

STUDENT ENROLLMENT HANDBOOK

NEMAHA VALLEY HIGH SCHOOL

2003 - 2004

INTRODUCTION

This handbook is designed to provide the information needed to select classes for the coming school year. Each student must carefully plan his or her courses in order to meet the school's graduation requirements and attain the knowledge and skills that will be most useful in his or her plans beyond high school. This handbook contains the following:

- **Graduation Requirements** – This section lists the specific classes and number of credits needed for graduation from NVHS.
- **Career Clusters** – This section discusses the use of Career Clusters in the process of making career and educational plans and suggests high school courses that are recommended for each cluster.
- **Four-Year Course Plan** – Students should use this page to plan their courses for each year of high school. This plan should include courses that will be most useful in the student's career or educational plans.

Qualified Admissions Curriculum Information – Students planning to attend a Kansas Regents University must qualify for admission. This section provides details.

Kansas Scholar Curriculum and the State Scholar Program – Students who hope to qualify for a scholarship through the State Scholar program need to be aware of the requirements, which are outlined in this section.

- **Course descriptions** - This section provides a brief description of each course and indicates at which grade levels the class can be taken.

Individual enrollment counseling is available from the counselor upon request, but students must use personal knowledge of their own abilities, interests, and future plans to guide much of the course selection process.

Please be aware that it may be difficult for juniors and seniors, in particular, to fit all the upper level elective classes they desire into their schedules. It would be wise for each student to have one or more alternate classes in mind in case all of his or her classes will not fit into the master schedule.

With the 7-block schedule, most students should find it possible to challenge themselves academically and still have room for classes in non-required areas. Students are also encouraged to become involved in extracurricular activities.

Students or parents with questions or concerns are encouraged to contact the school counselor.

Student Enrollment Handbook

2003 - 2004

GRADUATION REQUIREMENTS:

4 credits of English

3 credits of social science, including American History and American Government

2 credits of math

2 credits of science, including Physical Science and Biology

1 credit of Health / PE

1/2 credit of Oral Communications

1/2 credit of Careers

11 electives

24 TOTAL CREDITS

REQUIRED CLASSES BY GRADE IN SCHOOL:

FRESHMAN

English 1

Basic Algebra / Algebra 1 / Geometry*

Physical Science

Health / PE

3 elective

SOPHOMORE

English 2

2ND Math Credit

Biology

Oral Communications / Careers

3 electives

JUNIOR

English 3

American History

5 electives

SENIOR

English 4 or College English

American Government / Economics

5 electives

* Students who completed Algebra 1 while in the 8th grade can enroll in Geometry, or can take Basic Algebra or Algebra 1 for high school credit. Algebra 1 taken while in the 8th grade DOES NOT count as high school credit. However, through the Class of 2005, it DOES count toward meeting the requirements of the Qualified Admissions Curriculum, discussed elsewhere in this handbook. Only students who enroll in Geometry as a freshman will be in a position to take Calculus as a senior unless they enroll in two math classes in one year.

SELECTING A CAREER CLUSTER

Each student should select a career cluster to help them in the process of planning high school courses and their future beyond high school. Here are some important facts:

- The 6 major career clusters are made up of occupations or career fields that are grouped together because they use similar interests, abilities, or knowledge.
- All clusters include a variety of occupations that require different levels of skill, education, and training.
- Focusing on one or two clusters is much simpler than trying to explore each of the 12,000 jobs currently available in the U.S. economy.
- Career Clusters do not lock you into a specific job or field, since you can change your focus at any time. However, clusters can help you select school courses and part-time jobs and also help you make decisions about education or training beyond high school.

CAREER CLUSTERS

Arts and Communications

Occupations are related to performing, visual, media, or literary arts or the Humanities. Typical occupations: architect, interior designer, writer, radio/television announcer, advertising, public relations, fashion or graphic designer, actor, dancer, and filmmaker.

Business and Management

Occupations are related to the field of business.

Typical occupations: sales, marketing, computer information systems, finance, accounting, personnel management, economics, and management.

Health Services

Occupations are related to the promotion of health and the treatment of disease.

Typical occupations: physician, nurse, optometrist, physical therapist, certified nurse assistant, laboratory technician, athletic trainer, x-ray technician, dentist, physician's assistant, dental assistant, veterinarian, and pharmacist

Human Resources

Occupations in this cluster work directly with people.

Typical occupations: education, government service, law enforcement, leisure and recreation, religion, childcare, social services, and personal services.

Industry and Technology

Occupations are related to the fields necessary to design, develop, build, install, or maintain physical systems, machinery, or equipment.

Typical occupations: engineering, manufacturing, construction, service, heavy equipment operation, electronics, electrician, mason, plant equipment operation, and mechanic.

Natural Resources

Occupations in this cluster relate to agriculture, the environment, and natural resources.

Typical occupations: agriculture science, earth science, forestry, horticulture, wildlife management, fisheries biologist, and environmental science.

Career Cluster Assessment

To give yourself a quick idea of which career clusters best match your individual traits, do the brief activity, below.

Read each of the following descriptions. Then rank them 1 to 6 in the order that they best describe you, with 1 being the most like you and 6 being the least like you. Use each number only once.

Remember, this is just one quick way to match yourself to career clusters. See your school counselor for more complete methods of identifying the job clusters that best match you as an individual.

- _____ A. Are you a creative thinker? Are you imaginative, innovative, and original? Do you like to communicate ideas?
- _____ B. Do you enjoy being a leader, organizing people, planning activities for others, and talking with people? Do you like to work with numbers or ideas? Do you enjoy carrying through with an idea and seeing the end product? Do you like to know what is expected of you and like things around you to be neat and orderly?
- _____ C. Do you like to care for people or animals who are sick or help them stay well? Are you interested in new diseases and in how the body works? Do you enjoy observing patients and looking for changes in how they are doing?
- _____ D. Are you friendly, open, outgoing, understanding, and cooperative? Do you like to work with people to help solve problems? Is it important to you to do something that makes things better for other people?
- _____ E. Are you mechanically inclined and practical? Do you like to use your hands and to build or repair things? Are you curious about how things work?
- _____ F. Are you a nature lover? Are you practical, curious about the physical world, and interested in plants and animals? Do you like to be physically active? Do you like to observe, learn, and investigate, or solve problems?

