

Hello CMIT 8<sup>th</sup> Grade Students and Families,

We are reaching out to give you all of the information you will need about schedules and AP/ITEC applications for the 2020-2021 School Year.

### **Schedule Structure**

Next year, CMIT North High School will no longer operate on an A Day / B Day schedule. There will be 8 periods throughout the day: students will be able to take up to 7 courses plus their lunch and will see each class every day for about 50 minutes per day. The school day will start at 8:05am and end at 2:51pm. We will have 4 lunch periods which will mostly be divided by grade level. Students will have a 17-minute homeroom period following their lunch. If there are any questions about these changes, please don't hesitate to reach out to Ms. Gaudette and Mrs. Andrew.

### **Course Placements**

Teachers place students in their math, English, social studies, science, technology, and world language course that are required for graduation based on department-based data. Students will be placed in their fine art course based on space and preference (which will be included on the elective preference form). These placements will be made by mid-March at which time Ms. Gaudette will email students and families to notify them of their placements. If a family would like to move their students down a level (i.e. from AP to Honors or from Honors to Comprehensive), they may simply email Ms. Gaudette to make that change. If a family would like to discuss the possibility of moving their student up a level against the teacher's recommendation, families will need to schedule a meeting with Ms. Gaudette to discuss the change. At that time, a decision will be made and the placement decided during that meeting will be applied to the student's schedule.

### **AP Applications**

AP applications have been released to students. Hard copy applications can be found in the main office of the Middle School. An electronic copy of the AP application can be found as an attachment to this email as well as within the Newsletter this weekend. The application requires students to submit a completed and signed AP agreement form and submit a writing sample responding to a prompt listed on the application. AP applications are due back in hard copy to the middle school main office by Friday, February 28<sup>th</sup> at 2:30pm. The two items (application and writing sample) must be stapled together with the application on top. AP applications will be reviewed by their respective departments at the high school and decisions will be made in the same timeframe as other course placements. Students will be notified of their acceptance in the same communication as their other placements. 8<sup>th</sup> grade students are only eligible to apply to take AP US History or AP Computer Science Principles. There will not be space in schedules for students to take both AP courses, so students may apply for both, but they will be contacted to select their preferred course if approved for both. A separate hard copy application and unique writing sample must be submitted for each course.

### **Elective Requests**

Elective requests will be done through an online Google Form. While students will be the only ones that have access to this through their CMIT email addresses, parents are encouraged to assist them in this process. Students will receive a copy of their responses upon submitting the form. Students will not be able to make edits to the form once it is submitted. This Google Form will be sent in April, at which time we will have a better idea of which electives will be offered during each period.

### **ITEC Schedules and Applications**

ITEC applications are available in the main office of the middle school and are also attached to this email. The application will also be included in the next Newsletter. Only current CMIT 8<sup>th</sup> grade students are eligible to apply. Students must complete and submit three items: CMIT application and agreement, PGCC application, and a personal statement. Details about the personal statement are included on the application forms. These materials must be submitted in an envelope all together in the middle school main office by Friday, February 28<sup>th</sup> at 2:30pm. All students who submit a complete application by the deadline will be scheduled to take the Accuplacer at PGCC at a later date. Students will be notified this via email.

9<sup>th</sup> grade students take their ITEC courses during the mornings here at CMIT. Students will not be able to take courses that conflict with their ITEC courses. Students are automatically scheduled for their ITEC courses upon acceptance into the program.

### **Schedule Changes**

There are only a few instances where schedule changes are permitted. First, is with the level change request by a parent. As previously explained, all that is required to go down a level (i.e. AP to Honors) is an email from the parent to Ms. Gaudette. To request an upward level change please contact Ms. Gaudette directly. At the start of the school year, teachers will have the opportunity to recommend any other level changes (upward or downward) and parental approval will be sought out before that change is made. Any last level changes at the request of a student or parent must happen **within the first 20 school days**. The same meeting requirement for upward changes applies. After the first 20 school days, students **may not** change levels of their classes unless there is an extreme circumstance that is agreed upon by the school team. If they are struggling in an upper-level class, it is their responsibility to seek additional resources such as tutoring. Students will not be moved simply because they are getting a poor grade in a class. After 20 school days, students will only be moved due to extreme circumstances.

### **Elective Changes**

Students will be able to request elective changes starting from the first Friday of the school year. Students will no longer need to go to their counselor for elective changes. Rather, they will submit elective change requests through a Google Form that will be sent to them when the elective change period opens. Students will have one week to request elective changes for the entirety of the school year. After that date, no elective changes will be made. Please note, not all elective change requests will necessarily go through. Elective change requests are made on a first come first serve basis with space restrictions and prerequisites taken into account.

If there are any other questions about student schedules for 2020-2021, please don't hesitate to reach out!

Sincerely,  
Ms. Gaudette