

# **2012-2013 Enrollment Guide**

## **Kirksville High School**

**Established 1894**

**1300 S. Cottage Grove**

**Kirksville, MO 63501**

**Phone: 660-665-4631**

**Fax: 660-626-1439**

**Website: [www.kirksville.k12.mo.us](http://www.kirksville.k12.mo.us)**

**CEEB/ACT Code 261-775**

**Randy Mikel, Principal**

**Jeff Jacques, Assistant Principal**

**Brenda Niemeyer, Counselor A-K**

**Melody O'Brien, Counselor L-Z**

**Melissa Eitel, A+ Schools Coordinator**

**Sheryl Ferguson, Area Technical Center Director**

**Sue Schlueter, Counselor Area Technical Center**

Accredited by the North Central Association of Secondary School Since 1918

Accredited with Distinction by the Missouri Department of Elementary and Secondary Education 1999-2011

## TABLE OF CONTENTS

Enrollment Instructions.....	3
KHS School Profile.....	4
Graduation Requirements .....	5
Academic Regulations and Procedures.....	6
Freshman, Sophomore, Junior & Senior Status .....	6
Grading Systems .....	6
Cumulative Class Rank.....	6
Weighted Classes.....	6
High School Credit earned by Middle School Students.....	6
Educational Options.....	7
Advanced Placement Program .....	7
Technical Education Certificates .....	7
Virtual/Online Classes .....	7
Credit Recovery .....	7
Summer School.....	7
Articulation Credit .....	8
Dual Credit with Truman State University & Moberly Area Community College .....	11
Dual Enrollment.....	11
A+ Schools Program.....	12
Admissions Requirements for Post-High School Education .....	13
Competitive Activity Participation-MSHSAA .....	14
NCAA College Freshman Eligibility Requirements.....	14
NAIA College Freshman Eligibility Requirements .....	14
Selection of Courses .....	15
Adding and Dropping Classes.....	15
Prerequisite Courses.....	15
National Honor Society Membership .....	16
Course Offerings .....	17
Course Descriptions.....	23
Communication Arts.....	23
Fine Arts .....	25
Foreign Language .....	27
Health & Physical Education .....	28
Mathematics.....	32
Miscellaneous .....	35
Practical Arts.....	35
Science .....	46
Social Studies.....	49
Appendix.....	51
AP Recommendation Form.....	51
Costume Construction Application.....	52
Drama 2 Application.....	53
Journalism Application .....	54
Part-Time Attendance Application .....	55
Schedule Change Request Form .....	56
Web Page Design Directions and Application.....	57

## **ENROLLMENT INSTRUCTIONS**

### **Enrollment is held in the spring**

In the spring counselors meet with each class as a group to discuss enrollment options.

Students take enrollment information home and discuss options with parents.

- Included in the enrollment packet will be a letter to parents informing them that the courses listed on the enrollment card are final choices. Unless there is a conflict with scheduling, students must stay in the courses they request.
- Movement to different courses or movement out of requested courses will be based on teacher recommendation.
- Students need to be certain of their enrollment choices before they turn in their enrollment cards.

Students need to turn in their enrollment cards completed with 7 course choices, 3 alternative choices, their signature, and a parent signature.

If no enrollment card is turned in, counselors will assign courses based on transcript and elective course availability.

Course Requests will be entered by the student, in the computer lab, following their meeting with their counselor.

### **Schedule Changes**

Schedule changes will be held the first 3 days of each semester.

Students can have only one schedule change if a requested course was not granted.

- A copy of each student's schedule will be handed out to the students during registration. Registration is held a few days before school starts. A copy of their enrollment card will be attached to their schedule.
- When a student requests a schedule change, the copy of their enrollment card must be attached to the schedule change form. This form can be found on page 56 of this guide
- A parent signature is required for all schedules changes.
- Schedule changes will not be granted if the student did not request the course, or if the request is based upon teacher/hour preference.

# KHS School Profile

## School

Kirksville High School has an enrollment of nearly 760 students in grades 9-12. The racial make-up of the student body is:

African-American	2.2%
Asian	2.1%
Caucasian	94%
Hispanic/Latino	1.4%
Other	0.3%

## School Calendar

Kirksville High School operates on a 175 day, 2 semester academic year. The school day is a traditional seven-period day. Classes are 50 minutes in length.

## Faculty

The Kirksville High School faculty consists of 56 teachers, 2 administrators, 3 counselors, an A+ Coordinator and an Activities Director.

Masters Degree	38
Bachelors Degree	17
Specialist Degree	1
National Board Certified Teachers	3
National Board Certified Counselors	3

## Classes

Kirksville High School offers a variety of traditional classes along with Career, Honors, Advanced Placement, Dual Credit and Dual Enrollment courses. Classes are offered in 17 departments including courses at the Kirksville Area Technical Center.

## Graduation Requirements

Students are required to earn 24 units of credit to graduate. Specific course requirements are included on the 4-year plan of courses worksheet on page 5 of this Enrollment Guide.

## Average ACT Composite

	<u>KHS</u>	<u>STATE</u>
2007-08	23.3	21.6
2008-09	23.1	21.6
2009-2010	23.2	21.6
2010-2011	22.7	21.6

**Graduation Requirements  
Beginning with the Class of 2010**

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
English I	English 2	English 3 or Pre-AP English	Selected Communication Art
Civics	World History	American History	
Physics First	Survey of Life Science or Biology	Selected Science	
Selected Math	Selected Math	Selected Math	
PE 9/Health	PE 10/Careers and Technology Safety	Personal Finance (1/2 credit)	
Elective	Elective	Elective	
Elective	Elective	Elective	

**24 units of credit required for graduation**

**Communication Arts (4)**

- \_\_\_\_\_ English 1
- \_\_\_\_\_ English 2
- \_\_\_\_\_ English 3 or Pre-AP English
- \_\_\_\_\_ Selected Communication Arts

**Mathematics (3)**

- \_\_\_\_\_ Any Math Course
- \_\_\_\_\_ Any Math Course
- \_\_\_\_\_ Any Math Course

**Science (3)**

- \_\_\_\_\_ Physics First
- \_\_\_\_\_ Survey of  
Life Science or  
Biology
- \_\_\_\_\_ Selected Science

**Social Studies (3)**

- \_\_\_\_\_ Civics
- \_\_\_\_\_ World History
- \_\_\_\_\_ American History

**Health/Physical Education (1½)**

- \_\_\_\_\_ ½ Health
- \_\_\_\_\_ 1 Physical Education

**Technology (½)**

- \_\_\_\_\_ Careers and  
Technology  
Safety

**Fine Arts (1)**

- \_\_\_\_\_ Any Drama, Art or Music

**Personal Finance (½)**

- \_\_\_\_\_ Personal Finance

**Electives (7½)**

Notes regarding earning credits:

- One unit of credit may be earned for each full year (2 semesters) course passed; one half credit is earned for each semester course passed.
- Accumulation of credit begins in the ninth grade or when a high school level course is taken.
- High School courses taken in Middle School will be used in calculating grade point average within high school transcript; unless the course is repeated in high school.
- Electives are any passed course that is not previously counted as a required credit.
- Students who fail required courses must re-enroll and pass the course.
- If only one semester is failed the student will be required to repeat the failed semester only.
- Credits are not earned for study hall, release period, supervised faculty assistant or any course in which a grade is not earned.