KEY TO THE ASSESSMENT: Compare the clusters, listed below, with your rankings from above. The cluster you ranked number 1 is probably your best match at this time.

A = Arts and Communications
B = Business and Management
C = Health Services
D = Human Resources
E = Industry and Technology
F = Natural Resources

Career Clusters and High School Course Planning

Once you have selected a career cluster, you can use it to help plan the courses you will take during high school. Taking the recommended courses for a specific career cluster will:

- Allow you to “sample” the skills, knowledge, and interest patterns needed for success in careers in this cluster
- Prepare you for more advanced skills, knowledge, or education needed in this cluster

The six Career Clusters are listed below, along with a list of recommended high school courses. Find the cluster you have chosen and note the recommended courses. Then, use the 4-Year Course Plan in this handbook to plan the courses you will take each year in high school.

Arts & Communications

Computer Applications 1 & 2
Foreign Language
Business Productions
Psychology

Art/Pottery
Speech / Drama / Forensics
Band / Vocal Music

Business and Management

Computer Applications 1 & 2
Accounting
Psychology

Algebra 2, Pre-Calculus, Calculus
Entrepreneurship & Business Law
Office Procedures

Health Services

Computer Applications 1
Psychology
Weightlifting

Chemistry, Anatomy, Physics
Nutrition & Wellness
Algebra 2

Human Services

Computer Applications 1
Balancing Work & Family
Algebra 2
Weightlifting

Nutrition & Wellness
Psychology
World Geography & History
Lifetime Sports

Industry and Technology

Computer Applications 1 & 2
Metals / Woods
Art or Pottery
Chemistry

Auto Mechanics
Technical Living
Algebra 1
Physics

Natural Resources

Computer Applications 1
Algebra 2

Chemistry/Anatomy/Physics
Business Law

4-YEAR COURSE PLAN:

Below, do the following:

- Record your current career cluster on the line below.
- Record the courses you have already taken and plan your future course selections.
- Use the “alternate courses” area to list courses you might take if the courses you planned will not fit into next year’s schedule.

The career cluster you select should serve as a guide for the courses that will be most beneficial in preparing for careers in that cluster. Try to plan your course selections so you take the majority of courses needed in the career cluster you have selected. See the counselor for details.

Student’s Career Cluster: _____

FRESHMAN YEAR:

English 1 _____
Math: _____
Physical Science _____
Health / PE _____

Alternate Courses:

SOPHOMORE YEAR:

English 2 _____
Math: _____
Biology _____
Oral Comm / Careers _____

Alternate Courses:

JUNIOR YEAR:

English 3 _____
American History _____

Alternate Courses:

SENIOR YEAR:

English 4 or College English _____
American Government _____

Alternate Courses:

QUALIFIED ADMISSIONS CURRICULUM

Any student who plans to enroll at one of the six Kansas Regents Universities (Kansas State, Emporia State, Pittsburg State, Fort Hays State, Wichita State, or the University of Kansas) must qualify for admission in one of three ways. He or she must:

- 1) Have an ACT composite score of at least 21, or
- 2) Rank in the top 1/3 of their graduating class, or
- 3) Complete the Qualified Admissions Curriculum with at least a 2.00 (C) average.

Any student who does not meet at least one of these criteria cannot enroll at one of the Regents universities until they have earned at least 24 credits at another university or community college.

The Qualified Admissions Curriculum includes: (1 unit = 1 school year)

English (4 units)

Natural Science (3 units) - Must include 3 units chosen from biology, advanced biology, general/physical/earth/ or space science, chemistry, or physics. *At least one unit must be chemistry or physics.*

Math (3 units)* - Must include Algebra I, Geometry, and Algebra II.

Social Science (3 units)** - Must include:

- 1 unit of U.S. History
- 1/2 unit of U.S. Government
- 1/2 unit selected from world history, world geography or international relations
- 1 unit selected from one or more courses in psychology, civics, economics, history, current social issues, sociology, anthropology, and/or race and ethnic group relations

Computer Technology (1 unit)

***NOTE:** Students graduating prior to 2006 may use Algebra 1 completed in the 8th grade to meet the math requirement. Students graduating in 2006 and thereafter must take 3 courses at the level of Algebra 1 or above while in high school. This means that if Algebra 1 is taken in the 8th grade, the student could meet the math requirement by retaking Algebra 1 in high school, or he/she will need to continue with math through Pre-Calculus to meet this requirement.

**** NOTE:** On NV's current schedule, to meet the social studies requirements, students need to take a full year of World History/Geography or one semester of World History/ Geography plus at least one semester of Psychology or another social science class.

Students who plan to attend a Regents University immediately after high school should use the information provided above in planning their high school class schedule, especially if they do not believe they will rank in the top 1/3 of their class or score at least a 21 on the ACT test.

- An ACT Composite Score of 21 is almost exactly the Kansas and National average for the past several years, which means approximately half of all students score above, and half score below, a 21 each year.
- Students who plan to attend any college or technical school other than one of the six Regents Universities do NOT necessarily need to meet the above requirements, although individual schools may have their own enrollment standards.

KANSAS SCHOLARS CURRICULUM / STATE SCHOLAR PROGRAM

Each year, Kansas designates over 2,000 seniors as State Scholars. Those that show financial need may receive scholarships valued at up to \$1,000 per year, for up to 4 years. The actual number of scholarships, and amount, will depend on the funding available each year. In order to be a **State Scholar**, you must:

- 1) Complete the Kansas Scholars Curriculum. This curriculum is similar to the Qualified Admissions Curriculum, discussed elsewhere, but it is used only to qualify for the State Scholar program.
- 2) Have a very high ACT score. The average ACT Composite for State Scholars in 2002 was a 29 (96th percentile).
- 3) Have a very high GPA. The average GPA for State Scholars in 2002 was a 3.89.

