

HARRISON COMMUNITY HIGH SCHOOL PROGRAM OF STUDIES

Dear Harrison Community High School Students and Parents:

You are about to embark upon one of the most important processes in your high school career, the selection of your classes for the 2009/2010 school year. The classes you select have an important impact on your future. Please study the class offerings carefully.

This booklet has been designed to familiarize you with the course offerings available and the procedures that you must follow in order to sign up for the classes. The importance of following procedures cannot be overemphasized. Changing your schedule after a trimester begins will only be possible with special permission.

Ideally, the class selections that you make will lead to a productive and happy future. Feel free to contact the administration and staff for assistance. Best wishes for a successful school year.

Sincerely,

Robert Riemersma
Interim Principal

Russell A. Fimbinger
Assistant Principal

It is the policy of the Harrison Community Schools not to discriminate on the basis of religion, race, color, national origin, sex or handicap in its educational programs, activities or employment as required by Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Inquiries related to Title VI, Title IX and Section 504 should be directed to Andrea Andera, Civil Rights Coordinator, Harrison Community Schools at 224 West Main Street, Harrison, Michigan 48625. Telephone: (989) 539-7871 Ext.1107.

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PROGRAM OF STUDIES

HARRISON COMMUNITY HIGH SCHOOL
HARRISON, MICHIGAN

PLANNING YOUR HIGH SCHOOL PROGRAM

1. Read this handbook carefully. Take note of courses that especially interest you.
2. Discuss your class selections and future plans with your parents. Their advice should help form your final decisions.
3. Consult teachers about specific classes and programs. They can provide information too detailed to be written, and they can also make predictions about your chances for success in the course.
4. Work with your counselor/teachers; they will help you review and interpret your abilities and aptitudes, interests, experiences, maturation, study skills, achievement levels, and future goals.
5. It is your responsibility to keep track of your progress and to maintain a program of studies which will result in meeting graduation requirements.

PREPARE WELL - CHOOSE YOUR CLASSES WISELY

Schools offer opportunity but do not guarantee success. The key ingredient for success is YOU: your attitude, desire and hard work. Learning is a never ending process requiring your active participation. Don't expect knowledge to be like something simply poured into a waiting container. While often times it is, learning cannot always be fun. Don't expect to be entertained. Learning is rewarding, not only for the actual knowledge gained but also for the process it requires of you, resulting in countless benefits in both the present and the future.

Before making your course selections, take the time to read the important information and recommendations below.

All students must complete the basic graduation requirements stated in this Program of Studies and complete 12 trimesters of high school in order to receive a Harrison Community High School diploma. The class of 2011 and those that follow must meet the MI Merit Curriculum requirements as part of their graduation requirement.

Do not select a course simply because you think it will be easy. Courses that are easy for one student may be difficult for another student.

Do not overemphasize grade point average. A student can obtain a high grade point average in high school and yet not be well prepared for the future because the grade was more important than the actual learning involved.

GRADUATION REQUIREMENTS *Class of 2010*

English.....3 ½ Credits
 1 credit English I (9th grade)
 1 credit English II (10th-12th grade)
 1/2 credit Speech (10th-12th grade)
 1 credit elective English

Mathematics2 Credits
 1 credit Intro to Algebra I or 1 credit Algebra I Concepts or
 1 credit Algebra I or 1 credit Geometry (9th grade)

Science2 Credits
 ½ credit Physical Science (9th grade)
 ½ credit Earth Science (9th grade)
 1 credit General Biology (10th grade)

Social Studies.....3 Credits
 1 credit American History (10th-12th grade)
 1 credit Global Studies (11th-12th grade)
 ½ credit Government (12th grade)
 ½ credit Economics (12th grade)

Physical Ed.....(Required 9th grade).....½ Credit

Health.....(Required 9th grade).....½ Credit

Computer I.....½ Credit
 Computer II.....½ Credit

Foreign Language, Fine or Performing Arts,
 Vocational Education or Practical Arts, CTE Courses,
 Or any combination thereof2 Credits

Spanish I, II, III	Art I, II	Beginning Drama	Drafting I, II
CTE Courses	Ceramics I, II	Advanced Drama	Beg. & Adv.
Woodworking			
Band	Art History	Nutrition I, II	Residential Wiring
Computer I	Advanced Art Studies	Parenthood Education	Residential Construction
BAT	Consumer Education	Personal & Family Living	

Required Total14 ½ Credits

Elective Total
 Class of 201011 ½ Credits

Total credits required for Graduation
Class of 2010 26 credits

Students must attend high school for the equivalent of 12 trimesters.