## Academic Regulations and Procedures

### **Freshman, Sophomore, Junior and Senior Status**

To qualify for specific grade status, a student must have accumulated the required credit as indicated below:

**Freshman Status** – Promotion from 8<sup>th</sup> grade.

**Sophomore Status** – Minimum of 4 units prior to the beginning of the school year.

**Junior Status** – Minimum of 10 units prior to the beginning of the school year.

**Senior Status** – Minimum of 17 units prior to the beginning of the school year.

### **Grading System**

<u>Prior to 2012-2013</u>		<u>Effective 2012-2013</u>		<u>Point Value</u>	
				Standard	Weighted
92%-100%	A-Excellent	90%-100%	A-Excellent	4	5
82%-91%	B-Superior	80%-89%	B-Superior	3	4
70%-81%	C-Average	70%-79%	C-Average	2	3
60%-69%	D-Inferior	60%-69%	D-Inferior	1	2
0%-59%	F-Failed	0%-59%	F-Failed	0	0

INC            Incomplete grade pending completion of coursework.

### **Cumulative Class Rank**

All courses assigned a letter grade, excluding pass/fail (P/F), will be used in calculating class rank. The following special provisions apply to computing class rank:

- High School courses taken prior to grade 9 are calculated in high school class rank; unless the course is repeated in high school.
- Students must complete at least 19 units of KHS credit or equivalent high school unit to be included in class rank, upon graduation.
- Changes and/or necessary interpretation of class rank would be within the jurisdiction of the high school principal.
- Grades earned in college classes are not calculated in class rank

### **Weighted Classes**

The primary purpose of the weighted grade plan is to assist in calculating class rank based upon courses recognized as college preparatory. Most colleges consider class rank as a critical factor in determining a student's admission. The weighted grade plan awards more grade points for difficult academic courses. The following courses demand a high level of written communication skills, problem solving and creative thinking ability.

Pre-AP English	Calculus 1 & 2
AP English Lit/Comp	AP Chemistry
College Preparatory English	Physics
Algebra 2	AP Physics
Geometry	Anatomy & Physiology
Math Analysis	AP United States History
AP Calculus AB	
Advanced Foreign Language (French 3, 4; Spanish 3, 4)	

# Educational Options

## Advanced Placement Program

The following classes at KHS are designated as Advanced Placement Courses:

- AP United States History
- AP English Lit/Composition
- AP Calculus AB
- AP Physics
- AP Chemistry

AP courses are taught at the college level by specially trained high school teachers using course materials that prepare students for national examinations held each May. **Students taking AP courses are required to take the national exam if they want the designation on their transcript.** It is possible for AP students to obtain college credit based on their AP exam score. Students interested in taking AP exams are responsible for the exam fee. A teacher recommendation form is required, which can be found on page 51 of this guide or in the counselor's office

## Technical Education Certificates

Technical education school credit is recognized by the State Department of Elementary and Secondary Education and becomes a part of the secondary student's permanent high school record. Credit received from the Area Technical Center counts toward high school graduation and college entrance requirements. In certain circumstances for adult students, credit for previous training may be applied toward the requirements of program completion. A certificate of completion is issued to all students upon successful completion of their technical education training program.

## Virtual/Online Courses

Students may enroll in online courses to earn high school credit. If a student has failed a required course for high school graduation, he may choose to gain credit through the University of Missouri Independent Study Program or MOVIP. With approval, a student may earn up to four units of credit to count toward graduation. Students taking these online courses *may* have to pay for the cost of the course. You may obtain additional information in the counseling office or at [www.muhigh@missouri.edu](mailto:www.muhigh@missouri.edu) and [www.dese.mo.gov/movip](http://www.dese.mo.gov/movip).

## Credit Recovery Classes

The Kirksville Technical School conducts courses for students who are behind credit for graduation. Students interested in this credit recovery program should obtain information from their counselor.

## Summer School

Summer school will be available to those students who need to make up credit in certain required courses. Specific lists of courses will be available in the spring for summer enrollment. If you have failed a course you may obtain more information about the summer program from your counselor.

## **Articulation Credit**

The following pages include information about Articulated Credit that can be earned at the Kirksville Area Technical Center.

Articulation agreements between Kirksville Area Technical Center and postsecondary institutions are designed to eliminate duplication of instruction, saving time and tuition money in obtaining an associate's degree. Students using their articulated credit at a community college are granted advanced standing which allows college program completion in less time.

Kirksville Area Technical Center maintains secondary-to-postsecondary articulation agreements with several community colleges in Missouri and Iowa. These agreements are by course and are based upon mutually established competencies which include, but are not restricted to, the state-mandated minimums. These articulated courses are accepted by colleges on the basis of a signed agreement which indicates the satisfactory completion of high school level course(s) by the applicant.

Please find below a listing of postsecondary schools that Kirksville Area Technical Center has signed articulation agreements with.

If you have taken any of these classes at Kirksville Area Technical Center see Sue Schlueter, in room 5, at KATC to complete your articulation agreement

## Construction Apprenticeship Tech Prep Consortium-Kansas City, MO

Tech Center Course	Min. Tech Center GPA	Overall H.S. GPA	Credits	College Course
Construction Technology I & II	C AND 95% Attendance		NA	Entry Level Union Job      Apprenticeship Placement

## Indian Hills Community College

Tech Center Course	Min. Tech Center GPA	Overall H.S. GPA	Credits	College Course
*Ag Construction or Auto Collision Technology	C	NA	2	Welding for Auto Mechanics-AUT140
*Ag Construction			2	Oxy Fuel Welding & Cutting-WEL120
			2	Arc Welding I-WEL150
*Automotive Mechanics Technology I & II & ASE Tasks F001-F007			2	Basic Automotive Electricity-AUT602
*Automotive Mechanics Technology I & II & ASE Tasks E001-E021 AND E031-E033			2	Principles of Hydraulics-DSL602
*Automotive Mechanics Technology I & II & ASE Tasks F008, F009, AND F026-F035			2	Basic Automotive Electronics AUT636
*Automotive Mechanics Technology I & II			1	Adapters, Tools & Measurements-CRR310
*Automotive Mechanics Technology I & II & ASE Tasks G001-G018 AND G036-G039			1	Basic Automotive Air Conditioning-AUT701
*Automotive Mechanics Technology I & II			2	Advanced Automotive Engine Repair-AUT 172
*Child Care I			3	Early Childhood Curriculum I-ECE158
			3	Child Health, Safety & Nutrition –ECE133
			3	Early Childhood Guidance-ECE243
*Child Care I & II			3	ALL OF ABOVE PLUS Introduction to Early Childhood Education-ECE103
*Computer Applications			3	Introduction to Computer and Information Systems-BCA101
*Construction Technology I & II			2	Principles of Carpentry I-CON167
			2	Principles of Carpentry II-CON168
			2	Principles of Carpentry III-CON169
			2	Principles of Carpentry IV-CON173
			3	Construction Math-CON103
			1	Basic Welding-WEL332

## Linn State Technical College

Tech Center Course	Min. Tech Center	GPA	Overall H.S. GPA	Credits	College Course
*Ag Science II & one of the following Horticulture, Greenhouse, Landscape		B	NA	3	Fundamentals of Turf and Grounds-CTG106
*Auto Collision I & II				4	Non-Structural Analysis & Damage Repair- ACT105
*Automotive Mechanics Technology I & II				4	Refinishing Techniques-ACT106
				6	Automotive Engine Performance-AMT134
				4	Automotive Electrical/Electronic I-AMT101
				4	Automotive Braking System-AMT205
				4	Automotive Suspension & Steering-AMT206

## Moberly Area Community College

Tech Center Course	Min. Tech Center	GPA	Overall H.S. GPA	Credits	College Course
*Accounting I & II		B		2.0	3 Elementary Accounting I-ACC101 with test <b>Or</b> Small Business Accounting –ACC100
*Business Technology	I & II				3 Word Processing Concepts-BOE108
*MOUS Word Certification				3	Formatting-BOE110
*MOUS Excel Certification				3	Spreadsheet Applications-BOE261
*MOUS ACCESS Certification				3	Database Management-BOE264
*Child Care I & II				3	CDA Seminar-CCE130 or ECE150
				3	Play As Learning-CCE105 or ECE140
*Graphic Arts I & II				3	Graphic Arts I-GRA110
				3	Graphics Software-GRA102
*Marketing I & II				3	Principles of Marketing-MKT105

\*\*\*Students must make application within two years following high school graduation.