There is no way of knowing if the State Scholar program will exist in future years. However, all students planning to enter college should consider completing the Kansas Scholars Curriculum in order to be prepared to do college-level work. The counselor will notify juniors and seniors each year as to the status of the program.

The **Kansas Scholars Curriculum** includes the following courses:

- a) 4 years of English
- b) 3 years of Science, including Biology, Chemistry, and Physics
- c) 4 years of Math, including Algebra 1, Geometry, Algebra 2, and one additional unit selected from Analytic Geometry, Trigonometry, Advanced Algebra, Probability and Statistics, Functions, or Calculus
- d) 3 years of Social Science (see the Qualified Admissions for details)
- e) 2 years of Foreign Language (must be 2 years of the same language)
- f) 1 year of Computer Technology

IN SUMMARY: The **Kansas Scholars Curriculum** requirements are the same as those for **Qualified Admissions**, except:

- 1) 4 years of Math are required, instead of 3. Besides Algebra 1, Algebra 2, and Geometry, a student would need to also take Pre-Calculus or Calculus on NV's current class schedule.
- 2) Chemistry and Physics are both required, instead of one or the other.
- 3) Two units of one foreign language are required.

Remember:

The Qualified Admissions Curriculum affects Regents University enrollment.

The Kansas Scholars Curriculum affects State Scholarship Eligibility

COURSE DESCRIPTIONS

The following courses are typically available at NVHS, although the actual courses offered each year depends on student demand. Note the following:

- In parentheses are the grade levels at which each course can be taken.
- An “R” before the number indicates that the course is **required** for that grade.
- The letters “PR” after the course description are used to indicate prerequisites (courses which must be completed before enrolling in this course).

000 LANGUAGE ARTS

001 English 1 (R9) - The English 1 curriculum develops and refines the basic grammatical rules for oral and written communication. Skills addressed include the recognition of terms related to vocabulary and grammar, as well as capitalization, punctuation, and spelling skills. Also emphasized are listening skills, oral communication, study skills, library skills, and an introduction to literary genres, terms, and techniques.

002 English 2 (R10) - The English 2 curriculum refines oral and written communication as a part of growing language arts skills. The skills addressed include recognition and identification of terms related to vocabulary and grammar, as well as capitalization, punctuation, and spelling skills to improve composition. The appreciation of literature is emphasized and students will compose narrative, descriptive, persuasive, and expository writings.

003 English 3 (R11) - The English 3 curriculum continues to refine oral and written communication as a part of growing language arts skills. The skills addressed are vocabulary and literary techniques used in a variety of genre in the American literature tradition. The program includes the development of test taking, study, public speaking, writing, reading, and listening skills. Students will participate in the Kansas Reading and Writing Assessments.

004 English 4 (R12) - Seniors must enroll in either this course or 005 College English. The major objective will be the development of skills used in the job search and in the workplace. Skills included will be technical writing and reading, listening and oral communication, critical thinking, problem-solving, decision-making, group and teamwork, self-esteem, goal setting, computer literacy, leadership, and technology. Students will be introduced to British Literature and continue to develop their literary skills.

005 College English (12) – To enroll in College English, a student MUST score an 18 or above on the English section of the ACT test, or score at a specified level on the ASSET test, which is given at no charge by Highland Community College. Students taking this course in place of 004 English 4 will receive credit for high school English 4 and, by completing the enrollment forms and paying the fees (approximately \$200 per semester) to Highland Community College, receive three college credits each semester (College English I & II). The course will emphasize mythology, writing, and British literature analyses, as well as prepare students for senior Interview Day and the writing I.D. project.

006 Oral Communications (R10) - This one-semester course must be taken along with the Career Exploration class by all sophomores. Students will be introduced to basic oral communication skills. They will learn to research, organize, and present several types of speeches.

007 French 1 (9,10,11,12) - This course will give students a broad introduction to the French language and culture. Students will learn basic vocabulary, as well as rules of grammar, syntax, spelling, and punctuation. Background information about French history, geography, and culture will also be included.

008 French 2 (10,11,12) - French 2 is a continuation of French 1 for students who desire a deeper foreign language background. It should be noted that the Kansas Scholars Curriculum and State Scholars program require two years of foreign language.

PR: French I

011 French 3 (11, 12) – French 3 will be a continuation of French 2, with the possibility of additional projects of an individual nature.

009 Spanish 1 (9,10,11,12) – Delivered via satellite, this course introduces basic vocabulary and language as well as the culture, geography, traditions, and music of Spanish speaking countries. The vocabulary emphasizes school and community items, colors, numbers, weather, housing, and foods. Students are encouraged to develop accurate oral and written language

010 Spanish 2 (10,11,12) - Spanish 2 is offered through an IDL network, with the students and teacher connected via the Internet. It will continue the development of the student's knowledge and skills while increasing vocabulary in everyday activities. The study reinforces the culture, traditions, and music of Spanish speaking people.

PR: Spanish I

100 MATHEMATICS

101 Applied Math (10,11,12) - Applied Math teaches the use of mathematics in the everyday world. The primary mathematical functions, the use of fractions and decimals, and other basic skills are applied to the world of business and to the situations that students will face as consumers. A section of pre-algebra will also be covered to prepare students who will be taking Algebra I.

110 Basic Algebra (9,10,11,12) - This course is designed for students who want to improve their math skills and develop their understanding of basic algebra concepts. It is recommended for students who want a stronger background before enrolling in Algebra 1, and for students who do not desire to take Algebra 1 and will instead enroll in the Applied Math class for their second math credit.

102 Algebra 1 (9,10,11,12) - Algebra 1 is designed to help students understand how to apply and work with unknown variables. Thought processes and step-by-step organization skills are to be developed, as well as accuracy. Algebra moves away from conventional number math to challenge the student with new concepts within the basic operational framework.

