



2010-2011  
ELL & Special Education  
Student Registration Information

	ELL Students	Special Education Students
Who should enroll?	Students wishing to pursue a concentration of knowledge and skills in a technical area may earn three units of technical credit toward the Technical Diploma or students on a College-Preparatory Diploma can earn three technical units toward the Dual Diploma. Each course is three periods in length, lasting the full year. They are not exploratory, but rather career developing in nature. <i>Classes at Maxwell are regular, technical credit courses and are not team-taught or staffed full time with an ESOL teacher or CTI (Career Technical Instruction-formerly CTI) coordinator.</i>	Students wishing to pursue a concentration of knowledge and skills in a technical area may earn three units of technical credit toward the Technical Diploma or students on a College-Preparatory Diploma can earn three technical units toward the Dual Diploma. Each course is three periods in length, lasting the full year. They are not exploratory, but rather career developing in nature. <i>Classes at Maxwell are regular, technical credit courses and are not team-taught or staffed full time with an ESOL teacher or CTI (Career Technical Instruction-formerly CTI) coordinator.</i>
Student Population	Approximately 10% of the students are ELL students. All students are mainstreamed.	Approximately 30% of the students are special education students. All students are mainstreamed.
Maxwell Staff	Three ESOL teachers work with all program area teachers.	CTI coordinators and paraprofessionals work with all Maxwell program area teachers.
Special Considerations	Students need to show the ability to succeed in mainstreamed classes. Two units of Language Arts and 2 units of Math are highly recommended for all Maxwell students. ELL students should have successfully completed at least ESOL II and 9 <sup>th</sup> grade LA(S). Students should be able to meet the program AKS, function well in a mainstreamed lab environment, and follow safety procedures.	Students need to be able to meet the technical program's AKS and demonstrate that they can function well in a mainstreamed lab environment at least three periods a day. Students should be able to follow the safety standards of the technical program.
Credits Earned	Credit awarded is based on the student's enrollment option: <ul style="list-style-type: none"> <li>• 3 periods of a Maxwell course (3.0 units technical credit per year)</li> <li>• 2 periods of a Maxwell course &amp; JR LA</li> <li>• 2 period of a Maxwell course &amp; any online course needed for graduation</li> </ul>	Credit awarded is based on the student's enrollment option: <ul style="list-style-type: none"> <li>• 3 periods of a Maxwell course (3.0 units technical credit per year)</li> <li>• 2 periods of a Maxwell course &amp; JR LA</li> <li>• 2 period of a Maxwell course &amp; any online course needed for graduation</li> </ul>
Direct Services	Direct services include individual or small group instruction, assistance with development of organizational skills, assistance with completion of written and lab assignments, development of supplemental materials including oral and written study guides, review and study sessions, and administration of oral tests when needed. ESOL teachers serve students directly in technical classes daily according to their needs. Students are served in the regular classroom with regular education students, in small groups, or individually within the classroom. Students may also be pulled out or may request to work individually or in small groups in the ESOL room. ESOL teachers are also available before and after class hours to assist students.	Direct services include access to the Learning Lab, study sessions, review sheets, assistance with assignments and organization, individual instruction, oral testing, behavior contracting and implementing behavior management plans. CTI coordinators serve students directly in technical classes daily according to their documented needs. Students are served in the regular classroom with regular education students, in small groups or individually within the classroom. Students may also be pulled out or may request to work individually or in small groups in the Learning Lab. Students generally receive 30 minutes; or one segment of support daily. CTI coordinators are also available before and after class hours to assist students. Students may schedule to work with coordinators until 4:00 p.m. most days.
Learning Lab		All special education students may visit the CTI Learning Lab with permission from the technical program instructor for assistance with written and other assignments. Special resource materials, books on tape (when available), written and oral study guides and supplemental materials are available in the Learning Lab. PC6 portable computers, tape recorders, and Speak-and-Spells are available for checkout. The Learning Lab can also be used as a quiet place to complete assignments.

Do all special education students receive CTI services?		All special education students are monitored, but not all students are served directly by the CTI program.
Special procedures for self-contained and IEP diploma students		Self-contained and IEP diploma students must be approved by a Maxwell CTI coordinator. Contact the CTI coordinator at Maxwell prior to registration.
Responsibilities of the case load manager		<ul style="list-style-type: none"> <li>• Notify the CTI contact for your school regarding students who are interested in Maxwell, preferably during the student's sophomore year. Pre-registration advisement should be arranged with the CTI coordinator.</li> <li>• Make sure the student is identified after placement. You should get 3-week progress reports.</li> <li>• Provide pertinent information on your students.</li> <li>• Notify the CTI coordinator of changes.</li> <li>• Invite the CTI coordinator to staffing and panels. (The CTI coordinator may arrange the attendance of the technical program teacher.)</li> </ul>
What else should I know?	Good attendance at Maxwell is crucial for student success. Poor attendance is the main cause of failure. Students are expected to make up missed work, either before or after school at Maxwell.	

**PLEASE CALL US IF YOU HAVE QUESTIONS OR CONCERNS: 770-963-6838**

Dr. Vicki Hoffmann, AP for Curriculum & Instruction  
Keelie Thomas, Registrar/SASI Clerk 770-963-6838  
Dr. Fred Glenn, Counselor 770-338-4604  
Chad Wilson, Counselor 770-338-4605  
CTI 770-338-4828  
ESOL 770-338-4621

**ESOL:**

Dina Riquelme  
Troy Nasworthy  
Eleanor Green

**770-338-4621**

Brookwood, Central, Grayson, Meadowcreek, Shiloh, & South  
Archer, Dacula, Duluth, Give West, Norcross, & Peachtree Ridge  
Berkmar, Collins Hill, Give East, Mill Creek, Mountain View, North, & Parkview

**CTI:**

Marsha Baggett  
Brett Pendley  
Tim Maloney  
Merrilyn Vogtner  
Barbara Luckhurst

**770-338-4828**

Dacula, Duluth, Meadowcreek, Mill Creek, & Phoenix  
Berkmar, Brookwood, Mountain View, N. Gwinnett, & Shiloh  
Archer, Central Gwinnett, Grayson, Norcross, S. Gwinnett, & Hooper-Renwick  
Collins Hill, Parkview & Peachtree Ridge  
Collins Hill, Parkview & Peachtree Ridge

**APPLY ONLINE: [www.maxwellhigh.com](http://www.maxwellhigh.com)**

**Accepting online applications only**

No student shall be denied the opportunity to participate in any program or activity on the basis of gender, race, color, creed, religion, belief, national origin, disability, or ethnic group.