## North Central Missouri Community College

Tech Center Course	Min. Tech Center	GPA	Overall H.S. GPA	Credits	College Course
*Ag. Sales Marketing & Management		C		3	Ag. Sales-AG 148
*Ag Animal Health Care				3	Animal Science-AG107
*Horticulture				3	Plant Science-AG105
*Auto Collision I & II				30	Auto Collision/AAS of Applied Technology
*Auto Mechanics Technology I & II				30	Auto Mechanics/AAS of Applied Technology
*Child Care I & II				9	CDA Component of Program-CD112,CD115
			and CD 120		
*Construction Technology I & II				30	Construction Technology/AAS of Appl. Tech.
*Graphic Arts I & II				30	Graphic Arts/AAS of Applied Technology
*Paramedic				30	Paramedic/AAS EMT/Paramedic

\*\*\*Students must enroll at North Central Missouri College within 15 months of graduation.

## **Dual Credit with Truman State University (TSU) and Moberly Area Community College (MACC)**

Students may receive both college and high school credit for selected courses at KHS. Interested students will pay tuition for these classes. Math classes require a minimum ACT score in Math or COMPASS score of 55 or above on the College Algebra section. See your counselor for more details.

The following courses are currently offered for dual credit:

### KHS Course

Math Analysis (semester 1)  
Math Analysis (semester 2)  
AP Calculus (semester 1 & 2)  
AP United States History (semester 1)  
AP United States History (semester 2)  
Anatomy & Physiology  
Computer Essentials 1

### MACC Course

College Algebra – 3 credits  
College Trigonometry – 3 credits  
Calculus I – 5 credits  
American History to 1865 – 3 credits  
American History from 1865 – 3 credits  
BIO 205 – 4 (Anatomy) Bio-4(Physiology)  
Computer Essentials 1-3 credits

### KHS Course

Calculus I  
  
Calculus II

### TSU Course

MATH 198: Analytic Geometry and  
Calculus I-5 credits  
MATH 263: Analytic Geometry and  
Calculus II-5 credits

Admission Requirements for Dual Credit enrollment:

Calculus – Minimum 25 ACT Math or COMPASS score of 55 or above on the College Algebra section.

Math Analysis & Trigonometry – Minimum 22 ACT Math or COMPASS score of 55 to 100 on the Algebra section.

## **Dual Enrollment**

There are numerous opportunities for Dual Enrollment with Truman State University and Moberly Area Community College for juniors and seniors. This may include day or evening classes. This does not include summer courses as the student isn't dually enrolled at KHS. Grades earned in Dual Enrollment classes are not calculated in class rank. Applications are available in the counseling office; see your counselor for more details.

## **A+ Schools Program**

### **Goals of the A+ Schools Program**

The A+ Schools Program is designed to achieve the three basic goals that are set forth in the outstanding School Act of 1993:

- All students will graduate from high school.
- All students will complete a selection of high school studies that is challenging and has identified learning expectations.
- All students will proceed from high school graduation to a four-year college, community college, post-secondary vocational/technical school or high wage job with work place skills development opportunities.

All projects and efforts of the A+ Schools concept in the Kirksville R-III District are designed to achieve the three basic objectives listed above.

### **Student Eligibility**

To be eligible for the financial incentives of the A+ Schools Program, a student must be certified as an A+ Student by Kirksville High School. As the official representative of the A+ School Program with the Missouri Department of Elementary and Secondary Education, the A+ Schools Coordinator has the responsibility to certify if a graduate of Kirksville High School has met the criteria for certification. To be certified as an A+ Student an individual must do the following:

- Sign an A+ Student contract.
- Enter into a written agreement with the Kirksville High School prior to the last day of the first semester of the senior year.
- Attend an A+ designated high school for the three consecutive years prior to graduation.
- Maintain a 95% attendance rate.
- Earn a 2.5 minimum grade point average on a 4.0 scale.
- Perform 50 hours of unpaid tutoring or mentoring for younger students.
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and alcohol, including possession of tobacco.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment; and register with Selective Service if applicable.

A summary sheet advising the parent of student progress toward A+ School status will be mailed at the end of each school year.

### **Good Citizenship**

To be eligible for the A+ Schools financial incentive, students must maintain a record of good citizenship and avoidance of the unlawful use of drugs (including alcohol). In an effort to set the parameters of good citizenship, the A+ Schools Advisory committee defines “good citizens” by the following criteria:

- A. Minimal discipline referrals.
- B. No unexcused absences.
- C. Avoidance of the unlawful use of drugs and alcohol.
- D. Participation in at least one extracurricular activity per year.
- E. Compliance with provisions of the Kirksville R-III Activity Code.
- F. No person less than 18 years of age shall possess tobacco products.

The Kirksville R-III Activity Code sets forth the types of disciplinary action that may be taken for specific infractions.

### **Post-Secondary Requirements**

Once students have graduated from high school and are enrolled full-time at a Missouri public community college or vocational/technical school they may receive financial assistance for TWO years or 6 semesters. The two years of full-time enrollment must be completed within FOUR years after graduation from Kirksville High School. **THE STUDENT FINANCIAL INCENTIVE PROGRAM IS DEPENDENT ON DESIGNATION AS AN A+ SCHOOL AND STATE APPROPRIATIONS FROM THE MISSOURI GENERAL ASSEMBLY.**

## Admission Requirements for Post-High School Education

Kirksville High School Graduation Requirements, College/Technical College, Military	Missouri Public 4-Year Colleges & Universities includes: - Missouri State Univ. - Southeast MO State - Northwest MO State - Univ. of Central MO	Truman State University	University of Missouri - MU, Columbia - Univ. MO, Kansas City - MO Univ. of Science and Technology, Rolla - Univ. MO, St. Louis
<b>English/Communication Arts</b> 4 units English 1- 1 unit English 2- 1 unit English 3 or Pre-AP- 1 unit Selected Comm. Art- 1 unit	4	4	4
<b>Social Studies-</b> 3 units Civics World History American History	3	3	3
<b>Science-</b> 3 units Physics First- 1 unit Biology- 1 unit Selected Science- 1 unit	2 1 unit must be a lab class	3	3 1 unit must be a lab class
<b>Math</b> 3 units	3 Algebra 1 and above	3 Algebra 1 and above	4 Algebra 1 and above
<b>Fine Art</b> 1 unit	1	1	1
<b>Technology</b> Careers & Technology Safety-1/2 unit			
<b>Personal Finance</b> Personal Finance-1/2 unit			
<b>Physical Education/Health</b> Health- ½ unit P.E.- 1 unit			
<b>Electives-</b> 7½ units			
<b>Additional Requirements</b>	3 units selected from Foreign Language and core subject courses (2 units same Foreign Language recommended, and 1 unit advance core subject)	2 units of same Foreign Language recommended	2 units of same Foreign Language <u>required</u> .
<b>TOTAL UNITS: 24</b>		Plus Writing Sample, ACT/SAT, Class rank considered	Plus appropriate Class Rank, and ACT/SAT score

### **Competitive Activity Participation – Missouri State High School Activities Association**

In order to be eligible to participate in MSHSAA activities students must meet both state and local academic standards.

