

MINFORD HIGH SCHOOL

2010 - 2011

Minford High School offers every student the opportunity to receive an academic background, which will enable all students to fulfill their individual educational and vocational plans for the future. Students at Minford High School shall be afforded the same opportunities for an education regardless of handicap, race, sex, and family or marital status. Any complaint shall be brought to the attention of the administration.

PROMOTION BY GRADES AND CREDITS

Promotion from the eighth grade is made on the basis of scholarship and fitness. Assignments to the grades of the senior high school are based upon units of credit accumulated by the end of the year as follows: (Homeroom assignment will be based on the number of years the student has been in the high school.)

Freshman Status -	4 or fewer credits
Sophomore Status -	Minimum of 5 credits
Junior Status -	Minimum of 10 credits
Senior Status -	Minimum of 14 credits

GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high schools compare favorably with other high schools in the State that are recognized for excellence.

The Board assumes that at the time of graduation each student has fulfilled all academic and financial obligations. A good school record, scholastic and otherwise, is the best recommendation a student can offer, either for college admission or for a job. A record of good personal behavior and cooperation is expected.

The requirements for graduation from high school are as follows.

<u>Minimum</u>		<u>Ohio Core - Class of 2014 and beyond</u>	
English Language Arts	4 units	English Language Arts	4 units
Social Studies, including one-half unit of American History and one-half unit of American Government	3 units	Social Studies, including one-half unit of American History and one-half unit of American Government	3 units
Science, including one unit each in Physical Science and Biology	3 units	Science, with inquiry-based lab experience, including one unit each in Physical Science and Biology Life Sciences and one unit Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units

Mathematics	3 units	Math including one unit of Algebra II or its equivalent	4 units
Health	$\frac{1}{2}$ unit	Health	$\frac{1}{2}$ unit
Physical Education	$\frac{1}{2}$ unit	Physical Education	$\frac{1}{2}$ unit
Electives*	<u>6 units</u>	Electives**	<u>5 units</u>
Total	20 units	Total	20 units

The minimum requirements for graduation also include:

1. Student electives* of at least one unit or two half units, from the areas of business/technology, fine arts and/or foreign language;
2. Units earned in English language arts, mathematics, science and social studies shall be delivered through integrated academic and technical instruction; and
3. Passing all State required examinations.

The Ohio Core requirements for graduation also include:

1. Student electives** of any one or combination of the following: foreign language, fine arts (two semesters in any of grades 7-12), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;
2. Units earned in social studies shall be integrated with economics and financial literacy and
3. Passing all State required examinations.

Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Credit Flexibility

Students may earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction. See the Guidance Office for details.

Post Secondary Enrollment Options

Credit is awarded for a course successfully completed outside of regular school hours by a student at an accredited post secondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

The course can be free of charge or paid by the student's parent or guardian.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria:

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

Coursework Prior to Ninth Grade

Student work completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

STANDARD PUPIL LOAD

Each student in high school must carry at least 4 credits. Freshman and sophomores must enroll in Physical Education. Students will not be permitted more than (1) one study hall per day per semester, unless under extenuating circumstances.

Post Secondary students must carry a certain number of college hours based on the number of classes they are taking at Minford High School. Please refer to the Post Secondary Options Guidelines in the guidance office.

COLLEGE PREPARATORY INFORMATION

State colleges demand completion of specific courses of study as a requirement for entrance. It is advisable to make inquiries at the school or training institutions of your choice as to the entrance requirements. This type of information is also available in the Guidance Office. As the maximum preparation, it is recommended that the student complete the following:

- 4 credits of English, with emphasis on Writing, including AP English
- 3 credits of Mathematics (Algebra I, II, Geometry, PreCalculus)
- 3 credits of Science (Biology I, Human Anatomy, Chemistry, Physics)
- 3 credits of Social Studies, including AP Government
- 2 credits of Foreign Language
- 1 credit in the visual and/or performing arts

College Preparatory students are advised to take academic courses above the minimum so that they will be better able to compete academically in the future. Engineering aspirants should accomplish all mathematics and science courses possible. A course in Physics is recommended as well as Advanced Mathematics, Biology I, Human Anatomy & Physiology, and Chemistry are recommended for all students who plan to follow medicine, paramedics, nursing, pharmacy, physical therapy, or home economics as a career.

2010 - 2011 SCIOTO COUNTY JOINT VOCATIONAL SCHOOL INFORMATION

Registration for the Vocational School is held sometime in January. To enter the Scioto County Joint Vocational School, a student must have completed the following 8 credits:

English I & II	2 credits
Mathematics	2 credits
Social Studies	2 credits
Science	2 credits
Physical Education & Health	1 credit
Electives	1 credit
TOTAL	9 credits

***STUDENTS WILL NOT BE PERMITTED TO COME BACK TO THE HIGH SCHOOL AFTER THE TWO WEEK TRIAL PERIOD.**

The two-year programs are as follows:

Business Academy: Medical Office Management	Health and Human Services: Care and Guidance of Children Cosmetology Criminal Justice Hotels and Resorts
Tech Prep: Allied Health Technology Engineering Technology Information Technology Dental Assistant	Trade and Industrial: Auto Body Automotive Technology Building and Property Maintenance Carpentry Electricity Industrial Maintenance Masonry Welding

The senior one-year programs are as follows:

Sales & Marketing

SCHEDULE CHANGES

To allow for proper planning, students and parents are asked to make course choices well in advance of the next school year. These choices are finalized on the basis of thorough student and parent orientation, examination of the course guide booklet and opportunities for student-counselor or principal-parent conferences.