103 Geometry (9,10,11,12) - Geometry is an introduction to formal proof. Concepts of Plane Geometry will be covered thoroughly, with some Space Geometry integrated in. Algebra skills will be reviewed and strengthened as they are used in solving geometry problems. Students must pass Algebra 1 before enrolling in Geometry. **PR:** Algebra 1

104 Algebra 2 (10,11,12) - Algebra 2 strengthens many of the concepts encountered in Algebra 1. It advances the manipulation of unknown variables to a more difficult level. Included is the study of linear and quadratic equations, rational and irrational expressions, logarithms, probability, and matrices. An introduction to trigonometry may also be included. It is strongly recommended that Geometry be completed before taking this course.
PR: Algebra 1 & Geometry

105 Pre-Calculus (11, 12) - Pre-Calculus includes both trigonometry and Pre-Calculus. Trigonometry includes the study of trigonometry functions and their graphs, and the application of trigonometric functions in the solution of triangles. The pre-calculus portion builds on Algebra 2 skills in the study of advanced algebra and statistics topics. The course prepares students going into technical fields such as engineering, electronics, computers, and accounting. It also provides the background needed for a full year of Calculus, which can be taken in high school or college. **PR:** Algebra 2

106 Calculus (Dual Credit) - Calculus will provide an introduction to limits, derivatives, and integrals. Students who have completed College Algebra I can enroll in College Calculus and earn 5 college credits by paying the enrollment fees (approximately \$330) to Highland Community College during the second semester. These credits will transfer to most colleges and take the place of Calculus I and/or College Algebra I. Be aware that some departments at some colleges (such as the Engineering department at K-State) strongly prefer that you take Calculus on-campus. A calculator is required for this class.
PR: Pre-Calculus

200 SCIENCE

201 Physical Science (R9) - This course will help the student function effectively in a technological society. The experience and knowledge of science and its applications will be provided through the coverage of chemistry, physics, earth science, space science, and applied science in technology.

202 Biology (R10) - Biology is the study of life. The life processes addressed include the requirement for energy to maintain the organization of living systems, the ability of organisms to reproduce, the process of homeostasis, and the study of taxonomy and the characteristics of the major phyla.

203 Anatomy / Physiology (11,12) - This course furthers the students' knowledge and understanding of the human body. It takes each system separately, introduces the student to its structure, and follows through with each system's function. Students will be expected to participate in all activities in this elective class, including those dealing with the topics of AIDS and human sexuality. **PR:** Biology

204 Chemistry (11,12) – Chemistry is a study of inorganic, organic, and nuclear chemistry. Chemical knowledge builds on prior physical science studies. Laboratory investigations involving teamwork will apply the chemist’s scientific experimentation techniques and tools. The student will use proper measurement, chemical mathematics, and science process skills. Recommended: completion of Algebra 1 and Geometry with a “C” or better, plus completion or concurrent enrollment in Algebra 2.

205 Physics (11,12) – Physics is a study of how things work. Knowledge builds on prior physical science studies of motion and forces along with mass and energy (heat, light, sound, electrical, and nuclear) interactions. Laboratory investigations will apply the physicist’s scientific experimentation techniques and tools. The student will apply mathematics in the science classroom. Recommended: completion of Algebra 1 and Geometry before enrollment, plus completion or concurrent enrollment in Algebra 2.

300 SOCIAL SCIENCE

301 World History/Geography (9,10,11,12) – One semester will be an overview of world history, including the great civilizations that have influenced the modern world. The other semester of this class will be dedicated to the study of the physical world, including the earth’s surface, continents, climates, plants, animals, and natural resources, and how man is affected and influenced by the physical world.

302 American History (R11) - In American History, the student will study the historical development of the United States from the Civil War to the present. Emphasis will be placed on the human and sociological elements of history.

304 American Government / Economics (R12) - This course is designed to cause the student to think about the relationship of the individual to the government. The U.S. governmental system is a democratic, complex, and expensive social force that requires an informed, active citizenry to function properly. The American Government course is designed to help students become such citizens. An Economics segment will help students understand our economic system and the stock market, and give them the theoretical and analytical tools necessary to understand and cope with the problems of our changing economy.

305 Psychology (Dual Credit) (11,12) - Psychology is the study of the human personality. After studying the development of psychology into the science that it is today, students will explore the development of the personality, child psychology, mental illness, personality disorders, and other major aspects of psychology. During the second semester, Psychology can also be taken for college credit by completing enrollment forms for Highland Community College and paying the enrollment fees of approximately \$200.

400 BUSINESS / COMPUTERS

401 Computer Applications 1 (9,10,11,12) - Computer Applications 1 is an introduction to computers, operating systems, word processing, database, spreadsheet, desktop publishing, and the Internet. This course will prepare students to use computers for their own benefit and also provide a necessary job skill.

PR: Keyboarding or proof of adequate typing skills and knowledge of the keyboard.

402 Career Exploration (R10) - Students taking this one semester Career Exploration class must also enroll in 006 Oral Communications. Career Exploration introduces the student to the world of work. It gives students the opportunity to explore various career areas and introduces them to the realities of the workplace. The student is taught to look at his or her interests, skills, abilities, personality, and attributes in making career decisions. The text prepares students for the rapidly changing nature of the workplace and emphasizes the skills outlined in the Secretary's Commission on Achieving Necessary Skills (SCANS) as those being necessary for workplace success.

403 Accounting 1(10,11,12) – Accounting 1 is an introductory course designed to provide students with a knowledge of the fundamental accounting principles and accounting procedures applicable to sole-proprietorship, partnership, and corporate forms of business enterprises in both manual and computerized applications. This course includes basic principles, the accounting cycle, sales, purchases, cash receipts, cash payments, financial statements, deferrals and accruals, cash control, receivable and payable, inventories, and depreciation.