GRADUATION REQUIREMENTS *Beginning with Class of 2011 & Beyond*

Michigan Merit Curriculum

Curriculum Area	Number of Credits	Required Content
Mathematics	4 Credits	Intro Algebra I & Algebra I Concepts or Algebra I; Geometry; Algebra II; one credit in Senior Year
English Language Arts	4 Credits	English I; English II; English III or Prac. Eng. III; English IV or Prac. Eng. IV
Science	3 Credits	.5 cr. Earth Science & .5 cr. Physical Science; Biology; Chemistry or Physics
Social Studies	3 Credits	U.S. History & Geography; World History & Geography; .5 credit in Government & .5 credit in Economics
Physical Education/Health	1 Credit	.5 cr. Health & .5 cr. 9 th PE
Visual, Performing, & Applied Arts	1 Credit	Art I, Art II, Ceramics I, Ceramics II, Beg Drama, Adv. Drama, Band, Drafting I, Drafting II, BAT, Beg. Woodworking & Adv. Woodworking, Res. Constr., Res. Wiring

State of Michigan Requirements	16 Credits
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HHS Additional Graduation Requirements:

Computer I	.5 credit	Computer I or pass 8 th grade Computer I
Computer II	.5 credit	Computer II
Practical, Fine or Performing Arts, CTE courses, & Foreign Language	1 credit	See previous page for specific courses
On-line Learning Experience	Required for Graduation	Computers II
Take MME – (ACT, Work Keys, & State Assessments) or a state approved alternate assessment (MI Access)	Required for Graduation Junior Year	

Required Total.....18 Credits
Elective Total.....9 Credits

Total credits required for Graduation 27 Credits

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Students must attend high school for 12 trimesters.

GRADUATION POLICIES

1. High School is considered to be a four year experience and must be spent in full-time attendance equivalent to 12 trimesters. Junior and senior students that qualify may apply for Special Programs described in the special program section.
2. No diploma will be issued from Harrison Community High School on the basis of General Education Development tests.
3. The high school principal has discretionary power in the case of transfer students or health cases in relation to number of credits needed and program direction.
4. Students **must** take the ACT/MME or another state assessment in order to graduate.
5. Graduation exercise will be held at the end of each year. Only students who have completed graduation requirements may participate in these ceremonies or any related activities.

ACADEMIC PROGRESS

Students are required to graduate before they have reached an age of 19 years and 6 months. Students who will not graduate before this age will have two options available to them. The first option will refer the student to the Harrison Alternative Education School to complete their requirements and earn a high school diploma. The second option will require the student to apply for a waiver from the high school principal. Included in this waiver will be an explanation of why the school should consider providing educational services to the student. Extensions will be granted based on availability and rationale.

If a student is unable to earn **10** credits at the completion of their first two years of enrollment with Harrison High School, and the student is 16 years of age by September 1st, the student will be required to submit an enrollment form to the Harrison Alternative School. Admission will be granted by the Alternative School director based on availability and rationale.

If a student is unable to earn **17.5** credits at the completion of their first three years of enrollment with Harrison High School, the student will be required to submit an enrollment form to the Harrison Alternative School. Admission will be granted by the Alternative School director based on availability and rationale.

Students that are enrolled in Harrison High School and are receiving services through special education are exempt from this policy. The exception would be, if the student desires to enroll at Harrison Alternative School, they may, but would lose the services provided to them through the high school.

TESTING OUT POLICY

Current state legislation allows students who already have knowledge or skills taught in specific high school courses to show mastery in those courses by “testing out.” All students have this opportunity to test out of any class. **Students may not test out of a class once they begin that class.** Testing out allows students to go on to higher levels or additional courses available to them.

Students must exhibit mastery of course content by attaining a grade of C+ or better on a comprehensive final examination, and/or be required to demonstrate mastery through basic assessments used in the class. These assessments may include, but are not limited to, portfolios, performance, papers, projects and/or presentations.

Credit earned will be based on successful mastery of the required assessment(s) and recorded as “CR/NC.” The grade will not be included in the computation of the grade point average, but the credit will apply toward the required number of credits for HHS graduation. Credit will be accepted as fulfillment of a requirement in a course sequence. Once credit is granted by testing out, a student may not receive credit for a lower course in that course sequence. If a student chooses to begin a higher level in the course sequence, they should first test out of the lower level course. For example, if a student wants to take Spanish II, the student should test out of Spanish I first. A student may only test once for a particular course. Testing out application forms are available in the Counseling Office.

The following dates will be used as to schedule testing out:

First Trimester: Request by the second Monday in November	Test on or before 1 st trimester exam days.
Second Trimester: Request by the second Monday In February	Test on or before 2 nd trimester exam days.
Third Trimester: Request by May 1	Test on or before 3 rd trimester exam days.

Students may not have course materials prior to these request date deadlines (May 1st, and the second Monday in February or December).

