Gilmanton High School

2016- 2017 Scheduling Handbook

COURSE REGISTRATION PROCEDURES

- The registration process will involve the students, parents, counselor, and principal.

- All students carry a class minimum load of 3.5 credits each semester. Students are required to have 26 credits to graduate.

- Students may have only one study hall per semester. (Not including the 30-minute period following lunch.) Two study halls may be permitted under unique circumstances and with permission from the principal or counselor.

- 9th and 10th grade students are limited in their choice of classes to help insure that a solid base is established in all core curriculum areas.

- 11th and 12th grade students have more flexibility to select courses as they continue to prepare for careers and education after high school. Courses are selected that will enable students to enter the workforce, technical college or college, and be prepared to meet the challenges they will confront.

- Students are also required to enroll in classes outside of the core curriculum. Taking these classes exposes students to a wider variety of experiences and contributes to a balanced educational background.

- Work experience is limited to two credits total for high school career.

DEFINITION OF TERMS

ADVANCED PLACEMENT

Advanced Placement courses allow high school students to earn University credit while still in high school. Advanced Placement courses at Gilmanton High School may be offered on-line or in-house and are available to those students who meet the appropriate criteria for the specific course.

AP courses taken through distance learning or online are optional. Gilmanton Schools encourages students to take an exam for AP courses. If the exam is successfully completed, advanced placement and/or college credit may be granted by the college.

See the Guidance Counselor for more information on Advanced Placement Courses.

CLASS RANK

This is the order of all cumulative grade point averages (GPA) within one grade level, listed from the highest numerical value to the lowest. It is also used for college admittance, scholarship assignments, and the seventh semester Wisconsin Higher Education Academic Excellence Scholarship for the senior class.

If there is a tie for the highest GPA, a student's ACT score is the first tie-breaker. The second tie-breaker is the individual score of the four subcategories on the ACT. Each student in the tie-breaker will individually rank their four subcategories (reading, science, math & writing). The first sub-category that is higher for one student, will receive the higher class rank.

COURSE CREDIT INFORMATION

	Block (86 min.)	**Traditional (43 min.)**
Quarter Classes	1/2 credit per qtr	N/A
Semester Classes	1 credit per semester	1/2 credit per semester

Course credit is assigned as follows:

1. All class credits earned (except Choir, which is 1/2 credit per year) will be based on 1/2 credit per one semester course and 1 credit per two-semester. One semester may vary due to how the class is being offered in a semester. One semester may be a traditional class that will meet every day the entire semester and another may meet in the block format for a nine-week period.

2. No partial credit will be granted for traditional quarter classes. Exceptions may be made with mutual agreement of the teacher, guidance counselor, and the high school principal.

3. Credit may be granted for college courses successfully completed when prior approval is given by the high school counselor or principal (see YOUTH OPTIONS). One credit of University classes is equivalent to .25 high school credit.

CORRESPONDENCE COURSE CREDIT (This is NOT Youth Options)

If the School District of Gilmanton agrees to pay for any college, technical college, or correspondence course, a letter grade of C or better must be earned. Any grade less than a C or withdrawal from the course will result in the said student paying for the course.

Correspondence study must be completed and the final grade must be received by May 1 if the student wishes to participate in the graduation ceremony.

CREDIT/NO-CREDIT POLICY

Gilmanton High School recognizes that alternative grading may be in the best interest of the student.

Under alternative grading, the student would receive either a “credit (Pass)” or “no-credit (Fail)” grade, rather than a traditional letter grade, Students would have to earn 65% to earn a “credit” grade (special education students see IEP).

Eligibility Guidelines:

1. Grades in work-study by student choice.
2. Grades in regular classes earned by special education students who have been determined to be in need of alternative grading and who have had such included on the IEP.

Students with more than two credits of credit/no-credit grades are not eligible for the class rank based Wisconsin tuition remission award.

CREDIT RECOVERY COURSES

-Credit recovery courses are for students in grades 9-12.
-Students should meet with the principal and/or guidance counselor to discuss and arrange for any credit recovery courses.
-If a Gilmanton-offered course is failed by a student, an online credit recovery course is an option for a student to obtain their required credits.
-Costs for the credit recovery course may be paid by the student/family.
-The Gilmanton School District recommends that a student enroll in two or less courses at one time.
-It is the student's responsibility to communicate with the instructor of the credit recovery course.
-The credit recovery course grade point will be added to the student’s cumulative grade point average.
-Verification of the student successfully passing the credit recovery course will be placed in the student’s file.
-Administration reserves the right to adjust the above criteria due to extenuating circumstances.

DISTANCE LEARNING COURSES

Distance Learning Courses are two-way video & audio courses, with live interaction between students and teachers. These courses allow students to enroll in a class that is not currently offered at their school or to enroll in a college level course.

High School to High School – Transmitted between two high schools, taught by a certified high school teacher. A distance learning course that is similar to a weighted Gilmanton High School course will also be weighted.