Schedule changes will be handled in the following ways:

- (1) Students will be allowed to change their classes the first week of school with a change order (without a Withdraw Passing or Withdraw Failing).
- (2) After the first week of school, the student must wait until the end of the nine weeks. They must complete a change order and have parental, principal, counselor, and teacher approval. When a class is dropped at the end of the nine weeks period, students receiving permission to drop a class will be given a Withdraw Passing (WDP) or a Withdraw Failing (WDF). This will be noted on the permanent record card.
- (3) After the first semester, students who decide to drop a class will receive a final grade of F (except under extenuating circumstances to be determined by the principal).
- (4) No classes may be added to a student's schedule after the first week unless it is a second semester course.
- (5) A course cannot be dropped until the end of each current grading period (except for the first week of school).

IMPORTANT:

- Remember, a student may have no more than one study hall
- Remember athletic eligibility (you must be passing 5 credits to be eligible!) We recommend all athletes take 6 credits per semester to make up for failing grades or withdrawn classes.

REPORT CARDS

Report cards are completed by computer in the guidance office. Students are responsible for taking their grade cards home at the end of each grading period. The report cards do not need to be signed or returned. Report cards will be handed out on the following Friday after the reporting period.

INTERIM REPORTS

At the middle of each grading period, interim reports are sent home if students are failing courses, or if the student is in danger of failing. It is important that these interim reports be signed by the parents or guardians. Any failure in a required course must be made up for credit and for graduation.

GRADING POLICY

Nine weeks grades are calculated by individual teachers using the following scales:

A =	93 - 100	3.5 - 4.00
B =	84 - 92	2.5 - 3.49
C =	70 - 83	1.5 - 2.49
D =	60 - 69	0.6 - 1.49
F =	0 - 59	0.0 - .059

The course grade average will be determined by the following scale. However, grades are only one basis for determining whether a student passes or fails a grading period. Other criteria may include attendance, behavior, participation, etc. as determined by the teacher. The course shall not be considered as passed until all requirements are met.

The final course grade will be the average of six weighted grades in a full year course or three weighted grades in a semester course. The nine weeks grades are valued three (3) times more than the value of the semester exam(s) grade(s).

Values are listed below:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Pluses and minuses will not count mathematically.

A = 3.5 - 4.0

B = 2.5 - 3.49

C = 1.5 - 2.49

D = .6 - 1.49

F = less than .6

See the following examples:

SEMESTER COURSE EXAMPLE

<u>1</u>	<u>2</u>	<u>Exam</u>	<u>Final</u>
A	C	B	B (3.0)

The first nine week's grade is an A, which is valued as 4. It is tripled to receive a value of 12. The second grade of C is valued as 2 and tripled to equal 6. The exam grade of B has a value of 3. The total of 21 points is divided by 7 to equal 3.0, translated as a final grade of B.

A = $4 \times 3 = 12$ First Nine Weeks

C = $2 \times 3 = 6$ Second Nine Weeks

B = $3 \times 1 = 3$ Exam Grade

TOTAL = 21 divided by 7 = 3.0 = B

FULL YEAR COURSE EXAMPLE

The first nine week's grade is an A, which is valued as 4. It is tripled to receive a value of 12. The second grade of B is valued as 3 and tripled to equal 9. The first semester exam grade of A has a value of 4. The third nine week's grade of an A is valued as 4 and tripled to equal 12. The fourth nine week's grade of B is valued as a 3 and tripled to equal 9. The final exam grade of an A equals 4 points. The total of 50 points is divided by 14 to equal 3.5, translated as a final grade of an A.

A = $4 \times 3 = 12$, First Nine Weeks

B = $3 \times 3 = 9$, Second Nine Weeks

A = $4 \times 1 = 4$, First Semester Exam Grade

A = $4 \times 3 = 12$, Third Nine Weeks

B = $3 \times 3 = 9$, Fourth Nine Weeks

A = $4 \times 1 = 4$, Final Exam Grade

TOTAL = 50 divided by 14 = 3.5 = A

GRADE POINT AVERAGE (GPA)

Two grade point averages (GPA), nine weeks and accumulative, may appear on a student's grade card. A nine weeks GPA is calculated for the current nine weeks only. An accumulative GPA will be based upon final course grades for all classes completed in high school and post secondary work. If the GPA is determined before the end of the year, it will be based upon all previous final grades plus the average of all grades, including completed post secondary classes, for the current year.

In calculating GPA, letter grades are given a numerical value based upon the credit given for the class. The following chart will explain this:

POINT VALUE USED TO CALCULATE GRADE POINT AVERAGE, HONOR ROLL

Four-point calculation

1/4 credit class	A = 1.00	B = .75	C = .50	D = .25	F = 0
1/2 credit class	A = 2.00	B = 1.50	C = 1.00	D = .50	F = 0
1 credit class	A = 4.00	B = 3.00	C = 2.00	C = 1.00	F = 0

The GPA is based on a 4.0 scale. GPA is determined by dividing the total letter grade values by the total number of credits attempted.

CLASS RANK

Class rank is based upon a student's ACCUMULATIVE grade point average (GPA) as explained above.