State: Student must pass at least 6 classes per semester. Grades received at the end of the semester will determine eligibility for the following semester.

Local: Student must pass at least 6 courses per quarter to participate in the following quarter.

Credit in summer school can be applied to meet the eligibility standards.

### **NCAA College Freshman Eligibility Requirements**

If you are planning to enroll as a freshman in college and wish to participate in Division I or Division II sports, you must be certified by the NCAA Initial-Eligibility Clearinghouse. You should start the certification process by the end of your junior year. There are several steps in this process. In order to practice, compete and receive institutional financial aid as a freshman, a student-athlete must:

- a. Graduate from high school;
- b. Earn at least a 2.0 GPA in 14 approved core courses; and
- c. Earn a combined SAT score of at least 820 (critical reading and math) or an ACT sum score of at least 68.

You may obtain information concerning rules and required courses and test scores on the website [www.eligibilitycenter.org](http://www.eligibilitycenter.org) or in the guidance office.

### **NAIA College Freshman Eligibility Requirements**

If you are planning to enroll as a freshman in college and wish to participate in NAIA activities you must be certified by the NAIA Initial-Eligibility Clearinghouse. An entering college freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution. An entering freshman student must meet two of the three entry level requirements:

- a. A minimum score of 18 on the Enhanced ACT or 860 on the SAT (for tests taken on or after April 1, 1995).

**NOTE:** In order to meet the requirement of Article V, Section C, item 2, paragraph a above, an entering freshman taking the SAT as of March 1, 2005 must achieve a score of 860 or higher on the **Critical Reading and Math** sections.

- b. An overall high school grade point average of 2.000 or higher on a 4.000 scale.
- c. Graduate in the upper half of the student's high school graduating class.

You may obtain information concerning rules and required courses and test scores on the website [www.playnaia.org](http://www.playnaia.org) or in the guidance office.

### **Selection of Courses**

A great amount of time and effort is devoted to the process of letting students select the courses that they wish to take and then constructing a master schedule which will permit most students to get those choices. Few, if any reasons for schedule changes should exist when school begins. Changes in schedules will only be made in very justifiable cases and with approval of school officials.

### **Adding and Dropping Classes**

No student will be allowed to enroll in a course after three class days. Students enrolling in full year courses should expect to complete the entire course to earn credit. In an emergency situation (such as prolonged illness), a student may request a waiver of a failing grade from the Principal, who will make a decision based upon the recommendations of the teachers of the class and the counselor.

### **Prerequisite Courses**

When selecting a course, students are responsible for enrolling in the correct prerequisite course, if a prerequisite is required.

## **National Honor Society Membership**

### Students with a 3.5 or Higher GPA Who Are Interested in National Honor Society Membership

The NHS Selection Committee notices similar traits among the responses of those students who are selected for membership into the society. The following list should help you prepare the online form. Please understand that compliance with the list does not mean you will be selected; depth and quality of information you, your sponsors, and faculty/staff provide are all factored into the overall evaluation.

The student should:

Take the process seriously, especially the essay and written sections. (Ask someone to edit/proof your responses, but not to actually write for you. Hearing the student's voice is important to the Selection Committee; seeing correctly spelled words in a well developed essay is also important to them.)

Adhere to the online form's instructions.

Submit a clean, legible manuscript.

Give yourself enough time to collect signatures for service and leadership hours.

Include a variety of service/leadership activities.

Be sure that community service is actually community service, and not fund raising for your club/organization.

Receive no money for service/leadership hours.

Understand the nature of leadership hours (which means leading a team, a club, a youth group).

Vary the types of service/leadership hours.

Ask an adult other than a parent to sign service/leadership hours.

Use hours that represent your high school time (not those that go back to middle school).

List clubs that you actually attend rather than those you want to attend or those you attend infrequently. For example, if you check a specific club on the Activity Sheet, the sponsor should have a positive view of your activity in the club.

Remember your behavior is always important. In other words, behave as though people are watching-they usually are.

Remember the middle word of NHS: honor.

Oftentimes students have not accumulated enough experience/hours to present a good showing on the form. An interested student may reapply the next year.

## Course Offerings

### Communication Arts

Course Offerings	Credits	Grades	Prerequisite/Application Required
English 1	1.00	9	
English 2	1.00	10	
English 3	1.00	11	
Pre-AP English*	1.00	11	X
Concepts of English 4	1.00	12	
English 4	1.00	12	
College Preparatory English*	1.00	12	
AP English Lit/Comp*	1.00	12	X
Journalism 1-Paw Print-Newspaper	1.00	11-12	X
Journalism 2-Paw Print-Newspaper	1.00	12	X
Journalism 1-Regit-Yearbook	1.00	11-12	X
Journalism 2-Regit-Yearbook	1.00	12	X

### Fine Arts - Art

Course Offerings	Credits	Grades	Prerequisite/Application Required
Art 1	1.00	9-12	
Art 2, 3, 4	1.00	10-12	X
Art Cultures	.50	11-12	
Crafts	.50	9-10	
Digital Imaging & Photography 1	.50	10-12	
Digital Imaging & Photography 2	.50	10-12	X

### Fine Arts - Drama

Course Offerings	Credits	Grades	Prerequisite/Application Required
Speech	.50	9-10	
Drama 1	.50	9-12	
Drama 2	1.00	10-12	X
Drama 3	1.00	11-12	
Drama 4	1.00	11-12	
Costume Construction 1 & 2	.50	9-12	X

**Fine Arts - Music**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Band	.50/1.00	9-12	
Jazz Band	1.00	9-12	X
Mixed Chorus	.50/1.00	9-12	
Concert Choir	1.00	9-12	X

**Foreign Language**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Spanish 1	1.00	9-12	X
Spanish 2	1.00	10-12	X
Spanish 3*	1.00	11-12	X
Spanish 4*	1.00	12	X
French 1	1.00	9-12	X
French 2	1.00	10-12	X
French 3*	1.00	11-12	X
French 4*	1.00	12	X

**Health and Physical Education**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
PE 9	.50	9	
Health	.50	9	
PE 10	.50	10	X
Weights 1	.50	9-10	X
Lifetime Fitness 1	.50	9-10	
Weights 2	.50	10-12	X
Advanced PE	.50	10-12	X
Lifetime Fitness 2	.50	10-12	X
Girls Lifetime Fitness	.50	9-12	

**Mathematics**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Applied Math 1	1.00	9-12	
Applied Math 2	1.00	9-12	X
Algebra 1	1.00	9-12	
Concepts of Algebra 2	1.00	10-12	X
Algebra 2*	1.00	9-12	X
Concepts of Geometry	1.00	10-12	X
Geometry*	1.00	10-12	X
Concepts of Trigonometry	.50	11-12	X
Concepts of Probability & Statistics	.50	11-12	X
Math Analysis* (Dual Credit)	1.00	11-12	X
AP Calculus AB* (Dual Credit)	1.00	11-12	X
Calculus 1* (Dual Credit)	0.50	11-12	X
Calculus 2* (Dual Credit)	0.50	11-12	X

