



CRAIG HIGH SCHOOL
ACADEMIC GUIDE
2019-2020

Craig High School Graduation Requirements

| | |
|--------------------------------|-------------------|
| Health | 1 credit |
| Language Arts | 4 credits |
| Mathematics | 3 credits |
| Pre/Algebra or Algebra I | 1 credit: |
| Geometry | 1 credit |
| Math Electives | 1 credit |
| Physical Education..... | 1 credit |
| Science | 3 credits |
| Physical Science | 1 credit |
| Biology | 1 credit |
| Science Electives | 1 credit |
| Social Studies | 3 credits |
| World Geography | .5 credit |
| Alaska History | .5 credit |
| World History | .5 credit |
| United States History | 1 credit |
| U.S. Government | .5 credit |
| Electives | 10 credits |

Grading

Grades for achievement shall be reported each nine-week marking period as follows (AR 5121):

| | | | |
|----|-----------|---------------------------|------------------|
| A | (90-100%) | Outstanding Achievement | 4.0 grade points |
| B | (80-89%) | Above Average Achievement | 3.0 grade points |
| C | (70-79%) | Average Achievement | 2.0 grade points |
| D | (60-69%) | Below Average Achievement | 1.0 grade points |
| F | (0-59%) | Little or No Achievement | 0 |
| I | | Incomplete | 0 |
| P | (Pass) | Not calculated in GPA | |
| NC | | No credit | 0 |

I- Incomplete

* Indicates that course requirements were not completed by the student.

* An "I" must be made up within two weeks of the date when grades are issued to parents.

* If course work is not completed within the two week time period, the grade will turn into an NC.

NC-No Credit

1) Student drops a class or is removed and has a failing grade in a class after 4 weeks have passed

2) Student does not make up an Incomplete within 2 weeks of the end of the semester.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall contact the parent or guardian.

Craig High School employs a uniform grading policy for its core courses (language arts, mathematics, science, social studies, foreign language, and health).

Core courses will collect and weight assignments and assessments as follows:

- Category 1 (Tests, Major Projects & Quizzes, Major Papers, Performances, etc.) 60%
- Category 2 (Quizzes, Minor Projects, Assignments, Participation, Practice) 40%

Teachers will establish a minimum number of graded assignments or assessments for each class in the nine-week grading period and communicate that to students in their class syllabus.

Retesting will be allowed only for tests (chapter tests, unit tests, etc.) excluding final exams. Retakes may not be allowed in all circumstances. A student may elect to retest if he or she receives less than an 85% on the first test. The higher of the two tests shall be recorded and the teacher may deduct 15%, so the highest score possible is 85%. Students will be required to demonstrate to the teacher effort toward improved understanding of tested concepts before being allowed to retest and this must be accomplished within a reasonable time frame.

Late work (excluding tests, quizzes, and presentations) will be accepted for a period of one week after it is due. All late work turned in during this one-week period will be

penalized up to 20%. Any missing assignment will be recorded as a zero.

Advanced Placement (AP) Courses

Craig High School offers Advanced Placement courses in selected academic subjects for eligible high school students. The evaluation system for such classes shall be weighted to reflect the more rigorous nature of these courses. Students are expected to fully engage in the course and must take the related AP exam. Semester grades in these courses will be weighted after the student completes the final AP Exam (AR 5121).

- A 5 points
- B 4 points
- C 3 points
- D 1 point
- F 0 points

Other Credit Options:

College Course Work

Eligible students may choose to engage in college course work during their senior year of high school. Students have the opportunity to receive credit for certain courses through accredited institutions of higher education. The student must be enrolled in Craig High School. A pre-approval form must be submitted and approved before beginning the course. College courses must be “100” level and above. Students completing college coursework will receive high school credit as follows:

0.5 high school credit for a one (1) or two (2) semester hour college course

1.0 high school credit for a three (3) or four (4) semester hour college course

Upon completion, an official transcript must be submitted to the counselor, and will be recorded on the student’s transcript in the semester the final grade was issued.

