

CSF (California Scholarship Federation):

Statewide honor society designed primarily for the academically oriented, college-bound student. Eligibility for membership depends on the previous semester's final grades.

IB: (International Baccalaureate) – not available at our school

The International Baccalaureate Organization is a non-profit educational organization that was established in 1968. IBO programs include:

1. Diploma Program (DP), for students in the final two years of school before university
This program is a rigorous pre-university course of studies that leads to examinations, for highly motivated secondary school students.
2. Middle Years Program (MYP) for students aged 11 to 16

The International Baccalaureate Organization awards either a diploma or a certificate for individual IB exams. Students completing the IB diploma may earn up to 20 semester units toward their undergraduate degree at a university. Visit www.ibo.org for more information.

PLAN: (Practice ACT Test)

A preliminary/practice ACT administered to sophomores in November at many high schools. In addition to measuring academic achievement, a career component and interest inventory is included. Visit www.act.org for more details.

PSAT/NMSQT: (Preliminary SAT/National Merit Scholarship Qualifying Test) The preliminary/practice SAT administered nationally in October. Students become familiar with the type of questions found on the SAT. Junior year scores can qualify students for the National Merit Scholarship Program. Visit www.collegeboard.com for more details.

SAT Reasoning Exam:

A college admissions test is required by many colleges and universities as part of the college admissions process. This is a 3 hour test which measures writing, critical reading (verbal), and mathematical skills. Registration materials are available at the learning centers or you can register at www.collegeboard.com.

SAT Subject Exams: (Subject based tests in writing, mathematics, literature, history, science, and languages)

Some colleges and universities require these tests for admission. The University of California requires two of the student's choice. Each test is one hour long. Registration materials are available at the learning centers or you can register at www.collegeboard.com.

TOEFL: (Test of English as a Foreign Language)

A college admissions examination required of students whose first language is not English, or who have had fewer than three years of high school in an English speaking country. For information call (609)771-7100 or visit www.toefl.org.