ATTENDANCE POLICY

Students are required by law to be in school every day. Absences are either excused or unexcused. Students are to bring a signed and dated note from his/her parent/legal guardian stating an acceptable reason for his/her absence. Students are limited to five (5) parent notes per semester. After the student has exceeded the five (5) parent notes per semester, all subsequent days absences will be considered unexcused unless excused by licensed physician. School work cannot be made up if the absence is unexcused. According to the Ohio State Code, absences from school are excusable and work can be made up for the following reasons:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observation of a religious holiday
6. College, military or career day – must be pre-approved
7. Medical or dental appointment – written statement from physician or dentist required
8. Court appearance – court documentation required (parent note will not be accepted)
9. Emergency or other set of circumstances – approved by the Principal

The loss of instructional time is the important issue in determining whether a student will receive credit for a class. Test scores may reflect a passing grade, but the student could still fail to receive credit due to the loss of instructional time caused by excessive absences.

To receive credit for a full-year class, students must not miss more than 25 periods of classroom instruction (excused or unexcused).

To receive credit for a semester class, students must not miss more than 12 periods of classroom instruction (excused or unexcused).

An 18-year-old who accumulates 35 days of absence will be recommended for expulsion from school to the superintendent.

EARLY DISMISSALS

To obtain an early dismissal, a student must bring a written note signed by the parent/guardian. Phone calls for early dismissals will not be accepted unless in the case of an emergency.

When receiving the pass to leave, the student is to show the pass to those teachers whose classes will be missed. These absences will be excused/unexcused as with regular absences from school. Excusable absences are like the ones mentioned above under attendance.

VACATIONS

A form must be completed in **advance**. These are considered unexcused absences. Board Policy 8.05 addresses vacation days for students. Such an absence is unexcused and the parents' request may be accommodated by the Principal if:

1. Parents/guardians inform the Principal or Assistant Principal at least a week in advance of the proposed absence.
2. The absence does not jeopardize the student academically or exceed the maximum absences allowed to receive academic credit.
3. Parents/guardians will sign a form indicating they will assume responsibility for seeing that their children will complete their assignments.

If approved by the Principal or the Assistant Principal, the student is responsible for contacting his/her teachers at least three (3) days prior to obtain assignments to be completed during his/her absence. These assignments shall be accepted by the teachers for grading upon the student's return to school.

TARDYS

A student will be counted as tardy if they arrive between 7:35 a.m. and 8:30 a.m. Students who are tardy should report to the office immediately upon arrival. After 3 unexcused tardies per nine weeks, discipline will be administered at the discretion of the administration.

HALF-DAY ABSENCES

When a student reports to school after 8:30 a.m. but before 11:00 a.m., he/she will be counted 1/2 day absent. If a student obtains an early dismissal and leaves school after 11:00 a.m., he/she will be counted 1/2 day absent.

FULL-DAY ABSENCES

When a student fails to report to school before 11:00 a.m., he/she will be counted as a full day absent. When a student obtains an early dismissal and leaves school before 11:00 a.m., he/she will be counted as a full day absent.

ABSENCE PROCEDURE

Parents/Guardians are required to telephone the school office if their son or daughter is unable to attend school. The call should be made before 9:30 a.m. the day of the absence. The phone number is: 740-820-3445.

INCOMPLETES

For those students who suffer an illness or for some other legitimate reason are unable to complete the necessary work for credit as prescribed by the teacher, an incomplete should be given and arrangements made for the student to make up the work. All recorded incompletes must be made up within 10 school days, after report cards are issued. After this time, an incomplete will become an F. Exceptions will be made only in cases of extenuating circumstances as determined by the principal.

INCOMPLETES DO NOT QUALIFY A STUDENT FOR THE CURRENT HONOR ROLL OR ATHLETIC ELIGIBILITY.

HONOR ROLL

The Honor Roll is made known at the end of each grading period. To be eligible, a student must carry four full credits, may not have an incomplete, may not have a D or an F and have at least:

A Honor Roll: 3.5 GPA or above on a 4.0 scale in all subjects	B Honor Roll: 3.0 to 3.49 GPA
--	----------------------------------

HONOR SOCIETY

The selection procedure for being a member of the Honor Society is as follows:

1. Any student with a 3.4 average or higher on the 4.0 scale will be placed on a list of eligible candidates.
2. Teachers who have had these candidates in class for one semester or longer are asked to evaluate each student on a rating sheet based upon character, leadership, and service. These ratings will be averaged with the student's GPA. In the tabulations, a student must achieve a 3.6 or higher average score to be eligible.
3. All students must complete a survey for admission to the Honor Society. This survey will be made available by the advisors to all qualifying students. All eligible candidates must have passed all five parts of the OGT.
4. All students must maintain a 3.4 or higher grade point average on the 4.0 scale each nine weeks after induction to remain a member in good standing. Any student who falls below this score any nine weeks period will be notified that he/she has been placed on probation. If the student falls below the 3.4 GPA for two consecutive nine weeks periods, he/she will be dismissed from the Honor Society and will not be eligible for reinstatement.
5. All students must abide by the rules as outlined in the local constitution of the Butcher-Coriell Chapter of the National Honor Society.

SCHOLARSHIP BANQUET

A spring scholarship banquet is held following the third grading period. To be eligible, a student must be carrying at least four or more credits, and have a 3.50 GPA at the end of the third grading period.

Students with an incomplete, D or F on any grading period will not be included.

Post-secondary students are eligible for the scholarship banquet if they have a total of four or more credits at the end of the third grading period (fall and semester credits included) and a 3.50 GPA.

