

Alonzo and Tracy Mournig Senior High Biscayne Bay Campus

Student Services Handbook

Mission Statement

The mission of the Alonzo and Tracy Mournig Senior High Biscayne Bay Campus Student Services Department is to provide a developmental program that will facilitate and support the educational achievement of all students. The program focuses on personal development, academic success, and postsecondary planning. Our goal is to promote students' sense of responsibility personally, socially, and academically, so that students can work towards their full potential. With the mission at the forefront, we believe that an effective guidance and counseling program is an integral part of the three Cs: Counseling, Consultation, and Collaboration.

Counseling: We provide individual counseling and group workshops to support the personal, academic, and postsecondary pursuits of every student. Counselors lead group workshops at each grade level. The goal of counseling is to take a proactive and preventative approach when possible, but also to work with students to resolve current issues that impact personal growth and academic achievement.

Consultation and Collaboration: Counselors consult with teachers, parents, and administrators on a continual basis. Counselors collaborate with district student services personnel and outside community resources to solve problems, promote a positive school climate, and ensure going communication between the high school and outside agencies. This team approach enhances the opportunity for all students to attain their educational goals.

Guidance Counselors

Name	Assignment	Email
Lawrence Cooper		lcooper1@dadeschools.net
Marie F. Vielot		MVielot@dadeschools.net

To See Your Counselor

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Student Schedule Changes

All students are asked to adhere to the following procedures in order to correct/adjust their schedule.

- No student should be sent to the guidance office. **No exceptions.**
- **No changes will be made on the first day of school.** Students will follow their schedule exactly as printed.
- If there is an error in the scheduled (repeating a class, course needed for graduation, class passed in summer school, etc.) have the student fill out a *REQUEST FOR CHANGE FORM*, turn it in to the teacher. The teacher will turn it in to the Student Service Office.
- Students will follow their schedule until they receive a new schedule. The student must sign out with the original teacher and then go to the new class to sign in. Receiving teacher should keep the change form and turn it in at the end of the day to the Student Service office. **Do not delete a student unless you have signed a change form.**
- Change of mind for scheduled changes **will not** be considered.
- Any student who feels there is an error in their schedule must submit a request for schedule change.
- If a request for a change is approved, the student will receive the change in their 1st period class. Please check your mailboxes for changes for students and passes requesting students.

Graduation Requirements beginning with the Class of 2011

High School Graduation Requirements

1. 24 credits (see below)
2. Pass the Florida Comprehensive Assessment Test (FCAT)
3. 2.0 cumulative unweighted grade point average (GPA)
4. Demonstrate mastery of basic computer literacy skills
5. Complete a community service project

State Requirements for Graduation

Credits

English 4

Mathematics (must include Algebra I and Geometry) 4

Science (must include Earth/Space Science, Biology, and Chemistry OR Physical Science) 3

Social Studies (World, History, American History, and American Government & Economics) 3

Fine Art (any visual or performing art) 1

Personal Fitness 0.5

Physical Education 0.5

General Electives 8

Note: In order to pass an annual course in grades 9-12, a student must earn a minimum of 10 grade points, of which a minimum of 5 must be earned in the second semester.

Note: Effective with courses completed after September 1, 1998, and thereafter, any student in grades 9-12 or in middle school (grades 6-8) who enrolls in and completes a course designed for senior high school students and receives a grade of D or F as a final grade may repeat that course or one in the same category with a C or better to replace the grade previously earned. Fs will be included in your GPA, if they are not replaced. Fs = 0 points!

Graduation Requirements beginning with the Class of 2011

FCAT

The Florida Comprehensive Assessment Test (FCAT) is a statewide test of how well students are learning. Students take the FCAT in grade 3 through 10. Students must make a passing score on the grade 10FCAT in order to earn a standard diploma. The FCAT is based on the Sunshine State Standards. The Sunshine State Standards list the skills taught in each grade. The FCAT tests how well students have learned these skills.

Community Service

All students seeking a Standard Diploma are required to complete a minimum of **75 hours** of community service for graduation. The Bright Futures Florida Academic Scholars Award requires **75 hours** of volunteer service to be performed in **ONE** particular field of interest. We suggest that students keep a copy of their hours for their own records and verification.

COMMUNITY SERVICE HOURS - WHAT DOES AND DOESN'T COUNT

- Volunteer hours may be earned within the school, community or for any non-profit or charitable organization.
- Students **may not** perform hours for any “for profit” businesses such as doctors, attorneys, stores, or restaurants.
- The hours **do not** count if you have been financially compensated.
- Time out of class **may not** be used for service hours.
- A parent or fellow student **cannot** sign for service hours.
- Service hours performed as a result of disciplinary action for the school or courts do not count.