PR: Computer Applications 1

404 Computerized Accounting 2 (11,12) – This course is designed to reinforce traditional accounting procedures, introduce advanced accounting procedures, and allow students increased use of spreadsheet and advanced accounting software. Applications activities provide hands-on experience that allows students to apply knowledge of accounting fundamentals to complete microcomputer applications.

PR: Accounting 1

405 Entrepreneurship / Business Law (11,12) - Entrepreneurship is designed for students who wish to explore the premise of creating and/or owning their own business. In developing the background necessary for business ownership, the student will cover concepts on planning, organizing, financing, starting, operating, and managing a small business. Creativity, curiosity, independence, initiative, problem-solving, and decision-making, will be explored as important components in being an entrepreneur.

Business Law is designed to provide students with an understanding of their legal rights and responsibilities, a knowledge of everyday legal problems, and the ability to analyze, evaluate, and resolve legal disputes. The course addresses general problems in the areas of criminal and juvenile justice, torts, and consumer, family, and individual rights law. The course is also designed to help students become better and more active citizens.

406 Office Procedures (10,11,12) – Office Procedures develops employable skills by providing experiences and information about current technology and office procedures. This course synthesizes information from other courses to provide an integrated view of the office. The course will teach word processing concepts and applications in the production of a variety of business documents. A variety of specialized software will also be learned, including database, spreadsheet, desktop publishing, and presentation software.

PR: Computer Applications 1

407 Computer Applications 2 (10,11,12) - Computer Applications 2 is an explanation of operating systems, networks, word processing, database, and spreadsheet. It also includes desktop publishing, multimedia technology and integrated applications.

PR: Computer Applications I

408 Business Productions / Desktop Publishing (10,11,12) - The Business Productions class is responsible for the production of the NVHS Yearbook, including book and advertisement sales. Students with strong skills in writing, art, typing, desktop publishing, and photography would find this class enjoyable and useful. **The class is limited in size, and students must have the approval of the instructor to enroll.**

PR: English 1, Computer Applications 1 (recommended)

409 Photography (IS) (10-12) - This Independent Study (IS) course is reserved for the photographer on the Business Productions staff, for the developing of film and the preparation of photographs. Students may enroll only with instructor approval.

PR: Enrollment in the Business Productions class.

410 Yearbook (IS) (10-12) - This Independent Study (IS) course is reserved for students who are enrolled in the Business Productions class and who will be doing additional work on the yearbook on an independent basis. Students may enroll only with instructor approval.

PR: Enrollment in the Business Productions class.

411 Advanced Computer Applications (IS) (11, 12) - Advanced Computer Applications develops employable skills by providing experiences creating and managing a computer web site. **Written Application Required**

PR: Computer Applications 2

412 Computer Programming (IS) (11, 12) – This Independent Study course will help students develop programming skills utilizing Visual Basic. **Written Application Required**

PR: Algebra 1 and Computer Applications 2. Algebra 2 is recommended

413 IHT (In-House Training) (11, 12) - IHT develops employable skills by providing students with production work experiences. Students will utilize their business and computer skills to create both print and digital publications for the school and community.

PR: Computer Applications 2 or Office Procedures (formerly called Business Machines).

414 Computer Maintenance (11-12) – Computer Maintenance prepares students for the A+ certification exam developed by CompTIA. The course will cover installation, configuration, and troubleshooting of hardware, software, peripherals, and various operating systems.

PR: Computer Applications 2

415 Computer Graphics (IS) (11-12) – In this class, students will develop the skills necessary to utilize computer graphics and multimedia in projects.

PR: Computer Applications 2. **Written Application Required**

416 Web Design (IS) (12) – HT Web Design develops employable skills by providing students with advanced experience creating and managing a web site. This course builds on the knowledge learned in Advanced Computer Applications

PR: Adv. Computer Applications. **Written Application Required**

417 Technician (IS) (12) – IHT Technician develops employable skills by providing experiences maintaining and troubleshooting computers, computer peripherals, and computer software. **PR:** Computer Maintenance. **Written Application Required**

418 Networking (IS) (12) – Networking is an introductory class to the field of computer networking. It will cover the basic principles of LAN and WAN design, IP addressing, cabling, switching, routing, and troubleshooting network connections with Cisco hardware. These basic principles will be studied using a nationally recognized curriculum.

PR: Computer Applications 2. **Written Application Required**

500 PHYSICAL EDUCATION

501 Health / PE (R9) - Each semester, students will spend half their classtime in Health, and half in PE. In Health, students will study various aspects of physical, mental, and social well-being. The students will learn how to avoid health problems of the teen years and how to reduce the risk of adult health problems. The PE program will provide each student with an opportunity to develop skill and understanding in a variety of physical activities that will benefit the individual throughout life.

502 Weightlifting (10,11,12) - This course allows the student to participate in activities that improve muscle strength and cardiovascular conditioning. Students will use free weights and other strength equipment. Exercises and activities will also be used to develop each student's cardiovascular system.

503 Lifetime Sports (10,11,12) - This course gives students the opportunity to participate in physical activities that can be continued throughout one's lifetime. Possible activities might include volleyball, tennis, golf, bowling, basketball, softball, etc.

600 FINE ARTS

601 Art 1 (9,10,11,12) - Students in Art 1 will learn how to use the fundamental principles of design and the elements of art in their work. A variety of drawing mediums (pencil, charcoal, colored pencil, pastels, etc.), painting mediums (watercolor, tempera, and acrylics), sculpting mediums (clay, wire, etc.), and fiber mediums (yarn, orraffia) will be used.

602 Advanced Art (10,11,12) - First year Advanced Art students will expand upon their basic Art knowledge. Students will be introduced to different media and new experiences such as: oil painting, prismacolors, tube watercolors, tie-dye, batik, mosaics, silkscreen, and monotype printmaking, and wrinkle loom weaving. Third year students may enroll with instructor approval. These students should be strongly interested in pursuing art as a career or outside hobby, as this class will be an independent study course with guidance provided by the teacher. **PR:** Art I

603 Pottery (10,11,12) - This course will consist of creating hand-built clay projects, throwing clay pots on a potter's wheel, sculpting clay, and the firing and glazing of pottery.