SENIOR ACADEMIC AWARDS

Honors Diploma

A diploma with honors shall be awarded to any student who is determined to be eligible in accordance with the following provisions:

1. Successfully completes the high school curriculum or the individualized education program developed for the student by the high school.
2. Has passed five parts of the Ohio Graduation Test.

Criteria for Diploma with Honors

The student who completes the **high school academic** curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English
2. Earn at least four units of mathematics which shall include Algebra I, Algebra II, Geometry and another higher level course or a four-year sequence of courses which contains equivalent content
3. Earn at least four units of science including one unit of physics and one unit of chemistry
4. Earn four units of social studies
5. Earn either three units of one foreign or two units each of two foreign languages
6. Earn one unit of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American College Test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive **career-technical** education curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English
2. Earn at least four units of mathematics which shall include Algebra I, Algebra II, Geometry and another higher level course or a four-year sequence of courses which contains equivalent content
3. Earn at least four units of science including one unit of physics and one unit of chemistry
4. Earn four units of social studies

5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes, then the students must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment aligned with state-approved and industry validated technical standards; or
7. Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

Superintendent's Top Ten Club

Presented to seniors who after the final rankings represent the top ten in the class.
Post secondary students college classes will be used only through Fall Semester.

State Board of Education Award of Merit

The award of merit is available for students who meet the specified performance criteria and either the college prep curriculum or the vocational curriculum requirements.

College Prep Requirements:

English -	4 units
Mathematics -	3 units (must include 1 unit in Algebra, Geometry, Pre-calculus, or Calculus)
Science -	3 units (must include 2 units from Biology, Chemistry, Physics, or Anatomy)
Social Studies -	3 units (must include 2 histories, ½ in Government))
Foreign Language -	3 units (3 of one language, or 2 units each of two languages)

Complete 2 units from one or more of the following, or 2 additional units from any of the above.

Business
Computer Science
Visual or Performing Arts

Vocational Curriculum Requirements:

Complete a vocational preparation program
Complete the following curriculum:

English -	4 units
Mathematics -	3 units
Science -	2 units
Social Studies -	3 units

Complete 2 units from one or more of the following, or 2 additional units from any of the above:

Business
Computer Science
Foreign Language
Visual or Performing Arts

Performance Criteria (applies to both criteria):

1. Maintain above average attendance for grades 9 - 12
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: an overall GPA of a 3.25 on a 4.0 scale for grades 9 - 12, an overall GPA of a 3.5 on a 4.0 scale for grades 11-12, or rank in the top 25% of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

Army National Scholar-Athlete Award

Awarded to a graduating senior boy and girl who has demonstrated outstanding achievement in a varsity or comparable sport while maintaining a 3.0 or above average GPA. The award is chosen by a committee.

Robert C. Byrd Honors Scholarship Award

Due to the fact we are allowed to nominate one student from a school our size, selection will be made upon the basis of student cumulative grade point average through seven semesters and highest ACT scores using the Ohio Board of Regents formula. In the case of a tie, the entire faculty will vote on the student to be nominated.

Ohio High School Athletic Association Scholarship Nominees

The school is allowed to nominate one male and one female from the 12th grade class. Students must have a 3.5 cumulative GPA through the seventh semester, and have received three varsity letters in one sport or four varsity letters in two sports. Nominees are chosen by a committee.

Franklin B. Walters Award Nominee

The school is allowed to nominate one student for this award. Selection will be made on the basis of highest cumulative GPA through seven semesters and highest ACT scores using the Ohio Board of Regents formula. In the case of ties, the entire faculty will vote on the nominee to be chosen.

Branch Rickey Award

A faculty committee chooses the school nominee (male or female).

Minford Lion's Club Butcher-Nourse Good Citizens Award

This award is given to one male and one female in the senior class that best exemplifies good citizenship. The award is voted upon by the members of the senior class.

****All local scholarships have their own criteria, and are selected by their own scholarship committee.

****It is important to note that certain scholarship information and nominating procedures changes from year to year. Minford High School has no control over these changes.

SPECIAL PROGRAMS

Post Secondary Options Program

9th 10th, 11th, and 12th grade students may enroll full to part time in college for high school and/or college credit. To be eligible for post secondary classes students must meet the college requirements plus the high school requirements. A student must notify the high school of their intent to participate in the program by **March 30** of each year. Students may enroll in college under two different options:

Option A:

Students may choose to receive college credit only and not receive high school credit. Under this option, the student must pay for tuition, fees, and books as established by the college or university.

Option B:

Students may choose to receive college credit and high school credit. The cost for tuition, fees, and books shall be paid with state and/or local monies normally paid to the local school district.

***Additional information regarding the Post Secondary Options Program is available in the Guidance Office.

*** All college courses must be taken for credit.

Senior Mentorship

Seniors involved in this program can develop career interests shadowing local professionals in the work place. Selection is made from class rank based on the number allowed to participate.

GRADS (Graduation Reality and Dual-Roll Skills)

GRADS is an instructional program designed to assist pregnant adolescents and young parents who are in school. The purpose of the GRADS program is to assist these students to stay in school until graduation, to learn to practice good health care, to learn skills about being a parent, to learn about the working world, and to set goals for the future.

CBI (Career-Based Intervention)

The CBI program is designed for 14 and 15 year old students. The CBI program places heavy emphasis on remedial instruction, helping students with their problems, and introducing them to the world of work. The purpose of CBI is to aid these students toward successful completion of a vocational or academic high school program, and to produce well-adjusted, educated, productive, and responsible citizens.