Distance Delivery Courses

The purpose of the distance delivery course option is to meet individual academic needs of students as approved by the school administration. Distance delivery courses may be used for both credit recovery and acceleration. Any correspondence course assigned will be discussed with the student’s parent or guardian before the student is enrolled. If an open period is not available, the student will be responsible for completing the course on his or her own time. Students need to note that distance courses require time and commitment. Careful and realistic planning should precede application. Students must fill out a request for distance delivery courses and get prior approval by school administration. Consideration of a student’s prior academic history will be given when granting approval. Additionally, a student’s ability to take a course at his/her high school

should be a consideration for granting approval for distance delivery courses. Researching available distance delivery programs and courses is the responsibility of the student. Attendance requirements for distance delivery courses are the same as any other enrolled course. Distance delivery courses scheduled during school hours will be included in eligibility determination. Students must be no more than 20% behind in the correspondence course. Students not meeting those guidelines will receive an incomplete and become ineligible to play sports. Students who make no effort to complete a course will be required to pay back the district ½ of the tuition for that course.

Incomplete grades will be recorded as F's two weeks after the end of the semester unless prior arrangements have been made with the principal.

Common Course Pathways

| Mathematics | | | |
|-------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| 9 th Grade | 10 th Grade | 11 th Grade | 12 th Grade |
| Pre Algebra | Algebra I | Geometry | Financial Algebra or Trades Math |
| Algebra I | Geometry | Algebra II | Pre-Calculus |
| Geometry | Algebra II | Pre-Calculus | AP Calculus AB |
| Science | | | |
| 9 th Grade | 10 th Grade | 11 th Grade | 12 th Grade |
| Physical Science | Biology | Chemistry | Physics |
| Physical Science | Biology | Alaska Natural Science | Marine Biology |
| English | | | |
| 9 th Grade | 10 th Grade | 11 th Grade | 12 th Grade |
| Strategic Reading & Writing I | Strategic Reading & Writing II | World Literature & Composition | American Literature & Composition |
| Grammar & Composition | World Literature & Composition | American Literature & Composition | British Literature & Composition |
| Grammar & Composition | World Literature & Composition | AP Language & Composition | AP Literature & Composition |
| Social Studies | | | |
| 9 th Grade | 10 th Grade | 11 th Grade | 12 th Grade |
| World Geography | US History | World History/Alaska History | American Government/Economics |
| World Geography | US History | World History/Alaska History | American Government/Elective |

Course Descriptions

2019-2020

LANGUAGE ARTS

Strategic Reading & Writing- 1 CR

Students learn strategies to improve reading and writing skills. Students write papers in various formats, including: narrative/creative, descriptive, autobiographical, explanatory, and summaries. In addition, students will read, listen to and evaluate various stories and novels. They will work to identify plot, setting, theme, characters, conflict, climax, and resolution in works of fiction.

Grammar & Composition- 1 CR

This introductory English course addresses listening and oral languages, written communication, reading, and grammar and composition. In the class, students will learn to give oral presentations, practice correct grammar usage, develop their writing skills using the writing process and increase their comprehension of written works.

World Literature & Composition-1 CR

This course focuses on reading, enjoying, understanding, and analyzing various pieces of World Literature as well as writing various types of essays, many of which will require research. Students will sometimes respond to literature in their writings and at other times be given choices in the writing topic for a specific genre. The class is organized into units which will include reading short stories, novels or non-fiction books, daily or weekly activities, writing various essays and stories, as well as building vocabulary and spelling skills. Our goal is to enable each student to develop college-career ready skills as we work toward meeting the Alaska State English Language Arts Standards for Grade 10.