606 Advanced Pottery (11,12) - Advanced Pottery is a continuation of the Pottery class. Students will learn advanced techniques and produce more complex projects. **PR:** Pottery

604 Vocal Music (9,10,11,12) - Participation in Vocal Music will include the development of each student's vocal techniques, listening abilities, and general music appreciation. These areas will be enhanced through the use of music theory, practice, and performance. Participation in evening concerts and other performances may be a class requirement.

605 Band (9,10,11,12) - Band members will have the opportunity to develop their musical skills individually, and in groups. Students may also participate in instrumental ensembles. Participation in evening concerts and other performances may be a class requirement.

700 TECHNOLOGY

701 Technical Living (9,10,11,12) - This course is divided into two areas. One semester will focus on home economics, including the areas of clothing care, construction, and repair; and food preparation and nutrition. The other semester will be in the technology area, where the student will explore many topics such as the Internet, designing Web pages, Computer Aided Design (CAD), automotive basics, and other technology fields.

702 Woods 1 (10,11,12) - Woods 1 provides an introduction to basic woodworking techniques and terminology. Students will study the safe operation of hand and machine tools, design principles, construction procedures, and current finishing technologies. The course will include lab experiences to allow students to construct at least one woodworking project of their choice.

703 Cabinetmaking (11,12) - Students will be given the opportunity to expand their woodworking skills through the study of advanced design and construction methods. The course provides experience in designing, planning, and the construction of original ideas. Emphasis is placed upon the study of advanced furniture and cabinetmaking. This course may be taken for more than one year. **PR:** Woods 1

704 Metals 1 (10,11,12) - Metals 1 covers metallurgy, welding, forging, foundry, sheet metal layout, fabrication, and hot and cold bending. Students will develop an understanding of, and capabilities for, the safe use of hand and machine tools. A project in each area of the curriculum will be required.

705 Advanced Metals (11,12) - This course covers the processes of shielded metal welding, gas metal arc welding, and oxy-acetylene operations, as well as foundry and machine tool processes. The student will be required to design and make an advanced project. The second semester will concentrate on auto body repair. The student will have the opportunity to work on his or her own auto body repairs or have a repair assigned. **PR:** Metals 1

706 Auto Mechanics 1 (10,11,12) - This course provides students with automotive knowledge in the areas of service and repair equipment, engine theory and operation, ignition systems, fuel systems, and chassis function. Students will learn the safe use of common automotive repair tools and will learn to use the dwell-tachometer, oscilloscope, digital VOM, and many other highly specialized tools.

707 Advanced Auto Mechanics (11,12) - This course will provide extensive laboratory experience in current methods of automotive service and repair. The student will gain exposure to the drivetrain/ transmission, engine, fuel system, brake system, and steering / suspension system. The opportunity will be given for the student to concentrate on one or more areas of specialization. This course may be taken more than one year. **PR:** Auto Mechanics 1

720 Computer Aided Design (IS) (11-12) – Computer Aided Design provides students exposure to CAD software, design practices, and practical work experience. Since this is an Independent Study class, instructor permission is required for enrollment. **PR:** Technical Living (Introduction to Technology semester)

800 PRACTICAL ARTS & VOCATIONAL ARTS

801 Nutrition & Wellness (10,11,12) - Formerly called Foods, this course will concentrate on food preparation and nutrition. Students will learn to use nutritional knowledge to plan meals. They will also learn to prepare a wide range of foods. To enroll in this course, a student must have passed the Home Economics (HE) semester of Technical Living. **PR:** Technical Living HE

809 Balancing Work & Family (11, 12) - This course, formerly called Advanced Foods, is a continuation of the Nutrition & Wellness course, and will deal with more advanced aspects of food preparation and nutrition. Also covered will be aspects of family life and work. **PR:** Nutrition & Wellness

802 Parenting (11,12) – Much of this course will deal with parenting, including preparing for parenthood, development from conception to birth, infants, toddlers, and preschoolers. Other sections will deal with family life, including meal planning, interior decoration, crafts, and wedding planning. Students taking this elective class will be expected to participate in all activities, including those dealing with the topics of AIDS and human sexuality.

804 Work-Study (12) - This program is designed to allow seniors to earn high school credit while working part-time. The student may be released for one or two blocks to work at a paying job, and must be on the job during the hours they are released from school. Weekly time cards will need to be submitted to the school to verify the student's work hours, and periodic work site visits will be conducted by a school representative. The employer will also need to file an evaluation of the student's work traits and competencies. The student must maintain passing grades in all high school classes and remain a student in good standing, or they may be removed from the program.

805 Teacher Aide (12) - Seniors with a cumulative grade point average of 3.00 (B) or above may serve as an aide for one block. Seniors who are on Work Study for 2 blocks may not serve as Teacher Aides. Students may work for teachers, in the school library or office, or at Seneca Grade School/Nemaha Valley Junior High. Students are cautioned to become aides only if there is nothing on the class schedule that will benefit them more in terms of their future career and educational plans. In special circumstances, a limited number of juniors may be allowed to serve as aides, with the approval of the principal.

806 Driver Education (9,10,11,12) - The Driver Education class is offered only during the summer, normally starting during the first week of June and ending by July 1. Students must have completed the 9th grade or be at least 15-years-old by the start of the class in order to enroll. Each student must pass all classroom and driving competencies at the 75% level in order to pass the class. The student will spend between 6 and 8 hours behind-the-wheel. Since 15-year-olds in Kansas must have completed Driver Education in order to obtain a restricted license, and because insurance rates are often lower for Driver Education completers, this course is strongly recommended.

900 SPECIAL SERVICES

This section contains information about special classes that may be available to some students. While the Altered Curriculum, Work Experience, and IRC classes are available only to students who have a Special Education IEP (Individual Education Plan), the Reading and Project Help classes are open to all students.