**Miscellaneous**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Study Hall	0	9-12	
Mentoring 1	.50	11-12	
Mentoring 2	.50	12	X
College Class	.50	11-12	
Service Learning	.50	12	

**Practical Arts – Agriculture Education (Technical Education)**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Ag Science 1	1.00	9-11	
Ag Science 2	1.00	10-12	X
Agricultural Construction 1	.50	11-12	X
Agricultural Construction 2	.50	11-12	X
Wildlife Conservation	.50	11-12	X
Greenhouse Management 1	.50	11-12	X
Greenhouse Management 2	.50	11-12	X
Food Science and Technology 1	.50	11-12	X
Food Science and Technology 2	.50	11-12	X
Agricultural Structures 1	.50	11-12	X
Agricultural Structures 2	.50	11-12	X

Forestry	.50	11-12	X
Supervised Agricultural Experience Co-op	.50-1.00	11-12	X
<b>Practical Arts – Automotive Technology (Technical Education)</b>			

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Automotive Collision Repair 1	3.00	11-12	
Automotive Collision Repair 2	3.00	12	X
Automotive Mechanics 1	3.00	11-12	
Automotive Mechanics 2	3.00	12	X

<b>Practical Arts – Business Education (Technical Education)</b>
--

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/ Application Required</b>
Careers & Technology Safety (Required)	.50	10	
Web Page Design	1.00	10-12	X
Digital Communications	.50	11-12	
Entrepreneurship	.50	11-12	
Business Marketing	.50	11-12	
Sports & Entertainment Marketing	.50	11-12	
Leadership in the Workplace	.50	11-12	
Computer Concepts	.50	11-12	
Personal Finance	.50	10-12	
Financial Services	.50	11-12	
Computer Essentials 1(Dual Credit)	.50	11-12	
Computer Essentials 2	.50	11-12	
Business Communications 1	.50	11-12	
Business Communications 2	.50	11-12	X
Business Management	.50	11-12	
Business Technology	.50	11-12	X
Business Law	.50	11-12	
Accounting	.50	11-12	
Supervised Business Experience	.50 to 1.00	11-12	X

<b>Practical Arts- Child Care/Childhood Careers (Technical Education)</b>
---

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Early Childhood Careers 1	3.00	11-12	
Early Childhood Careers 2	3.00	12	X

**Practical Arts- Construction Trades Technology (Technical Education)**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Construction Trades 1	3.00	11-12	
Construction Trades 2	3.00	12	X

**Practical Arts- Digital Design and Graphics (Technical Education)**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Graphic Communications 1	1.00	11-12	X
Digital Design 1	1.00	11-12	X
Screen Printing 1	1.00	11-12	X
Graphic Communications 2	1.00	12	X
Digital Design 2	1.00	12	X
Screen Printing 2	1.00	12	X

**Practical Arts- Family & Consumer Sciences (Technical Education)**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Requires</b>
Foods & Nutrition	.50	9-12	
Foods & Nutrition 2	.50	9-12	X
Housing & Interiors	.50	9-12	
Construction and Design	.50	9-12	
Relationships	.50	11-12	
Child Development	.50	10-12	
Fashion	.50	9-12	
Personal Finance	.50	11-12	

**Practical Arts – Health Careers (Technical Education)**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Medical Terminology	.50	11-12	
Medical Records	.50	11-12	
Health Careers	2.0	11-12	
Intro to Emergency Medicine	1.5	12	X

**Science**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Physics First	1.00	9	
Survey of Life Science	1.00	10	X
Biology	1.00	10	
Environmental Science	.50	10-12	
Earth Science	.50	10-12	
Principles of Technology	1.00	10-12	X
Physiology & Anatomy* (Dual Credit)	1.00	11-12	X
Chemistry	1.00	11-12	X
Physics*	1.00	11-12	X
AP Chemistry*	1.00	11-12	X
AP Physics*	1.00	11-12	X

**Social Studies**

<b>Course Offerings</b>	<b>Credits</b>	<b>Grades</b>	<b>Prerequisite/Application Required</b>
Civics/Economics	1.00	9	
World History	1.00	10	
American History	1.00	11	
Law and You	.50	9-10	
Geography	.50	9	
Psychology	.50	11-12	
Sociology	.50	11-12	
Abnormal Psychology	.50	11-12	
History vs Hollywood	.50	11-12	
AP United States History*(Dual Credit)	1.00	11-12	X
American War Experience	.50	11-12	
2012: The Future is Now-The Historical Analysis of Actual and Theoretical Breakdowns of Civilizations	.50	10-12	

## COURSE DESCRIPTIONS

COMMUNICATION ARTS		
Course Name	Course Description	Credit
<b>ENGLISH 1</b>	<b>[Required]</b> English 1 is a required freshman course incorporating a study of all English skills. Literature, writing, usage and vocabulary will be emphasized.	1.0
<b>ENGLISH 2</b>	<b>[Required]</b> English 2 is a required sophomore course which continues to build on English skills. Strong emphasis is placed on writing and literature in addition to library research for a speech.	1.0
<b>ENGLISH 3</b>	<b>[Required]</b> English 3 is a required junior course emphasizing American literature, writing, usage, and vocabulary. Short stories, plays, novels, and poetry by American authors are studied. Students will also participate in various presentations and research activities.	1.0
<b>PRE-AP ENGLISH*</b>	<b>[Weighted, 11<sup>th</sup> grade only]</b> Designed for students who want to prepare for 12 <sup>th</sup> grade AP English and/or who want to read challenging American literature, write more complex and mature compositions/research papers, develop analytical thinking skills and disciplined study habits. This course is a prerequisite for AP English and fulfills the 3 <sup>rd</sup> year English requirement. (Recommended A/A- average in English with required written faculty recommendations, found on page 51 of this guide. Purchase of <u>MLA Handbook for Writers of Research Papers- 7<sup>th</sup> edition</u> recommended. <b>Summer reading and writing are required.</b> ) Students not having completed the summer reading and writing will be dropped promptly for the class. Some of the literature studied in this course deals with adult situations and themes. Students should be prepared to read about and discuss issues that some may view as controversial or unpleasant.	1.0
<b>CONCEPT OF ENGLISH 4</b>	Concepts of English 4 is a full-year course that includes a survey of British and World Literature; practice in personal, expository, persuasive, practical, and resume writing; and instruction in critical thinking. Students will work both individually and in groups on a variety of papers, projects and presentations. First semester literature selections emphasize the history and development of the English language, while the second semester introduces contemporary examples of memoir.	1.0
<b>ENGLISH 4</b>	<b>[12]</b> English 4 is a full year course emphasizing practical and applied reading skills; expository, research, and technical writing; teamwork, presentational speaking; and listening skills. First semester focus is on team building,	1.0