American Literature & Composition- 1 CR

This course focuses on reading, enjoying, understanding, and analyzing American Literature –short stories, novels, non-fiction, poetry, and speeches– as well as writing various types of essays, many of which will require research. Students will sometimes respond to literature in their writings and at other times be given choices in the writing topic for a specific genre. The class is organized into units which will include reading short stories, novels or non-fiction books, daily or weekly activities, writing various essays and stories, as well as building vocabulary and spelling skills. Our goal is to enable each student to develop college-career ready skills as we work toward the Alaska State Department of Education requirement of successfully taking of the SAT or ACT later in the junior year.

British Literature & Composition- 1 CR

This is a yearlong course that focuses on reading, enjoying, understanding, and analyzing

British Literature – short stories, novels, non-fiction, poetry, and speeches– as well as writing various types of essays, many of which will require research. Students will sometimes respond to literature in their writings and at other times be given choices in the writing topic for a specific genre. The class is organized into units which will include reading short stories, novels or non-fiction books, daily or weekly activities, writing various essays and stories, as well as building vocabulary and spelling skills. Our goal is to enable each student to develop college-career ready English Language Arts skills.

AP Language & Composition- 1 CR

AP Language and Composition is a one-year course designed to prepare students to successfully complete the Advanced Placement (AP) Language & Composition examination. Traditional college language, composition, and rhetorical topics will be covered. Students will “read a variety of texts and are taught basic elements of rhetoric: writing with a purpose, addressing and appealing to an audience, creative effective text structures, and effecting a appropriate style.” In addition, the student will write papers that address skills in argumentation, synthesizing, summarizing, paraphrasing, quoting, and citing primary and secondary materials.” (AP Lang and Comp Overview)

AP Literature and Composition- 1 CR

(offered alternate years with AP Lang & Comp)

A one-year course designed to prepare students to successfully complete the Advanced Placement Literature and Composition. This class will require much reading outside of class. There will be seven to nine novels assigned to read during the year; these novels are available for checkout to read the summer prior to the class. In this AP course, students read works from several genres and periods—from the sixteenth to the twenty-first century. “They read deliberately and thoroughly, taking time to understand a work’s complexity, to absorb its richness of meaning, and to analyze how that meaning is embodied in literary form. In addition to considering a work’s literary artistry, students reflect on the social and historical values it reflects and embodies.” (AP English Course Description). Writing is as much a part of this class as reading works of literature. Students will write quick responses/free-writes and critical analysis papers. Some research and much out-of- class reading will be expected. Through discussions and writings, students will interpret, attempt to explain, analyze, and evaluate literary works.

SOCIAL STUDIES

American Government- .5 CR

American Government is a semester-long course designed to familiarize students with the Constitution and the basic functions of the U.S. federal government. Instruction will address pertinent political theories and documents, the purposes and design of the U.S. government, Constitutional conflicts, and the role of citizens.

Alaska History- .5 CR

This class will look at the history of Alaska beginning with Alaska's first people to present day. Students will explore the events that have shaped the state of Alaska, paying special attention to major events such as Russian contact, the Gold Rush of '98, and World War II. A general knowledge of Alaska's geography and the locations of various towns, landforms etc. and how these places have played a role in Alaska's history will also be an area of study. In addition, students will explore some of the rich literature written about the state in the form of a historical book review.

Economics- .5 CR

Economics, a semester-based course addressing micro- and macroeconomics, is designed to help students understand how individuals, businesses, and nations make decisions in order to meet their needs and get what they want. Focus topics include economic principles, comparative economic systems, competition, and business structure.

US History-1 CR

This course traces the development of the United States as a modern nation from 1877 to present. In each post-Reconstruction period explored, students will examine opposing perspectives and changes to America's national identity, economy, and relationship to the rest of the world.

World Geography- 1 CR

This course is designed to familiarize students with physical and human geography through the study of the populations, cultures, climates, and landscapes of various regions of the world. Instruction and activities will emphasize the development of a "geographic lens," a set of tools for viewing the world and analyzing the impact of place on history, culture, environment, economics, politics, and other forms of human interaction.