Technical College & University Credit Courses – Transmitted between post-secondary institution and a high school, taught by certified instructors, using post-secondary books and materials. Students receive regular technical college/university credit upon successful completion of the course according to college/university guidelines. Upon successful completion of the course, students will receive an official transcript with grade and credits recorded at the technical college/university. Students enrolled in technical college/university courses will also receive high school credit (dual credit). Any class for credit will count toward a student’s GPA. For a Distance Learning or University Course to have a weighted GPA, a student must present their case to the school board for prior approval for the course to be weighted. One credit of University classes is equivalent to .25 high school credit.

DROP/ADD SCHEDULE CHANGES

After the students indicates their course preference the school develops the master schedule, makes teacher assignments, and balances student loads; therefore it will be difficult to obtain a schedule change. If you are in the wrong class because an error has been made, see your counselor within three days after the quarter begins.

A student wishing to request a change should follow these steps:

1. Discuss the change with parents and teachers involved.
2. Obtain a drop/add slip from the counselor.
3. Turn your completed drop/add slip in to the counselor or office. You may change classes on this day.
4. Final decisions on schedule changes will be influenced by:
    a) student's past academic record
    b) reason for requesting change
    c) teacher's recommendation
    d) effect on class size
    e) effect on student
    f) student's obligation

EARLY GRADUATION POLICY

Students may graduate at the end of the semester in which they successfully complete the required amount of credits (26). Students who plan to undertake early graduation must meet with the guidance counselor and establish a program and timetable leading to this goal. A request to complete the requirements of early graduation must be made, in writing, to the guidance counselor or principal. A conference with the student's parent/guardian and the guidance counselor or principal will be held. The request must be submitted to the principal for approval. Early graduation will only be approved after all parties are agreed that this is the appropriate program for the student. Early graduates will not be eligible to participate in WIAA sponsored activities or extra-curricular activities such as clubs, music, etc. Early graduates are eligible to participate in all scholarship programs. It is the early graduate's responsibility to keep informed of available scholarships and their deadlines. Students are encouraged to participate in the spring graduation ceremonies. They must notify the principal by April 1 of their intention to do so.

ELECTIVE COURSE

Elective courses are those selected to be supplemental to the list of required courses. Students should select elective classes on the basis of personal interests and career goals.

FINAL GRADES

The semester grade is considered the final grade and is recorded on the student's permanent record.

FULL TIME STUDENT

All students at GHS are required to have a minimum class load of 3.5 credits per semester.

Exceptions to the above include: a) a modified schedule approved by the principal; b) students taking post-secondary enrollment credits (YOUTH OPTIONS) where scheduled class times conflict with GHS scheduled classes.

GRADING SCALE

The following grading scale is in effect at Gilmanton High School:

98-100%	A+
95-97%	A
94-92%	A-
89-91%	B+
86-88%	B
83-85%	B-
80-82%	C+
77-79%	C
74-76%	C-
71-73%	D+
68-70%	D
65-67%	D-
Below 65%	F

I = Incomplete (must be completed within two weeks of the end of the quarter, however, the principal may, under unusual circumstances, grant additional time for work to be completed.)
M = Medical excuse (credit towards graduation but not towards GPA or rank)
W = Withdrew (no credit given)

The following classes may use alternative grading: tutoring/teachers assistant, work study, special education (if in IEP).
P = Pass * (credit towards graduation but not towards GPA or rank)
F = Fail* (no credit)

**See Credit/No-Credit Policy*

GRADE POINT AVERAGE and CLASS RANK

A 4.0 grading scale will be used to determine grade point average at GHS in the following manner:

	Regular Courses	Honors Courses
A+	4.3333	4.8333
A	4.0	4.5
A-	3.6667	4.1667
B+	3.3333	3.8333
B	3.0	3.5
B-	2.6667	3.1667
C+	2.3333	2.8333
C	2.0	2.5
C-	1.6667	2.1667
D+	1.3333	1.8333
D	1.0	1.5
D-	0.6667	1.1667
F	0	0

For seniors only, class rank/grade point average will be determined at the end of the 1st semester of grade 12 for purposes of selecting honor graduates, including valedictorian and salutatorian. The top student in the senior class will be designated valedictorian and the second ranked student in the senior class will be designated as salutatorian. Any graduates with a cumulative 7th semester grade point average of 3.75 or above will be designated as honor students and will wear gold cords at graduation. *(Foreign exchange students will not be eligible for scholarships or included in class rank).*

GRADUATION REQUIREMENTS

Department	Cred Rq 16-17	Classes Required
Language Arts (English)	4	English 9, 10, 11 or 11H, 12 or 12H
Social Studies	3	U.S. History, World History, Civics, 1/2 Credit Elective
Science	3	Physical Science 9, Biology, 1 Credit Elective
Mathematics	3	Algebra I, Geometry and Algebra II (or Business Math by teacher recommendation)
Physical Education	1.5	Grades 9, 10, 11
Computer Education	.5	Computer Applications
Health	.5	Health
Business	.5	Personal Finance
Art	.5	Choose One
Tech Ed	.5	Choose One
Elective Classes	9.0	
TOTAL CREDITS NEEDED FOR GRADUATION	**26**	

HOMEWORK

After two episodes of late homework per semester, homework one day late will be graded at 80% and two or more days late at 66%.