	public speaking, the college application process and goal setting. Second semester focus is on career planning and workplace writing. Literature selections will highlight the American work experience. Students will participate in intensive instruction and a variety of individual, paired and teamed application-based projects. Students may take this course in addition to College Preparatory or AP English.	
<b>COLLEGE PREPARATORY ENGLISH*</b>	<b>[Weighted - 12 only] Recommended B average in English</b> ) Designed for students who want a challenging course load and who plan to attend a four year college. College Preparatory English is a year long course incorporating a review of the English component for the ACT that includes grammar, usage, mechanics, and vocabulary study; exposition instruction; a survey of British and world literature; and a second semester MLA research paper.	1.0
<b>AP ENGLISH LITERATURE/COMPOSITION*</b>	<b>[Weighted 12 only] Prerequisite: Pre AP English. Summer reading and writing are required (4-6 works). Students will pick up their books in May before their senior year. Recommended A/A- average in English with required written faculty recommendations. This form can be found on page 51 of this guide. The <i>MLA Handbook for Writers of Research Papers-7<sup>th</sup> edition</i> is the definitive format. Students are strongly encouraged to evaluate their own work ethic and not enroll in this course unless the summer work will be completed. Students not having completed the summer reading and writing will be dropped promptly from the class. <u>The student must take one or both AP Exams in May in order for AP English to be designated on his/her transcripts.</u> The course is designed for students with a strong work ethic who have completed a year of Pre-AP English. These students should have a basic command of Standard English Usage. AP English incorporates test taking strategies for the <b>AP Literature and Composition Exam and for the AP Language and Composition Exam</b>; reading classical and contemporary fiction, nonfiction, and poetry; literary analysis and argument essay writing; second semester MLA literary research paper. Some of the assigned literature will contain mature themes which the student will be expected to read.</b>	1.0
<b>JOURNALISM 1-Paw Print</b>	<b>[11-12]</b> Students learn journalism skills firsthand as they produce the <i>Paw Print</i> newspaper. Suggested for juniors planning to take Journalism 2. This is a writing intensive course. <b>(Prerequisite: B average in Communication Arts. Students must submit an application-found on page 54 of this guide)</b>	1.0

<b>JOURNALISM 2-Paw Print</b>	[12] The second year reinforces principles and skills learned in journalism. <b>(Prerequisite: Journalism 1, B average in Communication Arts. Students must submit an application-found on page 54 of this guide)</b>	1.0
<b>JOURNALISM 1-Regit</b>	[11-12] Students learn Journalism skills firsthand as they produce the Regit yearbook. Suggested for juniors planning to take Journalism 2. <b>(Prerequisite: B average in Communication Arts. Students must submit an application-found on page 54 of this guide)</b>	1.0
<b>JOURNALISM 2-Regit</b>	[12] The second year reinforces principles and skills learned in Journalism I. <b>(Prerequisite: Journalism 1, B average, B average in Communication Arts. Students must submit an application-found on page 54 of this guide)</b>	1.0

\*Weighted courses

### FINE ARTS-ART

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>ART 1</b>	[9-12] Art 1 is the introductory studio course where students focus on the elements and principles of design, aesthetic awareness, and problem solving. Students develop observation and technical skills in drawing, painting, printmaking, and sculpture. The course offers study of the basic design fundamentals necessary for further experience in art.	1.0
<b>ART 2, 3, and 4</b>	[10-12] Art 2, 3, and 4 is designed for the serious student of the visual arts. This studio art course provides students the opportunity to develop their personal aesthetic through the guidance of the visual art teacher. Students will continue to develop their skills based on the elements and principles used to describe, understand, and make a well-designed piece of art. Students must have shown evidence of successful performance in other visual art classes. <b>(Prerequisite: Art 1 (previously known as Art Foundations) or permission of instructor)</b>	1.0
<b>ART CULTURES</b>	[11-12] Art Cultures introduces students to world cultures through study and discussion of art. Students will create in a traditional or contemporary approach to art making in response to art made around the world. Students will practice a variety of techniques which may include painting, printmaking, metal work, batik, and sculpture.	0.5
<b>CRAFTS</b>	[9-10] Crafts is a studio course that will introduce student to historical, cultural, and contemporary craft movements. Students will gain understanding of the elements and	0.5

	principles of a well-designed work of art while practicing a variety of techniques: which may include weaving, paper mache, jewelry, batik, papermaking, and bookmaking. This studio art course is designed for those students who wish to develop skills for use in leisure time or lifelong hobby activities.	
<b>DIGITAL IMAGING &amp; PHOTOGRAPHY 1</b>	[10-12] This course covers a brief history of photographers, vocabulary of photography, and techniques for recognizing and taking better photographs. Students will then explore ways to manipulate their images using Adobe Photoshop and basic art techniques. Finally, students will present their photos informally, online, and in a gallery setting.	0.5
<b>DIGITAL IMAGING &amp; PHOTOGRAPHY 2</b>	[10-12] This is a continuation of the digital imaging and photography course. Photoshop, digital cameras, and scanners will be used. An individual presentation of a digital portfolio is required to complete this class. <b>(Prerequisite: Permission of the instructor and successful completion with a grade of “B” or better in Digital Imaging &amp; Photography 1)</b>	0.5

**FINE ARTS- DRAMA**

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>SPEECH</b>	[9-12] This course provides practical experience for the student who is interested in public speaking.	0.5
<b>DRAMA 1</b>	[9-10] Students use the textbook for continued study of the various genres of drama as well as participate in classroom performance activities such as memorizing monologues and skits.	0.5
<b>DRAMA 2, 3, 4</b>	[10-12] These classes are designed for advanced acting students who will memorize and perform numerous dramatic presentations for various audiences. Students will be required to participate in all dramatic performances including the Winter Play, the spring speech contests and the spring play. Significant hours outside of class are required. Application and audition are required. Application can be found on page 53 of this guide. <b>Drama 1 is NOT a prerequisite for these courses.</b>	1.0
<b>COSTUME CONSTRUCTION 1 &amp; 2</b>	[9-12] During this semester course, students become fashion design assistants for the Kirksville High School drama productions. Students research the history of fashion and costumes, and then sew costumes for the fall and spring theatrical productions. Students will act as costume assistants for the actors during the theatrical productions; therefore, some evening hours will be required. <b>Students are required to have basic sewing</b>	0.5

	<b>machine skills prior to entering this class. Application to the class is required. Application can be found on page 52 of this guide.</b>	
--	--	--

<b>FINE ARTS- MUSIC</b>
-------------------------

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>BAND</b>	Marching band and concert band are comprised of 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> grade students. Grades weigh heavily upon attendance at all rehearsals and all public performances.	1.0
<b>JAZZ BAND</b>	This class is designed for advanced musicians stressing jazz music performance. The jazz band plays at selected home basketball games and community events. <b>(Students must be concurrently a member of Band)</b>	1.0
<b>MIXED CHORUS</b>	[9-12] This class is available to students who enjoy singing. We work daily to improve vocal quality and musical abilities. Grades are based on singing tests, daily attendance and participation. Mixed chorus will perform at the Spring and Christmas concerts.	1.0
<b>CONCERT CHOIR</b>	Any boy or girl grades 9-12 may audition for concert choir. Musical abilities and vocal qualities are greatly improved everyday during concert choir. The choir participates at state and district contest and individuals have the opportunity to be a part of small ensembles or solos. Grades weigh heavily upon rehearsal attendance, performance participation and singing tests. The choir will perform at the Spring and Christmas concerts, as well as graduation. <b>(Only concert choir can audition for chamber choir)</b>	1.0