World History- .5 CR

This semester class will emphasize the use of primary sources critical thinking about cause and effect and analysis of historical interpretation. The focus will be on the global impacts of imperialism and industrialization in the 19th century and the development of a true global society in the 21st century.

Psychology- .5 CR

This course is an introduction to the study of human behavior. The focus of the course will be the theories of psychology as well as research in the areas of perception, learning, personality development, and human behavior.

MATHEMATICS

Algebra I- 1 CR

This course deals with problem solving, the rules of algebra, the use of variables, solving equations, graphing, introduction to data analysis and the concept of functions. Assigned work is important and it is necessary for most students to spend time working on math outside the classroom to complete their work.

Geometry-1 CR

Geometry is a study of lines, angles, polygons and polygon relationships, circles and other plane figures. Students explore geometric relationships with a wide variety of tools and use their findings to discover geometric ideas, formulate their own conjectures, write formal proofs and apply these ideas to real world situations. Course topics align with the Alaska Mathematics standards and the frameworks for Grade 10 AMP.

Prerequisite: C or better in Algebra I or Teacher Recommendation

Algebra II-1 CR

This course is a continuation of Algebra I providing more in-depth study of linear equations, quadratics, complex numbers, square roots, exponents, matrices, and problem solving. New Topics to be covered are patterns and recursion, sequences and series, some probability, statistics and data analysis.

Prerequisite: C or better in Algebra I

Pre-Calculus- 1 CR

This course is a prerequisite for calculus. It focuses on algebraic and geometric representations of problem situations that can be modeled using functions. The extensive use of a graphing calculator helps to clarify the connections between past mathematics topics and the new. Linear, polynomial, rational, exponential, and logarithmic and trigonometric functions are analyzed throughout the course. We will also study some topics in probability statistics and data analysis.

Prerequisite: Successful Completion of Algebra II with a C or better.

AP Calculus- 1 CR

AP Calculus is a one-year course designed to prepare you to successfully complete the Advanced Placement (AP) examination for Calculus AB. Traditional college calculus topics will be covered including the study of limits, differentiation, and integration. All of these topics will be applied to real world problems.

Prerequisite: Successful completion of Pre-Calculus with a B or better.

Trades Math (11,12)- .5 CR

Trades Math is a one-semester course dedicated to applying algebraic and geometric concepts learned in previous courses to problems that occur in the trades and in business. Special attention is given to on-the-job math skills by using a wide variety of real problems and situations. Many problems parallel those that appear on professional and

apprenticeship exams. Your skills and confidence will increase through practice, class discussion, and review.

Prerequisites: Successful completion of Algebra I and Geometry or Teacher Recommendation

Financial Algebra (11,12)- .5 CR

Financial Algebra is a one-semester course in which algebra skills that were learned in Algebra I are applied to the world of business and finance. Student will apply their mathematical skills to analyzing the stock market, to understand business and employment, and to make sense of banking and consumer credit.

Prerequisite: Successful completion of Algebra I.

Robotics Technology (9, 10, 11, 12) .5 CR

Robotics is an introductory course focused on the application of scientific principles used in modern electronics. Students will develop a working knowledge of digital electronics, learn how to program Arduinos using basic programming skills, develop programming code for circuit applications, and build a variety of Arduino projects.

Students will be required to construct 12 introductory projects, annotate the code associated with the project, and then “enhance” the project by changing the circuits and/or the code. Once the introductory projects have been completed, students will move on to design projects of their own choosing.

SCIENCE

Physical Science- 1 CR

Physical Science is an introduction to the scientific process. This class will cover topics in scientific thinking and problem solving, the structure of matter, energy, motion, the forces of nature, and the connections to the local environment. Students will do frequent laboratory experiments in order to discover the basic rules of nature. This course addresses Alaska State Science Standards.