COMMUNITY SERVICE GRADUATION REQUIREMENT - 75 hours

These hours **must be pre-approved**. Fill out the **Student Volunteer Service Application and Approval Form** and return it to your Guidance Counselor **10 days prior to the volunteer start date**. This assures that the organization the

student is volunteering for falls within Miami/Dade County Schools' guidelines. If students do not submit an Approval Form, they run the risk of their hours not qualifying under those guidelines. Please note that the form must be signed by:

- The Student
- The Volunteer Agency
- The Student's Parent/Guardian

These hours are to be recorded on the white form **Student Service Record – Graduation Requirement Tier I**. List volunteer hours each day that they were performed. The form can be submitted to the Student Service office before or after school.

COMMUNITY SERVICE HOURS – above the required 75 hours

These additional hours are to be recorded using the green **Student Service Community Service Log** and submitted to your Guidance Counselor upon completion.

Information on organizations looking for volunteers and other community service information can be found in the Student Service Office

Options for making up courses/credits

1. Online courses through Florida Virtual School www.flvs.net (check for course availability and follow procedure for registration; inform counselor to finalize approval to take course). Usually requires three assignments completed and returned via internet to the instructor on a weekly basis to remain in good standing. No restraints regarding the number of courses permitted for a student to take. One credit courses run for a 36 weeks period and half-credit courses run for an 18 weeks period.

2. Take courses through the Adult Education Program (night school); check for course availability through your counselor for neighboring high schools with adult ed. programs. The procedure to be followed to obtain permission from school personnel requires time; thus, as soon as the announcement is made regarding night school availability, come and begin the process to register (courses are on a first-come first-served basis, as space is limited).

Calculate that annual (one credit) courses require your presence twice a week (nightly); most half-year (half-credit) courses require only one night a week.

Attendance is imperative, as no grade will be awarded (regardless of whether the student has a passing grade or not) for students missing classes. Check with the night school program for rules and regulations that apply. Time management is essential to keep grades for “day” classes in good standing and still be able to succeed in “night school” classes.

3. Summer adult ed. / night school programs are available to all students.

Counseling:

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Freshman Seminar

Freshmen are introduced to the student service department during our “Freshmen Orientation Day” before the beginning of school. Freshmen also meet with their school counselor in a classroom setting during the first marking period. The primary focus of this meeting is to help orient and transition freshmen to Triple Q, and for student to get to know their guidance counselor. Counselors will review with students’ information pertaining to: graduation requirements, grading, credits, GPA, transcripts student handbook policies, study skills, teacher expectations, and general high school procedures.

Sophomore Seminar

Sophomores meet with their school counselor in a classroom setting during the second marking period. The primary focus of this program is for students to focus on decision-making and self-assessment. Student will use FCATS.org to explore personality types, learning styles, career matches, possible college selections, and job skills. Students are presented with an overview of the college planning timeline, and standardized testing preparation: FCAT, PSAT, SAT...etc. Students will also be encouraged to get involved in community service and extracurricular activities.

Junior Seminar

Juniors meet with their student counselor individually and as a group during the second semester to focus on post-high school planning, with an emphasis on college admissions. Student will continue to use the FACTS.org program for in depth college searches, college eligibility and requirements, application procedures, job searches, and military options. In addition, students will be encouraged to create a list of possible colleges or schools of interest to visit during the end of their junior year and in the summer before their senior year.

Senior Seminar

Seniors meet with their school counselor throughout their senior year to review and finalize each student's college and/or post high school plans. Counselors review information on the college application process; which includes completing application, composing admissions essays, conducting interviews, obtaining letters of recommendation, and completing standardized test score requirements. Counselors also provide information on financial aid and scholarship opportunities. Students, who do not wish to pursue college after graduation, will work individually with their counselor to develop their post high school plans.

Comparing SAT with ACT

The chart below summarizes the differences between the two tests.

	SAT	ACT
When is it administered?	Seven times per year	Six times per year
What is the test structure?	Ten-section exam: Three Critical Reading, three Math, three Writing, and one Experimental. The Experimental section is masked to look like a regular section.	Four-section exam: English, Math, Reading, and Science Reasoning. An Experimental section is added to tests on certain dates only, and is clearly experimental.
What is the test content?	Math: up to 9th grade basic geometry and Algebra II. Science: none. Reading: sentence completions, short and long	Math: pre-algebra, elementary algebra, intermediate algebra, coordinate geometry, geometry, and trigonometry.

	critical reading passages, reading comprehension. Writing: an essay, and questions testing grammar, usage, and word choice.	Science: charts, experiments. Reading: four passages, one each of Prose Fiction, Social Science, Humanities, and Natural Science. English: stresses grammar. (Include an optional essay.)
How long is the test?	3 hours 45 minutes	3 hours 30 minutes (with the 30 minutes optional essay)
Is there a penalty for wrong answers?	Yes, for the multiple choice questions	No
How is the test scored?	200-800 per section, added together for a combined score. A 2400 is the highest possible combined score.	1-36 for each subject, averaged for a composite score. A 36 is the highest possible composite score.
Are all scores sent to schools?	Yes. If a student requests a score report be sent to specific colleges, the report will include the scores the student received on every SAT taken.	No. There is a "Score Choice" option. Students can choose which schools will receive their scores AND which scores the schools will see.
Are there other uses for the exams?	Scholarship purposes.	Scholarship purposes. Certain statewide testing programs.
Need more information?	Educational Testing Service (ETS) www.ets.org The College Board www.collegeboard.com	ACT, Inc.: www.act.org

How To Compare SAT Scores With ACT Scores?