<b>FOREIGN LANGUAGE</b>
-------------------------

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>SPANISH 1</b>	[9-12]This course is a study of basic language, conversation, grammar and culture. <b>(Required: C or better in English and must pass basic English grammar test administered the first day of class)</b>	1.0
<b>SPANISH 2</b>	[10-12]Spanish 2 is a review and continuation of grammar, syntax, structure, and idioms of the Spanish language; emphasis is on pronunciation, listening, reading, and composition skills. <b>(Required: C or better in Spanish 1)</b>	1.0
<b>SPANISH 3*</b>	[Weighted 11-12] Spanish 3 provides an in-depth, concise review of the structure covered in the first and second levels as well as presentation of new structures (subjunctive and conditional). Students also work on continuing to develop oral skills, and read a short novel and legends by Hispanic	1.0

	authors. <b>(Required: B or better in Spanish 2 and instructor approval)</b>	
<b>SPANISH 4*</b>	<b>[Weighted 12<sup>th</sup> grade]</b> Three years of Spanish study provide a basis for reading and understanding Spanish and two Latin American novels, short stories, essays and poems. Culture, grammar review, and oral practice are also stressed. <b>(Required: B average in Spanish 3 and instructor approval)</b>	1.0
<b>FRENCH 1</b>	<b>[9-12]</b> French 1 is the study of basic conversation, grammar, and culture. <b>(Required: C or better in English and must pass basic English grammar test administered the first day of class)</b>	1.0
<b>FRENCH 2</b>	<b>[10-12]</b> This course is a review and continuation of grammar, syntax, structure, and idioms of the French language; emphasis is on pronunciation, reading, and composition skills. <b>(Required: C or better in French 1)</b>	1.0
<b>FRENCH 3*</b>	<b>[Weighted 11-12]</b> French 3 is a review of the first two years of French in the areas of writing, oral, and listening with an additional emphasis on reading intermediate French literature. <b>(Required: B or better in French 2 and instructor approval)</b>	1.0
<b>FRENCH 4*</b>	<b>[Weighted 12<sup>th</sup> grade]</b> Reviews of concepts previously learned in French 1, 2, and 3 and a continuation of grammar, syntax, structure and idioms comprise half the course. Students will read plays, short stories and at least one novel by French authors. <b>(Required: B or better in French 2 and instructor approval)</b>	1.0

\* Weighted Courses

**Students will also develop oral, listening, and composition skills through the use of the Language Lab.**

<b>HEALTH AND PHYSICAL EDUCATION</b>
--------------------------------------

Note: All students enrolled in physical education courses are required to bring a change of clothing in order to participate in class activities. Required dress includes: athletic shorts or sweatpants, sleeved T-shirt or sweatshirt, socks and soft-soled tennis shoes.

**SOPHOMORE, JUNIOR AND SENIOR CLASS OPTIONS**  
**YOU MUST MEET ALL PREREQUISITES TO ENROLL.**

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>PE 9</b>	<b>[9]</b> Physical Education 9 will emphasize health-related fitness and development of the skills and habits necessary	0.5

	for a lifetime of activity. Class activity emphasizes fitness through participation. This program includes skill development and the application of rules and strategies of complex difficulty in the following different movement forms: (1) health-related fitness activities, (2) aerobic exercise, (3) team sports, (4) individual and dual sports, and (5) recreational games. Ongoing assessment includes both written and performance-based skill tests. Students will be introduced to all areas of physical activity, including weights, lifetime fitness, and lifetime activities.	
<b>HEALTH</b>	<b>[9]</b> This is a required course for freshmen. The class will include instruction in disease prevention, family life, sex education, mental health, substance abuse, nutrition, personal health, safety/first aid, fitness and body systems.	0.5
<b>PE 10</b>	<b>[10]</b> Physical Education 10 continues to emphasize a personal commitment to lifetime activity and fitness for enjoyment, challenge, self-expression, and social interaction. This course provides students with opportunities to achieve and maintain a health-enhancing level of physical fitness and increases their knowledge of fitness concepts. It includes different movement forms that may include: (1) health-related fitness activities, (2) aerobic exercise, (3) team sports, (4) individual and dual sports, and (5) recreational games. Ongoing assessment includes both written and performance-based skill tests. Students will be introduced to all areas of physical activity, including weights, lifetime fitness, and lifetime activities. <b>(Prerequisite: PE 9)</b>	0.5
<b>WEIGHTS 1</b>	<b>[9-10]</b> <i>Weights 1 is an elective physical education course. Daily participation and proper dress is required.</i> This is an advanced physical education class for students interested in participating in traditional activities at competitive levels. Class activity will be based on Weight training, aerobics, and competitive recreational pursuits. This class is recommended only for students who have achieved the highest fitness levels on fitness tests. The focus of this class will be moving level one lifters to level two lifters, preparing them for excellence in the competitive sports arena. This course provides students with opportunities to achieve and maintain a health-enhancing level of physical fitness and increases their knowledge of fitness concepts. It includes resistance training, body weight training, speed, agility, and aerobic work. Students will work to increase flexibility, decrease injury, and competitive games that are not offered in the regular P.E. setting.	0.5
<b>LIFETIME FITNESS 1</b>	<b>[9-10 Co-ed]</b> <i>Lifetime Fitness 1 is an elective physical</i>	0.5

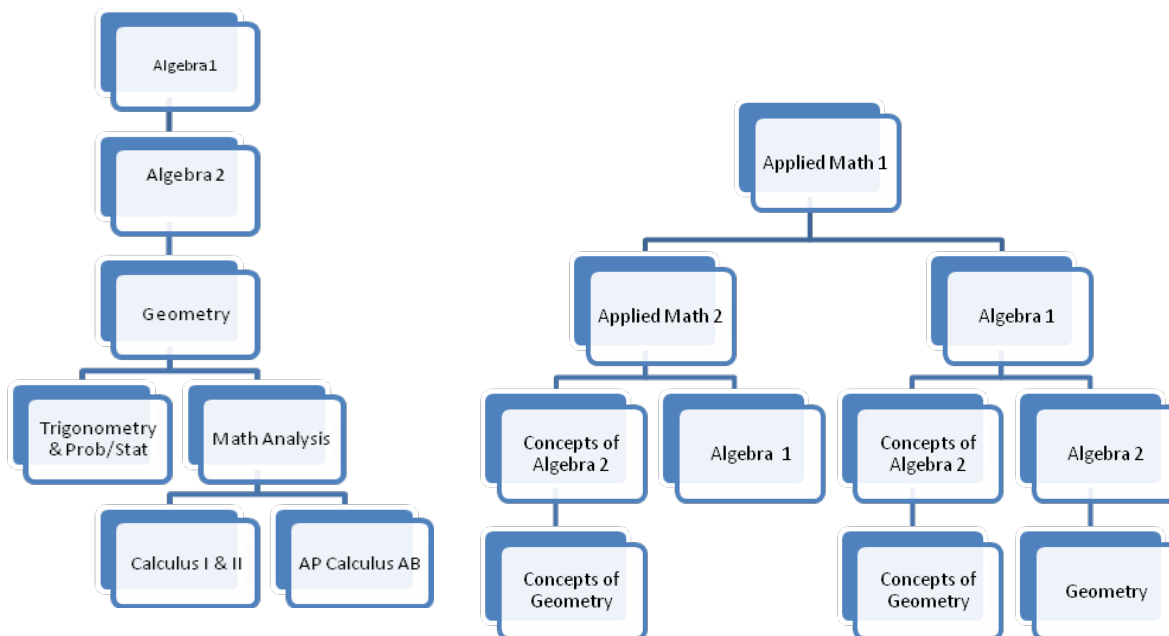
	<p><i>education course. Daily participation and proper dress is required.</i></p> <p>This is a physical education class for students interested in participating in traditional activities at <b>recreational</b> level. Class activity emphasizes fitness through participation. The purpose of this course is to improve fitness levels and help the student gain knowledge in the area of fitness that will lead to lifelong fitness habits. Students will learn about topics such as training heart rate, balanced diets, dietary supplements, choosing a fitness club, and creating fitness work outs that meet individual goals. The program may include resistance training, jogging, plyometrics training, aerobic activities, flexibility routines, yoga, tai chi, and pilates. The goal of this course is not to encourage students to participate in high intensity games, but to take part in activities that they may use for the rest of their adult life. Students will learn, understand, and apply rules to all of the activities listed.</p>	
<b>WEIGHTS 2</b>	<p><b>[10-12]</b> <i>Weights 2 is an elective physical education course. Daily participation and proper dress is required.</i></p> <p>The focus of this class will be moving level two lifters to advanced lifters, preparing them for excellence in the competitive sports arena. Weights II continues to emphasize a personal commitment to lifetime activity and fitness for enjoyment, challenge, self-expression, and social interaction. This course provides students with opportunities to achieve and maintain a health-enhancing level of physical fitness and increases their knowledge of fitness concepts. It includes resistance training, body weight training, speed, agility, and aerobic work. Students will work to increase flexibility, decrease injury, and competitive games that are not offered in the regular P.E. setting. <b>(Prerequisite: PE 9, PE 10 or Weights 1)</b></p>	0.5
<b>ADVANCED PE</b>	<p><b>[10-12]</b> <i>Advanced PE is an elective physical education course. Daily participation and proper dress is required.</i></p> <p>This an advanced physical education class for students interested in participating in traditional activities at <b>competitive</b> level. Class activity emphasizes fitness through participation as well as higher level of skills and strategy. Advanced PE provides students with opportunities to achieve and maintain a health-enhancing level of physical fitness and increases their knowledge of fitness concepts. It includes (1) health-related fitness activities, (2) aerobic exercise, (3) and competitive team and individual games. The goal of this course is to encourage students to participate in high intensity games. Students will understand and implement rules and strategies</p>	0.5