Altered Curriculum (Alt) (9-12) - These courses, which generally take the place of required courses on the student's schedule, are designed to meet the special needs and abilities of the individual student. For example, instead of taking English 1 in the regular classroom, a freshman with an identified disability might take English 1 (Alt) in the IRC (Inter-Related Classroom) with a Special Education instructor. The student must be on a Special Education IEP before he or she may enroll in an altered course.

926 Reading (9-12) - There are no special qualifications for the Reading class, so any student may enroll. The student will receive individual help in improving his or her reading skills and study habits. In addition, the student may receive help with assignments from specific classes, particularly courses such as English, social studies, and science, which rely heavily on reading skills. The Reading class will take the place of another class in the student's schedule. A full graduation credit is earned for passing the course, but the student will receive a P (pass), instead of a letter grade, for passing the class.

933 Work Experience - Students who are on a Special Education IEP may be eligible to work at a job part-time and receive graduation credit for this work experience. The guidelines are similar to those for the 804 Work/Study course in the regular curriculum.

941 IRC (Inter-Related Classroom) (9-12) – The IRC class is designed to provide students who are on a Special Education IEP with additional help in the regular education classes they are taking. The IRC instructor will assist the student with work from regular education classes, administer extended-time or oral versions of tests, and provide other academic assistance as needed.

946 Project Help (9-12) – Students who have failed a semester of English have the opportunity to take the Project Help class as an alternate method of making up the English credit. The Project Help class will cover material similar to that covered in the regular English classroom, but more individual attention will be available because of smaller class sizes. Some time may also be available for additional help in other classes in which the student is having difficulty because of reading or study skills.

Special courses available are:

901 English 1 Alt	924 EMH/TMH
902 English 2 Alt	925 Oral Communications Alt
903 English 3 Alt	926* Reading
904 English 4 Alt	928 Keyboarding Alt
905 Math 1 Alt	930 American History Alt
906 Math 2 Alt	932 Algebra Alt
907 Math 3 Alt	934 English A Alt
908 Math 4 Alt	935 Math A Alt
909 Physical Science Alt	936 Science A Alt
910 Biology Alt	937 Reading A Alt
911 Science 3 Alt	938 Speech A Alt
912 Science 4 Alt	939 Spelling A Alt
913 World History Alt	940 Life Skills Alt
914 Current Events Alt	941* Project Help
915 World Geography Alt	942 History/Geography Alt
916 American History Alt	944 Writing Alt
917 American Government Alt	945 Social Science Alt
918 Study Skills Alt	946 Basic Computer Alt

* Reading and Project Help are not Special Education classes and are available to all students.

ENROLLMENT NOTES:

Nemaha Valley High School - 2003-2004

Please note the following details concerning certain classes before completing your enrollment form for the coming school year.

COLLEGE ENGLISH (DUAL CREDIT) – To enroll in College English, the student **MUST** score an 18 or above on the English section of the ACT, or score at a specified level on the ASSET test, which is given free of charge by Highland Community College. This ACT or ASSET test score must be earned before the beginning of the student’s senior year. In College English, the student receives high school English 4 credit AND College English credit by paying the required fees to Highland Community College. The student will have the option of earning credit for both College English I and II during the year. Cost for the college credit will be approximately \$200 per semester. Students who do not want college credit MUST enroll in the regular English 4 class.

CALCULUS (Dual Credit) - Students can earn just high school credit for Calculus, or can also earn 5 college credits during the second semester by enrolling in College Calculus and paying the fees (approximately \$330) to Highland Community College. Students MUST have completed College Algebra before enrolling in College Calculus. Highland may also require that a specific number of students (typically 4) be enrolled in College Calculus before it can be offered.

COLLEGE ALGEBRA I – Students planning to enroll in College Calculus during their senior year **MUST** have completed College Algebra before the second semester. Although College Algebra is not offered during the school day at NV, it is offered each semester and during the summer a several locations in our area, and could possibly be offered at NV if there is enough demand. To enroll in College Algebra, the student MUST either score at least a 22 on the Math section of the ACT test, complete Intermediate Algebra on the college level, or have scored at a specified level on the ASSET test, which is given free of charge by Highland Community College.

PSYCHOLOGY (Dual Credit) – Students enrolled in the Psychology class can also earn college credit for General Psychology during the second semester by enrolling paying the fees (approximately \$200) to Highland Community College.

INDEPENDENT STUDY CLASSES - There are a few classes, such as **Humanities, Computer Aided Design, Photography, Advanced Computer Applications, Computer Programming, Computer Graphics, Web Design, Technician, and Networking** that are offered only on an Independent Study basis. A contract must be drawn up with the teacher who will be teaching the course, outlining what will be covered and how the student will be graded. Other Independent Study courses may be available in various curriculum areas with the approval of the teacher. The class must be one that does not appear on the regular class schedule.

WORK-STUDY - Eligible seniors may choose to work at a Work-Study job for one or two blocks. Note that you must enroll in two blocks of Work-Study in order to work every day. This must be a paying job, and the student must be on the job during the hours they are released from school. To meet state guidelines, students will also need to file weekly time cards, and a school representative will make quarterly visits to the job site to obtain a report on the student’s workplace performance. To enroll in Work-Study, the student must be in position to graduate without complications, must be passing all classes, and must not have a record of discipline problems in school.

TEACHER AIDE – A limited number of seniors may work as aides for teachers for one block in their schedules. Students must have a cumulative grade point average of 3.00 or above, be passing all their classes, and must not have a record of discipline problems. The student may contract personally with a teacher to be that teacher's aide, or may be assigned to a teacher by the counselor. Some aide positions may also be available in the school library, in the office, or at Seneca Grade School/Junior High. There may not be enough teacher aide positions available for all students who want to be an aide. Students on Work-Study for 2 blocks may not be teacher aides. A very limited number of juniors may be allowed to work as teacher aides, with special permission from the principal. Juniors will be considered as aides only if there are special circumstances in their class schedules that make it appropriate.