FINANCIAL AID, GRANTS, LOANS, AND SCHOLARSHIPS

The Guidance Office of Minford High School conducts a financial aid meeting each January to inform students and parents of the financial aid available. The Financial Aid Department of various colleges conducts the meeting. Financial Aid Forms (FAFSA) are distributed and instructions are given for filling out the form. All aspects of financial aid are discussed in the meeting. It is important that seniors and their parents fill out the FAFSA as early as possible because many schools start distributing monies in late April and May. A FAFSA should be filled out for any scholarship money to be given.

COLLEGE, MILITARY, CAREER DAY REQUESTS

College, military, career days, taking placement tests, etc., will all be counted as an excused absence. Before the day is arranged a request form and a verification form must be picked up in the guidance office. Students will arrange their own visit, and **requests should be made a week in advance of the visit**. Prior approval and signed documentation will insure an excused absence. Seniors are allowed three visits. No visits will be allowed if a student has missed more than ten days of excused and/or unexcused absences.

ACADEMIC AND APTITUDE TESTING

Many nationally recognized tests are available to help Minford High School students clarify their interests and aptitudes, and to discover their individual strengths and weaknesses. These tests have immediate value during high school in helping the counselor, teachers, students, and parents arrange the course of studies most suited to each individual. Most Minford students participate at some time or another in the following tests:

****** The Ohio Graduation Tests (OGT) are state developed measures of student proficiency in reading, writing, mathematics, citizenship, and science. Tests will be administered in March of the student's tenth grade year. Students must pass all five sections of the Ohio Graduation Test to receive a high school diploma. An Honors Diploma will be issued to those students who meet certain criteria.

PLAN TEST (10th college bound)

PSAT/NMSQT Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (11th college bound)

ACT American College Test (This test is used by most Ohio colleges and universities.)

SAT Scholastic Aptitude Test

*******Check with your college of choice to see which test they require.

PLEASE NOTE

Minford High School CEEB number is 363-475

Dates and times of the ACT and SAT are posted in the guidance office.

ATHLETIC ELIGIBILITY

4-4-1 In order to be eligible, a student in grade 9, 10, 11, or 12 must be currently enrolled in school the immediately preceding grading period, and receive passing grades during that grading period in subjects that earn a minimum of **5** credits per year towards graduation.

4-4-3 The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period at which time the grades from the immediately preceding grading period become effective.

EXCEPTION: eligibility or ineligibility for the first grading period commences with the start of the fall Sports season.

4-4-4 A student enrolled in the first grading period after proceeding from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.

4-4-5 A student enrolling in the seventh grade for the first time will be eligible for the first grading period . . . regardless of previous academic achievement. Thereafter . . . a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects carried the preceding grading period which met five days per week or its equivalent.

4-4-6 The eligibility of a transfer student must be established by school records or verification from sending school. The responsibility for establishing eligibility rests with the receiving school.

4-4-7 Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year. Source: Handbook of the Ohio High School Athletic Association for Junior High/Middle Schools & Senior High Schools.

INTERPRETATION AND SUGGESTIONS

1. Students considering participation in extra-curricular activities such as sports or cheerleading are encouraged to carry a minimum of 6 full credit courses. Thus, failure in one of these courses would not render the student ineligible for sports participation.
2. Semester length classes are calculated into the 5.0 credit minimum only during the semester in which the student is enrolled in and receiving grades for that class.
3. A student declared academically eligible at the beginning of a grading period remains eligible until the fifth day of the next grading period.
 - A. A student declared academically ineligible at the beginning of a grading period will, likewise, remain ineligible until the fifth day of the next grading period.
 - B. Eligibility of all students participating in sports or cheerleading is checked by the athletic director in the first week of each grading period. (nine weeks)
4. Eligibility for fall sports is based upon grades earned during the final grading period of the previous year.
 - A. Those athletes interested in cheerleading, football, soccer, volleyball, or golf must earn that eligibility during the final grading period of the preceding year.
5. The exception referred to in 4-4-3 enables eligible students to begin practice and actual game competition prior to the official opening of school.
6. As a member school of the Ohio High School Athletic Association, Minford High School and Minford Middle School will abide by the rules, regulations and interpretation of these rules as provided by the O.H.S.A.A. and to help our student athletes to be aware of their responsibility in maintaining academic eligibility.

NCAA ELIGIBILITY FOR DIVISION I AND DIVISION II

If you are planning to participate in Division I or Division II athletics in college you must be certified by the NCAA Clearinghouse. It is your responsibility to make sure the clearinghouse has the documents it needs to certify you. Information concerning who needs to register with the Clearinghouse and what documents should be submitted could be found in The Guide for College Bound Student-Athletes located on the NCAA Clearinghouse website. This link can be assessed at www.ncaaclearinghouse.net and then click on "Prospective Student Athletes."

	Division I	Division II
English core	4 years	3 years
Math core	3 years	2 years
Science core	2 years	2 years
Social Studies core	2 years	2 years
Additional credits from English, Math, or Science	1 year	1 year
Additional core from English, Math, or Science, Foreign Language, Computer Science, Philosophy, Religion	4 years	3 years
TOTAL CORE COURSES	16 credits	14 credits

COURSE SELECTIONS

The following are brief descriptions of the courses offered to students at Minford High School. They are listed by departments and are open to all students unless marked otherwise. A well rounded student who wants to take advantage of the opportunities presented to him or her will select several elective courses from as many areas as possible.