Biology- 1 CR

This is a yearlong course is required for graduation. Biology is the study of life and living organisms, as well as the structures and processes that shape life. Cell biology, basic ecology, genetics, biotechnology, microbiology and human anatomy are all important topics. There will be several labs, group activities, and presentations throughout the course. Students will research, design, and write up investigations. This course addresses Alaska State Science Standards.

Chemistry 1 CR

Chemistry, yearlong science elective, introduces students to the chemical nature of matter, including reactions that take place in everyday life, and the atomic theory. Emphasis is placed on developing the process skills of science and solving chemical problems using knowledge of basic algebra and unit analysis. Current issues relating to

chemistry and the impact chemistry has on daily lives will be explored. Laboratory investigations will be an important component of this class. This course addresses Alaska State Science Standards.

Marine Biology- 1 CR

Marine Biology is a full year science elective which examines the diversity of marine organisms and their environment, with an emphasis on the study of local species. Students gain an understanding of the local marine environment through numerous labs and field based projects, including plankton tows and maintenance of a classroom aquarium.

Alaska Natural Science- 1 CR

Alaska Natural Science is a yearlong course for which students receive elective credit; it fulfills the requirements for the third year of science at Craig Schools. The class is designed to provide students interested in education and the visitor industry with opportunities to learn accurate, interesting information about the natural history and resources of Alaska.

Physics (11, 12)- 1 CR

Physics is a science course focusing on the “rule” of the universe. Physics will be treated conceptually in this class, which means concepts are presented in familiar English, with equations and mathematical formulas as guides to thinking. During the course, you will learn about waves, including sound and light, the law of motion, momentum, energy, gravity, heat and a bit of relativity (modern physics). The mathematics skills mastered in Algebra I will be sufficient to complete this course.

Prerequisite: Successful completion of Algebra I

PHYSICAL EDUCATION & HEALTH

PE I/II- .5 CR

This course is designed to help students develop lifelong activity skills. Students will gain knowledge in athletics and sportsmanship. Physical Education is a performance-based class. Units may include weight training, badminton, tennis, volleyball, soccer, bowling, basketball, swimming, softball, and other individual and team sports. In PE II, students will expand their knowledge of PE I skills, and develop individual physical activity plans.

Personal Fitness- .5 CR

This class is designed to give Craig High School Students an understanding of their own individual fitness abilities, and give students the tools they need to improve their fitness level for lifelong health. Students will create personal fitness and nutrition plans to improve their strength, speed, agility, and endurance.

Health I- .5 CR

This class is designed to help Craig High School Students develop knowledge of mental, social, physical health and how to sustain a healthy lifestyle throughout life.

Health II- .5 CR

Health II builds upon topics covered in Health 1. Students develop a deeper understanding of social, emotional, and physical health. They will continue to explore the life cycle, disease prevention, drug/alcohol use and abuse, and global health issues. Students will have the opportunity to certify in both First Aid and CPR.

WORLD LANGUAGES

Spanish I-1 CR

Spanish I is designed to teach students to communicate in speech and writing using vocabulary related to a variety of topics. Emphasis is placed on learning and internalizing the most high frequency structures used in everyday speech.

Spanish II/III-1 CR

Spanish II builds upon skills learned in Spanish I. Participants increase their proficiency in understanding, speaking, reading, and writing in Spanish.

FINE ARTS/VOCATIONAL/ELECTIVE COURSES

Electives earn .5 credits per semester.

ACDC

In Academic Decathlon (ACDC) students will spend time preparing for 10 academic events by researching, studying, teaching, and practicing in the areas of art, music, economics, math, science, music, literature, essay writing, public speaking, social science, and interviewing. In essence, this course prepares students for the State Academic Decathlon Event in Anchorage. However, ACDC also prepares students for the rigors of college and the skills needed to succeed in any career. ACDC is a state and national team competition that challenges students to strive for academic excellence.