Although there is no official conversion chart, several colleges have issued their own conversion chart. The following table is based on the University of California's conversion chart.

SAT (Prior to Writing Test Addition)	SAT (With Writing Test Addition)	ACT Composite Score
1600	2400	36
1560-1590	2340-2390	35
1520-1550	2280-2330	34
1480-1510	2220-2270	33
1440-1470	2160-2210	32
1400-1430	2100-2150	31
1360-1390	2040-2090	30
1320-1350	1980-2030	29
1280-1310	1920-1970	28
1240-1270	1860-1910	27
1200-1230	1800-1850	26
1160-1190	1740-1790	25
1120-1150	1680-1730	24
1080-1110	1620-1670	23
1040-1070	1560-1610	22
1000-1030	1500-1550	21
960-990	1440-1490	20
920-950	1380-1430	19
880-910	1320-1370	18
840-870	1260-1310	17
800-830	1200-1250	16
760-790	1140-1190	15
720-750	1080-1130	14
680-710	1020-1070	13
640-670	960-1010	12
600-630	900-950	11

2009-2010 ACT/SAT Test Dates

ACT Test Dates

September 12, 2009	(register by August 7)
October 24, 2009	(register by September 18)
December 12, 2009	(register by November 6)
February 6, 2010	(register by January 5)
April 10, 2010	(register by March 5)
June 12, 2010	(register by May 7)

SAT Test Dates

October 10, 2009	(register by September 9)
November 7, 2009	(register by October 1)
December 5, 2009	(register by October 30)
January 23, 2010	(register by December 15)
March 13, 2010	(register by February 4)
May 1, 2010	(register by March 25)
June 5, 2010	(register by April 29)



In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. This Florida Lottery-funded scholarship rewards students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida.

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships for Florida high school graduates who demonstrate high academic achievement and enroll in eligible Florida public or private postsecondary institutions. There are three award levels for which high school seniors may qualify: Florida Academic Scholars, Florida Medallion Scholars, and Gold Seal Vocational Scholars.

The scholarship may be used for either full-time or part-time enrollment and is renewable. All initial applicants must meet the general requirements for participation in this program and specific requirements for the individual award.

Remember, students can check their progress toward each of these scholarships from the ePEP & Academic Evaluations on FACTS.org.

CAREER DECISION MAKING, RESUMES AND EMPLOYMENT SEARCH WEB SITES

BUREAU OF LABOR STATISTICS

<http://stats.bls.gov>

CAREER EXPLORATION

<http://www.uhs.berkeley.edu/Students/CareerLibrary/>

CAREERNET

<http://www.careers.org> - *An excellent career reference site.*

CAREER TALK

<http://www.careertalk.com> - *A weekly bulletin Internet site designed to assist users in making better career decisions. It also offers a comprehensive list of career sites.*

CORNELL CAREER SERVICES

<http://www.career.cornell.edu> - *This site assists users in establishing career goals and employment search strategies.*

MAPPING YOUR FUTURE

<http://www.mapping-your-future.org/>

OCCUPATIONAL HANDBOOK

<http://www.bls.gov/oco/>

OCCUPATIONAL INFORMATION

<http://www.umanitoba.ca/counselling/occupations.html>

PRINCETON REVIEW

<http://www.review.com/> - *The site offers information about how to prepare for and select internships or jobs.*

RPI CAREER RESOURCE

<http://www.careerresource.net> - *This site offers career advice and a list of reference books and articles for students*

COLLEGE PLANNING CALENDAR

Parents, teachers and counselors may assist in facilitating the decision making process, but students are ultimately responsible for managing their educational and career plans.