ART DEPARTMENT

Art I - (159) (1 credit)

This course is a general introduction to Art. An emphasis on realistic drawing from observation, color theory, design and ceramics forms the core of this course. Projects include pencil drawing, painting, chalk design, tessellations, ceramics and crafts including origami and tie dye.

Fee - \$25.00; Grades 9,10,11,12

Art II - (160) (1 credit)

This course is a continuation of Art I with the introduction of new media. Projects increase in difficulty and include ceramics, pen and ink drawing, colored pencil drawing, copper tooling, calligraphy, perspective drawing and crafts.

Fee - \$25.00; Grades 10, 11, 12

Art III and IV - (161 & 202) (1 credit)

These courses are advanced art classes for students considering a career in the arts. Assignments are more difficult and students are expected to work more independently. New media and art history contribute to assignments. Projects include ceramics, pastel drawing, charcoal drawing, acrylic painting, pen and ink drawing and crafts.

Fee - \$25.00; Grades 11, 12

BUSINESS DEPARTMENT

Technology I - (144) (1 credit)

This course is designed to integrate computer technology, decision-making, and problem-solving skills. Areas of instruction may include multimedia, hypermedia, on-line searching, desktop publishing, layout and design techniques, web design, software integration, voice recognition software, other advanced applications, and future technology trends. Instructional strategies may include computer/technology applications, teacher demonstrations, collaborative instruction, peer teaching, in-baskets, mini-baskets, LAPS school and community projects, and a school-based enterprise.

Fee - \$20; Grades 9, 10, 11, 12

ENGLISH DEPARTMENT

General English I - (101) (1 credit)

General English I will cover basic skills in grammar, spelling, vocabulary, reading, and writing. Basic reading skills will be stressed as preparation for the Ohio Graduation Test. The class will also study short stories, Romeo and Juliet, biographies, and other literature genres. Writing will be an important part of the curriculum.
Grade 9

College English I - (100) (1 credit)

College English I will not study basic reading skills but concentrate more on a literary study of short stories, poetry, Romeo and Juliet, novels, and other literature genres. Very little proficiency test intervention will be provided in this class. This class will concentrate on grammar and usage so that students will have a solid background of grammar skills. The class will study spelling and vocabulary. Writing will be an important part of the curriculum.

Grade 9

General English II - (103) (1 credit)

This course will stress the basics of grammar and compositions. It will also include a study of Julius Caesar, modern drama, and other literary genres including short stories, poetry, and essays.

Grade 10

College English II - (102) (1 credit)

This course will review and refine the student's grammar skills. Much attention will be given to improving study

and writing skills and to surveying different types of literature including a Shakespearean play.

Grade 10

General English III - (105) (1 credit)

This course will include grammar, compositions, and literature. It is designed for the student who does not plan to go on to college.

Grade 11

College English III - (104) (1 credit)

This class will be divided into six sessions. The items to be covered are grammar, compositions, American literature, term papers, short stories and novels. A term paper is required. If students have not passed the Ohio Graduation Tests in reading and writing, they must obtain prior approval from the principal, counselor, teachers, and parents before registering for this class.

Grade 11

General English IV - (434) (1 credit)

This class will cover the usual genre of English materials including grammar, literature, and writing. More emphasis will be placed on motivation, developing self-esteem, and career choices and preparation. Students will work on listening skills and public speaking, along with practical reading and writing skills. An effort will be made to work outside the regular classroom setting in order to better communicate with the surrounding community and job market. This class is not intended to prepare students for college level English.

Grade 12

College English IV - (106) (1 credit)

This class will be divided into six sessions. The items to be covered are grammar, compositions, world literature, term papers, short stories, and novels. If students have not passed the Ohio Graduation Tests in reading and writing, they must obtain prior approval from the principal, counselor, teacher, and parents before registering for the class.

Grade 12

Speech - (111) (Semester class ½ credit)

A mixture of speech theory and participation, this class is designed for the college-bound student, or for anyone interested in conquering the fear of speaking in front of an audience. Extemporaneous speaking is emphasized. A few competitive events will be entered. Grades are derived from chapter tests, actual speeches, and listening skills.

Grades 10, 11, 12; SPRING SEMESTER

Writing Workshop - (435) (Semester class ½ credit)

A new semester length class that will work individually with students to address specific writing strengths and weaknesses. Writers will use word processing programs as tools of composition for projects that will be tailored to each student's individual needs. The student who needs more writing practice for the proficiency test, the student who desires more challenging college prep writing, as well as the student who wishes to tackle creative endeavors, can be accommodated in this workshop class.

Grades 9, 10, 11, 12; FALL SEMESTER

AP English Language and Composition III- (502) (1 credit)

The AP English and Composition course emphasizes the development of effectiveness and confidence in student writing, particularly in the areas of exposition, analysis, and argumentation. Students should emerge from this class able to read complex texts with understanding and to write prose of sufficient richness and complexity to communicate effectively with mature readers.

Grade 11; **Test Fee \$80.00; AP English Workbook Fee \$20.00**

AP English Literature and Composition IV - (498) (1 credit)

The AP English and Composition course is designed to provide students with a learning experience equivalent to that of an introductory college course in English literature.