IN-HOUSE TRAINING – In the IHT course, students will develop skills that are business and computer related. At least half of the class activities will involve producing print, digital, and computer-related materials for customers from the local business community. Examples might include producing booklets, pamphlets, or other printed materials for local businesses or organizations.

ADVANCED COMPUTER APPLICATIONS, COMPUTER PROGRAMMING, COMPUTER GRAPHICS, WEB DESIGN, TECHNICIAN, AND NETWORKING COURSES – If you are strongly interested in gaining advanced knowledge in the technical side of the computer field, one of these Independent Study courses may be for you. Check in the Course Description section of this handbook for more details about these classes. **NOTE: All of these classes require the student to file a written application with the teacher (Mrs. Philbrick for 2003-04). Space is limited and only students who file an application by the deadline and meet the necessary requirements will be selected for these classes.**

HUMANITIES (IS) (11-12) – Humanities is an Independent Study course for students who desire to expand their knowledge of the art, sculpture, photography, architecture, dance, music, drama, literature, and history of our culture. The students will research topics, view videos, and compile data in their pursuit of information and understanding. Students with a sincere interest in the fine arts are encouraged to take this course, as are members of the Scholars' Bowl team. Arrangements need to be made with Ms. Bloom.

SPANISH 1 & 2 – Spanish 1 is currently being taught via satellite, with students watching the instructor on television. Classroom activities are supplemented by video tapes and workbook activities. Students can occasionally communicate with the instructor by telephone. Spanish 2 is being taught through an Interactive Distance Learning network. This means the students and teacher are connected via the Internet. Through the use of TV monitors and microphones, the students and teacher can see and hear each other instantly, making the process more like a regular classroom setting than the satellite feed used for Spanish 1. However, since neither of these setups is the same as having a certified foreign language teacher in the classroom, students should have strong language skills (earning A's or B's in English), and be self-motivated and disciplined in order to succeed in these classes.

APPLIED MATH – The Applied Math class is normally offered only during alternate school years. It will be offered during 2003 – 2004, so students planning to use it as their 2nd math credit should plan to take it at that time.

8TH GRADE ENROLLMENT NOTES

Nemaha Valley High School – 2003 - 2004

All freshmen MUST take the following classes:

ENGLISH 1

PHYSICAL SCIENCE

PE/HEALTH

BASIC ALGEBRA , ALGEBRA 1, or GEOMETRY (Must have completed Algebra I to take Geometry)

MATH NOTES: — Freshmen must enroll in either Basic Algebra, Algebra 1, or Geometry. Students who plan to take Calculus during their senior year MUST enroll in Geometry as a freshman in order to take Algebra 2 as a sophomore, Pre-Calculus as a junior, and Calculus as a senior. Students who take Pre-Calculus will be well-prepared to take College Algebra or Calculus in college, but will not have the opportunity to earn college credit from Highland Community College by taking College Calculus senior year. Also note that, beginning with the Class of 2006, students must take 3 courses at the level of Algebra 1 or higher in high school in order to meet the requirements of the Qualified Admissions Curriculum. This curriculum is discussed elsewhere in this Enrollment Handbook. **Students should consult with their math teacher and their parents concerning which math course to take freshman year.**

ELECTIVES: *Below is a list of classes that are open to freshmen during the 3 blocks not filled with required classes. Classes taken will depend on the interests, abilities, and future plans of the student (in high school and beyond).*

COMPUTER APPLICATIONS 1 — Students need to have basic keyboarding (typing) skills to take this class. The course is an introduction to computers, operating systems, word processing, database, spreadsheets, desktop publishing, and the Internet. A Computer Applications 2 class will be available for those who complete Computer Applications 1 and want more advanced computer skills. A Computer Technology class is also a Qualified Admissions Curriculum requirement for students who plan to enroll at a Kansas Regents University immediately after high school. **THIS COURSE IS STRONGLY RECOMMENDED.**

TECHNICAL LIVING — One semester of this class will be spent in the Home Economics area, learning basic skills in cooking, sewing, nutrition, and related areas. The other semester will be spent in the Technology area. Topics will include the Internet, designing Web pages, studying CAD, and covering automotive basics. **STUDENTS WHO PLAN TO TAKE ANY ADDITIONAL HOME ECONOMICS COURSES MUST TAKE THIS CLASS FIRST.**

BAND & VOCAL MUSIC — These courses will include the development of each student's musical techniques, listening abilities, and general music appreciation. Students may play or sing in a variety of groups.

WORLD HISTORY/GEOGRAPHY — In this course, students will study the geography, people, customs, and history of the various regions of the world. Students do need a third social science credit (beyond American History and American Government they will take junior and senior years), but World History/Geography is just one social science credit option, and other social science classes may be available beyond freshman year. However, to complete the Qualified Admissions Curriculum, the student will need to take this class for at least one semester.

ART - Students will be introduced to the basic skills needed in a variety of artistic areas. Different art media will be introduced as the students learn such concepts as one and two-point perspective. Art 1 will also include working with clay.

FRENCH 1 or SPANISH 1 --These courses study the French or Spanish language, geography, and culture. Students taking a foreign language should have a strong English background. Spanish 1 is currently taught via satellite and Spanish 2 by an Interactive Distance Learning setup, so students should have strong English skills, and be especially self-motivated and able to work independently.

READING –The reading class is designed to help students improve their reading and study skills. It can also be used to provide one-on-one teacher assistance with specific classes that are proving difficult for the student. Students receive regular graduation credit for this class, but receive a "P" (for Pass) instead of a letter grade.

SPECIAL SERVICES –Students who are on a Special Education Individual Education Plan (IEP) are eligible to take some of their classes through the special education program. Which classes the student will take through Special Education will be determined by a team, made up of the student's parents and teachers, the Special Education Director, the school psychologist, and the school counselor.