Band

The Craig High School Band is not just a class. It is an opportunity to learn new skills and increase knowledge of previous musical skills. Regardless of your current level of musicianship, there will be a place for every student in the Craig High School Band as long as you are willing to try. The group focuses on the woodwind, brass, and percussion family. Students who currently play stringed instruments are asked to try out various wind or percussion instruments to find a suitable band instrument to continue growing the Craig High School Band.

Boat Building

Boat Building is a course designed for students to experience the basics of building small boats out of plywood. We use the stitch and mat method of building. Stitch and mat is a technique in which the panels of plywood are wired together tightly and then glued with epoxy resin and fiberglass matting along all the seams. The entire exposed wood surface is coated with epoxy and then painted keeping any moisture out of the wood. The boat plans are from “Hannu’s Boatyard, Free Boat Plans”.

Choir

The Craig High School Choir is not just a class. It is an opportunity to learn new skills and increase knowledge of previous musical skills. Regardless of your current level of musicianship, there will be a place for every student in the Craig High School Choir as long as you are willing to try. Vocal selections vary by semester.

Construction I

Construction I focuses on foundation, framing, and exterior finishing as an introduction to carpentry and related building trades. Students will study and demonstrate expected job site conduct, safety, use of hand and power equipment, and common light construction building procedures for early phases of a project (site preparation, footings, foundation, floor framing, wall framing, interior partitions, and roof framing). Projects for the exterior finish phases include: roofing, windows and doors, siding, decks, and stairs...etc. Students will have the opportunity to construct a small house.

Construction II

Construction II is an introduction to carpentry and related building trades with an emphasis in interior finishing. Students will study and demonstrate expected job site conduct, safety, use of hands and power equipment, and common light construction building procedures for interior finish phases; electrical, plumbing, heating, insulation, flooring, wall finish, doors, windows, trim, stairs, cabinets, and painting. Time in class will be spent working on construction of a small house.

Drama

This Course is designed to introduce students to the art of the stage. Students will learn the basic skills of acting, stagecraft, and interpretation. Other opportunities may include learning about basic directing, lighting, costuming, and make up.

Drawing and Painting

Students in the art class will learn basic design principles before beginning unit projects. Units may include pencil, charcoal, or pastel drawing; watercolor, acrylic, or silk painting; wheel-thrown and hand-built pottery. If time permits, mini units will address individual and small group interests such as calligraphy, jewelry, digital art or other media. Students are expected to work in class on each unit assignment or project.

Baking I

Baking I will provide students with experience in basic yeast breads, quick breads and cookies using formulas and mixing methods. Students will also cover the basics in chocolate theory and practice.

Marine Tech I

This class is designed to give students the basic understanding of seamanship. Knowledge gained from this class will increase student boating safety and raise awareness of how to avoid potential water hazards. The class is a combination of class discussions, research and hands on practical experience. At the end of the class, students are expected to take the Alaska Boater Education Safety certification test.

Native Arts Carving

In Native Arts Carving students start with basic Northwest Coastal Native design. Students learn how to use basic elements such as Ovoids, U-shapes, and split U-shapes in their designs. Projects usually include printmaking, and carving paddles, plaques, Halibut hooks, and model canoes. Other projects without the use of carving tools are drawing, painting, beading etching, and mono printing.

Photography and Yearbook

This is the class that produces the yearbook. Students will also take photos, design and complete page layouts, and proof each other's work. The first quarter will focus on learning the basics of digital photography: using the various features of digital cameras, landscape and portrait photography, and elements and principals of design in photography. The second and third quarters will be spent putting together the yearbook to meet the spring deadline. During the fourth quarter – after the yearbook has been sent to the publishers, students will spend time practicing and refining digital photograph skills learned the first quarter.

Ceramics

Working with clay, students will create works of art using a variety of techniques for both hand-built and wheel-thrown clay pieces. Students will learn several basic building methods and techniques for creating pieces. Students will identify and use basic tools to create pottery and understand the transformation of clay from its wet state to greenware, bisque, and final glaze firing. Students will use various surface decorative techniques on their projects. All students will be responsible to consistently work toward improving techniques and developing quality artistic expression.