Grade 12; **Test Fee \$80.00; AP English Workbook Fee \$25.00**

FOREIGN LANGUAGE DEPARTMENT**Spanish I -** (113) (1 credit)

An introduction to the Spanish language and the culture of Spanish-speaking countries, with much practice in the skills of listening speaking, reading and writing Spanish. This class requires daily practice and the willingness to attempt to get along without English as much as possible. Pre-requisite for 8th graders is that they have a B or better average from English.

Grades 9, 10, 11, 12; **Workbook \$25.00**

Spanish II - (114) (1 credit)

A continuation of the skills begun in Spanish I with more emphasis on vocabulary and advanced grammar. This course will include use of a reader, and a novel will be required.

Grades 10, 11, 12 **Workbook \$25.00**

Spanish III - (190) (1 credit)

An expansion of materials learned in Spanish II furthering skills in speaking, listening, reading, and independent writing.

Grades 11, 12; **Workbook \$25.00**

HEALTH & PHYSICAL EDUCATION DEPARTMENT**Health -** (165) (Semester class ½ credit)

Basic anatomy and physiology, provides practical information relating to infection, organ and functional diseases, emphasis on personality development and involving the students in public health problems.

Grade 9

Physical Education 9th & 10th - (162 - 9th Boys, 409 - 9th Girls) (163 - 10th Boys & Girls)

(Semester class 1/4 credit)

Lifetime Fitness - (492) (Semester class ½ credit)

This course enables the student to acquire knowledge about the benefits of physical activity to health and wellness and about the principles of fitness. Lifetime sports and fitness activities are introduced. Grades are derived from class participation, skill assessments, unit and chapter tests.

Grades 11, 12. Girls 1st semester, Boys 2nd semester.

FAMILY & CONSUMER SCIENCES**Personal Development** - (445) (Semester class ½ credit)

This course studies personal development of self and others throughout the life span. Special emphasis is on self-esteem, dealing with stress and conflict, and forming better relationships with family and peers.

Requirements: a sewing project and one action project totaling 15 hours.

Grades 9, 10; **\$16.00 lab fee**

Financial Management- (446) (Semester class ½ credit)

Students will develop attitudes and skills to achieve personal financial wellness. They will learn the implications of sound financial decision making, appropriate use of credit, adequate insurance and their impact on personal and workplace financial wellness. Students will learn the inter-relationships between values, spending decisions, income and education. They will be able to use and evaluate technology for financial purposes, avoiding financial fraud. They will address public policy as it relates to family financial well-being.

Grades 9, 10; **Fee - \$16**

Life Planning - (419) (Semester class ½ credit)

This course develops a life management plan; with resource management for individuals, goals, needs, wellness, and career choices included. Requirements for the class include: one action project totaling 15 hours.

Grade 10; **Fee - \$12.00**

Nutrition & Wellness - (447) (Semester class ½ credit)

Nutrition and Wellness deals with choosing and preparing foods that promote good health. The selection and use of equipment for food preparation and proper food storage will be covered. Requirements for the class: three action projects totaling 15 hours.

Grades 11, 12; **\$16.00 lab fee**

Family Relations - (448) (Semester class ½ credit)

Family Relations deals with topics relating to building and maintaining healthy family relationships. How to manage work and family roles and responsibilities will also be covered. Requirements for the class include three action projects totaling 15 hours.

Grades 11, 12

Parenting - (449) (Semester class ½ credit)

Parenting deals with the meaning and responsibilities of parenting. Reasons for becoming a parent will be

evaluated. Students will identify rewards and challenges of parenting and the lifestyle changes that take place when one becomes a parent. An evaluation of the lifelong commitment necessary to be a responsible parent will be covered. Requirements for the class will include three action projects totaling 15 hours. Grades 11, 12

Clothing (450) (Semester class, 1/2 credit)

Clothing includes choosing appropriate designs and colors for the student, selecting patterns, using and caring for the sewing equipment, and constructing garments. Requirements for the class will include three action project totaling 15 hours and supplies needed for clothing projects. Grades 11, 12

LIBRARY SCIENCE

Library Science is a laboratory course in which you can earn one-half credit. In this course a student learns the purpose of the school library along with a working knowledge of how to run the library. Students prepare assigned reports and are tested regularly on the material they are asked to learn. Applications required. Grades 9, 10, 11, 12

MATHEMATICS DEPARTMENT

Algebra I - (132) (1 credit)

Introduction and development of the basic skills in the language of Algebra and application of these skills through using letters to represent unknown quantities. Students need a solid foundation in basic skills learned through grade school. 8th graders should have a B or better average in math. Grades 9, 10, 11, 12

Algebra II - (133) (1 credit)

This course is a continuation of Algebra I concepts, including real number properties, linear equations and inequalities, relations, functions, graphs, polynomials, radicals, quadratics, systems of equations and equalities, matrices and determinants, the conics, exponents and logarithms, sequences and series, probability, and an introduction to trigonometry. Pre-requisite is Algebra I. Grades 10, 11, 12

Pre-Calculus I - (475) (1 credit)

In this course the student will study the math skills and concepts necessary to be successful in Calculus. Pre-requisite is Algebra II. Grades 11, 12; **Fee \$7.00**

Geometry - (433) (1 credit)

This class deals with logical reasoning, which is applied to proofs of theorem and other problems, measurements of angles and parts of polygons, and the properties of one, two, and some three dimensional geometric figures. Pre-requisite: Algebra I. Grades 10, 11, 12; **Fee \$7.00**

AP Calculus - (505) (1 credit)

The AP Calculus course is designed to provide students with a learning experience equivalent to that of an introductory college course in calculus.