OPPORTUNITY FOR TALENT DEVELOPMENT

Students who complete any of the math courses with a passing grade (Algebra I, Algebra II, Geometry, and/or Pre-calculus) through the Opportunity for Talent Development program and Central Michigan University will be granted credit (CR) on their Harrison High School transcript for the course(s) completed. These credit(s) will be counted toward the required four credits of math for graduation. Letter grades will not be listed on the transcript nor will they be used in the calculation of a grade point average.

The only exception to the above stated policy would be that a student who repeats a class at Harrison High School which was previously passed in the Opportunity for Talent Development program will then have the grade earned in the course at the high school placed on the transcript rather than the credit (CR) from OTD.

Approved by Harrison Community Schools Board of Education 10-8-07

CHANGING OR DROPPING COURSES

Because of problems created by late entry into a class and limitations in class sizes, no course may be dropped or changed except when the administration makes such recommendations. Ultimate authority for class changes rest with the Principal or Counselor. Schedule changes will not be processed after the first week of each trimester, unless extenuating conditions arise. Classes that meet for 2 Trimesters need to be taken for 2 trimesters unless the student has previously passed one trimester.

A parent letter may be requested for a student to change or drop a class, the decision then will be made by administration.

COLLEGE BOUND STUDENT PROGRAM

In addition to the basic graduation requirements stated in the Program of Studies, it is strongly recommended that the college bound student complete the following:

- English - 4 years (emphasis on writing and literature). The skills learned here are crucial to all areas of learning.
- Math - 3 years (4 years if your future field of interest requires a strong math background).
- Science - 3 years (4 years if your future field of interest requires a strong science background).
- Foreign Language - 2 years (strongly suggested by most universities but not necessarily required).
- Computer I & II - Required for graduation. Strongly recommended to be taken during the freshman or sophomore years.
- Other electives - to round out the program you need to best prepare yourself for your specific field of interest.

DIVISION I & II NCAA REQUIREMENTS

Students who may be interested in intercollegiate athletic participation should be aware of the academic requirements. Information can be obtained through the counseling office. Those who intend to pursue college athletic careers should plan their high school academic programs with that in mind early in their high school years. See website for more information:

www.ncaa.org Click on "Academics and Athletes" then "Eligibility and Recruiting"
or www.ncaaclearinghouse.net

Division I 16 core-course requirement

8 trimesters of English; 6 trimesters of Advanced Math; 4 trimesters of Social Science; 4 trimesters of Science (2 trimesters with a laboratory experience); 2 trimesters of additional English, math, or natural/physical science; 8 trimesters of additional academic courses; sliding scale for test score and grade-point average.

Division II 14 core-course requirement

Minimum 2.00 core GPA required (on a 4.00 scale)

6 trimesters of English; 4 trimesters of Advanced Math; 4 trimesters of Social Science; 4 trimesters of Science (2 trimesters with a laboratory experience); 4 trimesters of additional English, math, or natural/physical science; 6 trimesters of additional academic courses;

68 sum score on the ACT or a combined score of 820 on the SAT.

Class of 2013 and beyond will be required to complete 16 core courses.

Approved Core Courses:

ENGLISH

Creative Writing
Beginning Drama
Advanced Drama
English I
English II
English III
English IV
Speech
Classic Young Adult Literature
Contemporary Young Adult Literature

MATHEMATICS

Algebra I
Geometry
Algebra II
Pre Calculus
Calculus
Introduction to Statistics and Probability

SOCIAL SCIENCE

American History & Geography
Economics
Current Geography
Government
Michigan History
Psychology
Sociology
World History & Geography
Global Issues in Action/JA

NATURAL/PHYSICAL SCIENCE

Earth Science
Physical Science
General Biology (Lab)
Chemistry (Lab)
Conservation
Advanced Biology (Lab)
Physics (Lab)
Forensic Science I (Lab)
Forensic Science II (Lab)
Human Anatomy and Physiology (Lab)

ADDITIONAL CORE COURSES

Spanish I
Spanish II
Spanish III

GENERAL AND VOCATIONAL PROGRAM

In addition to the basic graduation requirements stated in the Program of Studies, it is suggested that the general and vocational oriented student complete those courses that will best prepare them for their future ambitions. Keep in mind that a sound foundation in Math, Science and English is essential to all occupations.

Remember the choice is yours. Choose wisely, plan well, and make the most of the opportunities provided by your school.

GRADING SYSTEM AND REPORT CARDS

The evaluation of student achievement is one of the important functions of the teacher. The accepted marking system at Harrison Community High School is as follows:

A	Excellent
B	Good
C	Average
D	Poor
E	Failure
CR	Credit
I	Incomplete

1. Letter grades will be established using the following percentage scale:

A = 94-100%	B+ = 87-89	C+ = 77-79	D+ = 67-69
A- = 90-93	B = 84-86	C = 74-76	D = 64-66
	B- = 80-83	C- = 70-73	D- = 60-63

2. A uniform computing method for trimester grades will be used by all staff members. Coursework = 80% and Final Exam = 20%.
3. To compute the final trimester grade, the instructor must use the coursework percentage multiple by .80, then the percentage of the exam multiplied by .20 then add the 2 scores together and assign letter grade from chart above.