10th grade

October

- **sit for the PSAT examination**

March

- **review transcript and determine whether you should take summer enrichment course(s)**

April

- **if you plan to major in the sciences at a four year higher educational institution and do not plan to take advanced biology, register for the biology SAT II**
- **enroll in summer college course (if appropriate)**
- **begin preparing for the PSAT**
 - request copy of *Information About SAT I and SAT II* from your counselor

11th grade

September

- **register for the PSAT**

October

- sit for the PSAT
- continue to prepare for the SAT I by utilizing the *Review Guide* received from your counselor in the *Grade Advisory*

December

- review PSAT results and develop strategies to prepare for the SAT
- review career plans and identify potential college major(s) and minor(s)
- reexamine your time-line to take the SAT I and SAT II

January

- examine your career plans and possible choice of college major(s)
- *if undecided, seek career counseling assistance*
- sign up for the March SAT I

February

- begin reviewing college guides and college catalogs online
- start to seriously discuss college plans with parents and counselor
- compile a list of schools to which you plan to apply
- register for May and June SAT I and/or SAT II
- identify at least two safety schools, in case you are not accepted by your first choice
- identify and ask for college recommendation
- *make sure you give them all appropriate information about your background and future plans*

April

- review career, college and financial assistance options online
- attend regional college fairs
- prepare draft of college essay
- evaluate the feasibility of attending a summer enrichment program
- visit colleges you are seriously considering attending during the April break, prepare for and set up
 - admission interviews
 - departmental interviews

May and June

- sit for the SAT I and SAT II (*as planned*)
- work closely with your counselor

July and August

- download college applications and college catalogs
- update student activities sheet
- revise college essay(s) as needed - prepare applications for October deadline
- evaluate and narrow down college options as soon as all appropriate information is procured
- begin filling out your applications online
 - *make every effort to file your applications electronically*

12th grade

September

- set up an appointment with counselor to finalize submission plans
- register for the SAT I and SAT II (*only as a last resort*)
- submit college applications punctually

October and November

- review college planning guidelines and attend to any tasks that you have neglected in the last few months
- attend the college fair and meet with college admission counselors of the schools you plan to attend (*sell yourself*)
- review financial aid and scholarship options

December

- ask parents to compile their tax information for the FAFSA

January

- file a preliminary FAFSA application electronically at the beginning of the month
- provide counselor with mid-year and final grade reports – *if requested*
- be on the lookout for "rolling admissions" decisions
- attend financial aid workshop at the high school

- **keep checking financial aid and scholarship notices in guidance office and continue to search for scholarships online and at the college you plan to attend**

February to May

- **stay in contact with counselor**
- **inform counselor of college admission decision**
- **submit letter of acceptance, deposit and all appropriate documents to the college as soon as possible**
- **notify the other colleges that accepted you of your decision, thank them for favorable consideration and withdraw your application**

RECOMMENDED COLLEGE PLANNING INTERNET SITES

ACT

<http://www.act.org/>

COLLEGE BOARD ONLINE

<http://www.collegeboard.com>

*The site assists students in selecting a college major and gaining information about the adaptability of majors to the world of work.
(Part of the CEEB Expand Program.)*

COLLEGE GUIDES

<http://www.collegeguides.com>

COLLEGENET

<http://www.collegenet.com>

This is a searchable data base of colleges, scholarship opportunities, and other academic resources. It offers a comprehensive college/university index with good graphics and some interesting resources for financial aid and scholarships. The site recently began offering online admission application processing (for featured schools only).

COLLEGES AND UNIVERSITIES SEARCH

<http://www.universities.com>

Allows the user to search more than 3,000 colleges and universities.

COLLEGE ANSWER

<http://www.collegeanswer.com/index.jsp>

When planning for your college destination .

COLLEGEVIEW

<http://www.collegeview.com>

The site offers an overview and e-mail addresses for 3,300 two- and four-year colleges.

COLLEGEXPRESS

<http://www.collegexpress.com>

This site can facilitate the college search by state, major, and several other criteria.

EDUCATION PLANNING

<http://www.niep.com>

EDUCATIONAL TESTING SERVICES

<http://www.ets.org>

It is an online magazine by and for high-school students offering admission testing and college information.

FISHNET

<http://www.mycollegeguide.org>

The site offers information on colleges while allowing students a profile themselves to colleges; raise questions about admissions and financial aid.

GO COLLEGE

<http://www.gocollege.com>

JESUIT COLLEGES AND UNIVERSITIES

<http://www.ajcunet.edu>

The site allows you to search, request applications from Jesuit Colleges and Universities in the U.S.

NATIONAL ASSOCIATION OF COLLEGE ADMISSION COUNSELORS

<http://www.nacac.com/fairs.html>

The site lists College Fair dates (a cost-efficient way to learn about a number of college alternatives).

PETERSON' S EDUCATION CENTER

<http://www.petersons.com>

The data base offers solid educational, career and financial aid information to students.

USNEWS AND WORLD REPORTS - COLLEGE RANKING ONLINE

<http://www.usnews.com>

The site allows students to review US News rankings of American colleges.

VIRTUAL CAMPUS TOURS

<http://www.campustours.com/>

WORLD LECTURE HALL (WLH)

<http://www.utexas.edu/world/lecture>

*The site connects you to college faculty globally who deliver class materials.
You may procure course*