Grade 12; **Test Fee \$80.00, Class Fee \$7.00**

Transition to College Math- (7070) (1 credit)

Transition to College Math is designed through online lessons and assessments to prepare students for Math in the 21st century. This class is taken after completing Algebra I, II and Geometry. It covers Functions and Linear Models, Systems of Linear Equations and Matrices, Linear Programming, Sets and Counting, Probability, Mathematics of Finance, Trigonometry, and Random Variables and Statistics. The primary online recourse is "Everything for Finite Math" www.zweigmedia.com/RealWorld/index.html

Grades 11, 12

MUSIC DEPARTMENT**Band** - (451) (1 credit)

Fee - \$17.00; Grades 9, 10, 11, 12

Mixed Chorus - (166) (1 credit)

This is primarily a performing group with a broad spectrum of musical styles for public performances both in and outside of the school system. Usual performance include: assemblies, Christmas concert, radio broadcast, spring concerts, Annual Scioto County Music Festival, and graduation ceremonies. Prerequisite: A personal enjoyment of music and a desire to work and participate in a performing group.

Grades 9, 10, 11, 12; **Fee \$12.00**

CAREER-BASED INTERVENTION

The goal of CBI is identical to the regular educational program: to produce well adjusted educated productive and responsible citizens within our community. The student will be able to see the relationship between education and the everyday world of work through participation in academic instruction and on-the-job-experiences. 14 or 15 year old students only.

Grades 9, 10

SCIENCE DEPARTMENT**Biology I** - (125) (1 credit)

Based on principles and concepts of life, this course emphasized as inter-relationship of structural and functional principles related to cells and living organisms. The logical sequence of concepts progresses from the simple to complex covering molecular and cellular biology reproduction, and genetics, microbiology, and multicellular plants and animals. Pre-requisite: A or B in 8th grade science. Permission must be given to take this class if you do not have the pre-requisites.

Grades 9, 10, 11, 12; **Fee - \$13.00**

Human Anatomy and Physiology - (437) (1 credit)

A year long course designed to provide a comprehensive upper level science experience. Human biology will be emphasized. Pre-requisite: Biology I

Grades 11, 12; **Fee - \$16.00**

Chemistry - (127) (1 credit)

Structured around laboratory work designed to teach the techniques of using laboratory equipment and applying scientific method observing, taking and interpreting experimental data. Topics studied include: atomical structure, properties of elements and compounds, formula and education writing, why and how chemical reactions occur, organic chemistry, nuclear reactions, math skills needed for work in science.

Grades 11, 12; **Fee - \$15.00**

Physics - (128) (1 credit)

Involves laboratory work and a considerable amount of problem solving designed to aid and strengthen the understanding of principles dealing with the topics of motion, forces, work and energy, heat, light, electricity, sound, magnetism, and electronics. Pre-requisite: Algebra I & II

Grades 11, 12; **Fee - \$15.00**

Physical Science - (496) (1 credit)

This class addresses physical science and related principles in Earth & Space sciences. Physical Science concepts include the nature of matter and energy; identifiable physical properties of substances; and properties of forces that act as objects.

Grade 9; **Fee - \$13.00**

Earth and Environmental Science - (491) (1 credit)

Designed to apply the students' knowledge of biology to the fields of ecology and agriculture.

Grade 11; **Fee - \$12.00**

SOCIAL STUDIES DEPARTMENT**World History** - (495) (1 credit)

The study of World History from 1750 to the present. Students study historic eras, the influence of geographic settings, cultural perspectives, economic systems and various forms of government.

Grade 9

American History - (119) (494) (1 credit)

The history of the U.S. from discovery till present. Emphasis is placed on the Constitution and political change which have affected our nation. The text is broken into 11 units marking the differing periods of our history.

Grades 10, 11

Government - (120) (1 credit)

A study of U.S. government on the federal, state, and local levels. These areas are broken down into the legislative, judicial, and executive branch of each government.

Grade 12

Psychology - (703) (½ credit)**Sociology** - (704) (½ credit)**Economics** - (705) (½ credit)

This course introduces students to fundamental economic principles, economic systems, business organizations, the role of government in the economy, and how economic systems determine what, how, and for whom to produce. The course also addresses the decisions involved with financial responsibility, money management, and the management of credit and debt.

Geography - (706) (½ credit)

This course will be an introduction to concepts of physical and human geography. The physical geography aspect of this course will focus on increasing student knowledge of geographic locations, patterns, formations, and skills. The human geography portion of this course will have students develop a better understanding of culture, emphasizing patterns of certain cultural elements, such as language, religion, population, settlement, and human/environment interactions.

PROJECT LEAD THE WAY**Engineering I** - ((532) (1 credit)

Introduction to Engineering Design is a full-year class where students will be introduced to the engineering design process and the function of solid models in design. Through sketching, drawing and design activities, students will become familiar with fundamentals of product design and development and related areas.

Grades 9, 10, 11, 12

Engineering II - (605) (1 credit)

Principals of Engineering is a full-year class where students will be introduced to the different types of engineering fields, engineering systems and testing methods used by engineers. Students will learn about statics and strengths of materials, how to choose the right materials for the design and how to test materials. Through the use of projects the students will learn how to communicate results on a technical level and recommend solutions to engineering problems.

Grades 10, 11, 12