Or

Coursework percentage point multiply by 4, add the exam percentage and divide by 5 then use the chart above to assign letter grade.

a. EX: 93% coursework x .80 = 74.4	93% x 4 = 372
85% exam x .20 = 17	372 + 85% = 457
74.4 + 17 = 91.4%	457/5 = 91.4%

The grade of "I" is given for scholastic work not completed by the end of a trimester with an acceptable excuse. **The maximum time allowed to make up Incompletes is four (4) weeks** following the conclusion of the trimester. Shorter periods of time can be determined by each teacher to make up incomplete work. This depends on the situation. Work not complete will become an E and averaged with the student's other grades. Make-up work is the complete responsibility of the students.

Students who should have completed their assignments by the end of the marking period will not receive an Incomplete, but will have their letter grade lowered accordingly.

Report cards are distributed to students at the close of each twelve week trimester. If a student is having difficulty with a subject, we encourage parents to contact the school so that we can enlist their help in doing a better job of educating their child.

Grade Point Average (G.P.A.) for 9th-12th grades will be computed by converting letter grades to the 4.00 scale:

A	=	4.00	B	=	3.00	C	=	2.00	D	=	1.00
A-	=	3.67	B-	=	2.67	C-	=	1.67	D-	=	.67
B+	=	3.33	C+	=	2.33	D+	=	1.33	E	=	0.00

(The grade point average will be rounded to two places after the decimal point.)

CREDIT AND GRADE LEVEL CLASSIFICATION

Successful completion of a trimester class equals 1/2 credit. Two trimesters would equal 1 credit. The following chart shows the minimum number of credits a student needs to keep on track for graduation without the need for summer school, night school, or any additional credits.

Class of 2010

0.0 - 4.5 credits	=	Grade 9	
5.0 - 11.0 credits	=	Grade 10	
11.5 - 18.0 credits	=	Grade 11	
18.5 - above credits	=	Grade 12	26 credits to graduate

Class of 2011 & beyond

0.0 - 6.0 credits	=	Grade 9	
6.5 - 12.0 credits	=	Grade 10	
12.5 - 19.0 credits	=	Grade 11	
19.5 - above credits	=	Grade 12	27 credits to graduate

The transcripts of students transferring to Harrison Community High School shall be evaluated for credit and appropriate grade level placement.

GRADUATION HONORS

The following awards or honors are designated for members of the graduating class:

Valedictorian - Graduate with the highest GPA through the equivalent of eleven trimesters of high school.

Salutatorian - Graduate with the second highest GPA through the equivalent of eleven trimesters of high school.

These students will be recognized at Senior Honors Night and awarded, presented a medal, and speak at the graduation ceremony. They will be featured in articles in local newspapers, in the high school yearbook, and in the graduation program.

* The GPA calculation for the two honorees will be based upon the 4.00 scale (rounding to two places past the decimal point). Ties would result in co-valedictorians or co-salutatorians.

* In order to receive the valedictorian or salutatorian award a student will have to complete the equivalent of eight trimesters as a student at Harrison Community High School. This means that the equivalent of eight trimesters of high school grades must be earned from Harrison Community High School.

Highest Honors Graduates with cumulative GPA's over the equivalent of eleven trimesters of high school between 3.80 and 4.00.

High Honors Graduates with cumulative GPA's over the equivalent of eleven trimesters of high school between 3.50 and 3.79.

Honors Graduates with cumulative GPA's over the equivalent of eleven trimesters of high school between 3.00 and 3.49.

These students will be recognized at Senior Honors Night and receive a medal on a ribbon which they will wear at the graduation ceremony. They will be mentioned in local newspaper articles which feature the valedictorian and salutatorian. They will be featured in the high school yearbook. They will also be noted in the graduation program.

ACADEMIC LETTERS

Students who have maintained a cumulative GPA of 3.00 will be awarded an academic letter after the first trimester of their sophomore year. Letters will be awarded at the end of the first trimester of each school year at a ceremony similar to the athletic, band, and choir awards ceremonies. Seniors and juniors who achieve a cumulative GPA of 3.00 at that time would also be eligible to earn a letter.

After earning a letter students would be eligible to earn a pin for each successive year in which they maintain a cumulative GPA of 3.00 through the end of the first trimester.

- * Transfer students will be required to complete a minimum of three trimesters of high school at Harrison Community High School before becoming eligible for the academic letter.
- * The academic letter will be a block "H" like the athletic, band, and choir letters we currently award. They will be identified as academic letters.