S.E.A.L.S

S.E.A.L.S. is the study of Southeast Alaska lifestyles and cultures. Students will have the opportunity to direct their own learning by deciding on a traditional Native Arts Project. Projects may include: beginning cedar bark or ravens tail weaving, Northwest coast stain glass design, and beginning sewing with leather and fur or small regalia pieces. Students gain an understanding of Tlingit and Haida traditions through story telling, songs, and basic language skills. This course is designed to celebrate all cultures, promote cultural

values for an honorable life, and encourage participation/support of cultural community events.

Woods I&II

Students will learn power tool safety, operation and the fundamentals of woodworking design, joinery, techniques and finishes while making a project of their choice.

Welding I/II

The Welding class will be divided into 5 units. (Oxy Fuel, SMAW, MIG Steel, MIG Aluminum and TIG Aluminum). Each unit will involve a classroom lecture on the theory of the welding style and proper set up and safety information. Students will complete a standard battery of welds (Butt, Fillet, Edge, Lap and Corner) for each unit showing proficiency on these welds. Additionally, each student will be required to produce a display board with a labeled sample of each style of welding included in this course. Students will choose their best of three samples to display. These boards will act as a portfolio for students work.

CRAIG CITY SCHOOL DISTRICT CAREER & TECHNICAL EDUCATION

Craig High School currently offers several Career and Technical Education courses to prepare student for the workplace with career-ready skills and training. They included: Welding, Advanced Welding, Woods, Construction, Emergency Trauma Technician training, and Culinary Arts.

Non-Discrimination Policy: All career and technical education programs follow Craig City School District's policies of nondiscrimination on the basis of race, color, national origin, gender, sexual orientation, age or disability, in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Craig School District High School Student Handbook (approved June 2017) to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Craig School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Jack Walsh at (907) 826-3274, Craig School District, 100 School Rd., PO Box 800, Craig, Alaska, 99921.

CRAIG HIGH SCHOOL

DUAL CREDIT HIGH SCHOOL FORM

This letter is to certify that: (Student's Name) _____ currently meets all course and school requirements to be enrolled in a dual credit course. The student understands the following:

- 1) The university online class will award him/her _____ high school credit(s).
- 2) This class must be completed within the following dates:
- 3) The final grade for this course, as determined by the university, will also appear on his/her high school transcript.
- 4) The student is responsible to stay in contact with his university professor to keep on track for course completion and to get assistance as needed.
- 5) The student must adhere to all school and university guidelines.
- 6) The student must work on this course during the designated class period in the library.
- 7) The student should contact the librarian or his CHS contact when he needs additional help when the university's support is not adequate.
- 8) Craig High School will request progress reports throughout the semester.

He/She may take the following courses:

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|

| | |
|------------------|------|
| Parent Signature | Date |
|------------------|------|

| | |
|--|------|
| Principal/Authorized Personnel Signature | Date |
|--|------|

CRAIG HIGH SCHOOL
DISTANCE COURSE APPROVAL FORM

STUDENT NAME _____

NAME OF COURSE _____ FINAL EXAM PROCTOR _____

DISTANCE DELIVERY PROVIDER _____

Attach a detailed course syllabus (including topics covered, instructional goals of course, materials being used, assignments required, grading policy, criteria for successful completion, and instructional time requirements.)

Credit for this course is: ____ required ____ elective

Reason for taking course: ____ credit recovery ____ academic enhancement ____ other (list reason)

How many distance delivery credits have already been earned or are in progress? _____

I have read and understand the distance delivery policy. I understand that it is my responsibility to maintain contact with my instructor and to complete the course in a timely manner in order to receive credit for graduation. If I do not, I will be asked to pay CCSD for the cost of the tuition for this course.

Student Signature

Date

Parent Signature

Date

Principal/Authorized Personnel Signature

Date