HONOR COURSES

The following classes are designated as honor classes and students will receive honor credit values for them: AP English, Honors English 11, Honors English 12, Chemistry, Physics, Advanced Biology, Advanced Science, Advanced Math I & II. See GRADE POINT AVERAGE for credit values.

HONOR ROLL

The honor roll will be named using the quarter grades at each grading period. The following grade point averages will be used in determining honor roll:

High Honors	3.75 and up
Honors	3.5 - 3.7499
Honorable Mention	3.25 - 3.4999

NATIONAL HONOR SOCIETY

The National Honor Society, established nationally in 1921 is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its beginnings in 1921.

Today, it is estimated that more than one million students participate in activities of the NHS and NJHS. NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service.

NATIONAL HONOR SOCIETY AT GILMANTON HIGH SCHOOL

Students who are juniors or second semester sophomores and who have a 3.5 accumulative grade point average are eligible to apply for membership in the Gilmanton High School Chapter of the National Honor Society. Other criteria for membership include: wholesome character, outstanding leadership, and exemplary service. Applications are made available in February/March. A majority vote of the 5 member Faculty Council appointed by the principal makes the final decision on membership. New members are inducted in March or April.

Once students are members, they are required to attend monthly meetings and to participate in the various service activities sponsored by NHS, as well as uphold the standards in place when they were selected.

PARTIAL CREDIT

A withdrawal from a course after the designated drop/add timeline will result in a "W" on the student's transcript. No partial credit will be given, unless approval is made by the principal or counselor.

PREREQUISITE

A prerequisite is a course which must be completed before certain other courses may be taken. Prerequisites, if any, are listed in each course description.

PROGRESS REPORTS

Progress reports (mid-terms) are completed at the mid-way point of each quarter.

REPORT CARDS

Grades are recorded for each quarter. Report cards will be mailed home approximately one week after the conclusion of each quarter or handed out at parent-teacher conferences.

REQUIRED COURSE

A required course is a particular course that must be completed in order to earn a diploma from Gilmanton High School.

TUTORING/TEACHERS ASSISTANT

Students can tutor in elementary, middle or senior high based on teacher's needs and individual student needs. Students in the tutoring program contract for the grade they wish to receive according to specific requirements. The grade counts toward their grade point average. Students must provide their own transportation between school district buildings if necessary.

WORK EXPERIENCE (School supervised on the job work experience during school hours)
Work Experience can be taken as a quarter, semester, or full year. Students must have a job and approval of the principal and guidance counselor to assure student will meet required graduation credits. The student's employer must be willing to enter into an agreement with the school to be a participating work site. Students will take the required academic classes at the time they are offered – no independent study is permitted for required classes. No schedule adjustments will be made for work study time. No more than 2 credits per high school career can be earned.

Students who choose to take Work Experience need to meet all of the criteria spelled out by the instructor. A grade is given according to the criteria and the grade counts toward the student's grade point average (up to ½ credit per semester, 1 credit per year).

YOUTH OPTIONS

The Youth Options program entitles qualified 11th or 12th grade pupils enrolled in a public school to attend a Wisconsin post-secondary institution for the purpose of taking one or more nonsectarian courses.

School districts pay and grant credit for eligible post-secondary coursework unless they already offer a course having comparable (80% match) content. All university post-secondary institutions, including the UW-colleges, participate in the program. All campuses of the Wisconsin Technical College System participate in the program. By March 1 for the fall semester, and by October 1 for the spring semester, pupils must notify the school board of their intention to participate in the program. Form PI-8700A was designed to facilitate the notification/approval/application process. The participating pupil must be enrolled in a public school. While a pupil may apply for the program while in the 10th grade, he or she must be in the 11th or 12th grade to be eligible for the Youth Options program. Pupils must apply to the post-secondary institution they wish to attend during the school semester prior to enrollment. They must meet admission standards and application deadlines established by the post secondary institution for participating in this program. In IHE's (institutes of higher learning), pupils will be admitted only if space is available. At technical colleges, pupils will be admitted to any regular occupational/technical and /or general education course or courses for which they meet the requirements and prerequisites and that satisfy requirements of an associate degree or vocational diploma program. Involvement in coursework under Youth Options should not necessarily be construed as admission to the post secondary institution (or any specific program in the college), after high school graduation. Any class for credit will count toward a student's GPA. For courses to have a weighted GPA, a student must present their case to the school board before the first day of classes for prior approval for the course to be weighted. One credit of University classes is equivalent to .25 high school credit.

All courses, including Career and Technical Education courses are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), disability, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student programs and activities.