	to all of the activities listed. <b>(Prerequisite: PE 9, PE 10, or Weights 1)</b>	
<b>LIFETIME FITNESS 2</b>	<p><b>[10-12 Co-ed]</b> <i>Lifetime Fitness 2 is an elective physical education course. Daily participation and proper dress is required.</i></p> <p>The purpose of this course is to improve fitness levels and help the student gain knowledge in the area of fitness that will lead to lifelong fitness habits. This is a course that is designed to keep lifelong participation in mind. Students will investigate topics such as training heart rate, balanced diets, dietary supplements, choosing a fitness club, and creating fitness work outs that meet individual goals. The program may include resistance training, jogging, plyometrics training, aerobic activities, flexibility routines, yoga, tai chi, and pilates. Students will also participate in a variety of lifetime activities including golf, bowling, tennis, aerobics, pickle ball, badminton, corn hole, ladder golf, bocce ball, and ping pong. The goal of this course is not to encourage students to participate in high intensity games, but to take part in activities that they may use for the rest of their adult life. Students will learn, understand, and apply rules to all of the activities listed. <b>(PE 9, PE 10, Lifetime Fitness 1)</b></p>	0.5
<b>GIRLS LIFETIME FITNESS</b>	<p><b>[9-12]</b> <i>Girls Lifetime Fitness is an elective physical education course. Daily participation and proper dress is required.</i></p> <p>The purpose of this course is to improve fitness levels and help the student gain knowledge in the area of fitness that will lead to lifelong fitness habits. This is a course that is designed to keep lifelong participation in mind. Students will investigate topics such as training heart rate, balanced diets, dietary supplements, choosing a fitness club, and creating fitness work outs that meet individual goals. The program may include resistance, jogging, plyometrics training, aerobic activities, flexibility routines, yoga, tai chi, and pilates. The goal of this course is not to encourage</p>	0.5

	students to participate in high intensity games, but to take part in activities that they may use for the rest of their adult life. Students will learn, understand, and apply rules to all of the activities listed	
--	--	--

**MATHEMATICS**

**SUGGESTED SEQUENCE OF MATH COURSES FOR GRADES 9-12**



Algebra 1 is recommended for students who have earned at least a C in 8<sup>th</sup> grade mathematics. Algebra 2 is recommended for students who have earned at least a B in 8<sup>th</sup> grade Algebra 1. Algebra 1 is not required for students who have previously earned Algebra 1 credit in 8<sup>th</sup> grade.

With recommendation of Algebra 1 instructor and approval of the Mathematics Department, freshmen who earn A's in Algebra 1 may take Algebra 2 and Geometry concurrently as sophomores, if they desire to take Calculus during their senior year. However, the mathematics department does not generally recommend students taking both of these rigorous courses in the same year.

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>APPLIED MATH 1</b>	This course covers the same concepts as Algebra 1 only over the course of two years. The course stresses problem solving techniques and all algebra concepts	1.0
<b>APPLIED MATH 2</b>	This course is a continuation of Applied Math 1. Topics included are additional algebra and geometry skills, trigonometry, and probability and statistics. <b>(Prerequisite:</b>	1.0

	<b>Applied Math 1)</b>	
<b>ALGEBRA 1</b>	This course stresses both the structure of algebra and the development of computational problem solving techniques. Topics include linear equations and inequalities, polynomials, factoring, functions, and graphing of linear relationships.	1.0
<b>CONCEPTS OF ALGEBRA 2</b>	The course will not require the rigor of the weighted Algebra 2 course, but will provide the necessary skills for technical and/or college work. Major topics of study will include equations and inequalities, graphing, matrices, roots of polynomials, quadratics, and conic sections. <b>(Prerequisite: Alg 1 or Concepts of Geometry)</b>	1.0
<b>ALGEBRA 2*</b>	<b>[Weighted]</b> The course will extend the structure of algebra and computational problem solving techniques covered in Algebra 1. Major topics of study will include equations and inequalities, graphing, matrices, roots of polynomials, quadratics, conic sections, rational, exponential, and logarithmic functions. <b>(Prerequisite: C or better in Algebra 1)</b>	1.0
<b>CONCEPTS OF GEOMETRY</b>	In this course students will study logic and investigate, discover, and apply geometric relationships such as lines, angles, polygons, circles, and solids through various technologies (graphing calculators, manipulatives, compasses, protractors, and rulers). This course is not proof based or as rigorous as the weighted Geometry course, but will provide students multiple real-world connections and skills necessary for technical and/or college work. <b>(Prerequisite: Applied Math 2 or Algebra 2)</b>	1.0
<b>GEOMETRY*</b>	<b>[Weighted]</b> In this course students will study logic and investigate, discover, and apply geometric relationships such as lines, angles, polygons, circles, and solid. Geometry students will use inductive, deductive, and indirect reasoning and write paragraph, two-column, and flowchart proofs. This course will provide students multiple real-world connections and abilities necessary for college. <b>(Prerequisite: C or better in Algebra 2)</b>	1.0
<b>CONCEPTS OF TRIGONOMETRY</b>	This course will cover the study of the six trigonometric functions, their graphs, the trigonometric identities, the law of sines, the law of cosines, and the inverse functions. <b>(Prerequisite: Concepts of Geometry)</b>	.50
<b>CONCEPTS OF PROBABILITY &amp; STATISTICS</b>	This course will cover measures of central tendency, measures of variation, counting techniques, probability, probability distributions, and the normal curve. <b>(Prerequisite: Concepts of Algebra 2)</b>	.50
<b>MATH ANALYSIS*</b>	<b>[Dual Credit, Weighted]</b> This course provides a more extensive look at mathematical system, functions, and	1.0

	graphing. The six functions, their graph and trigonometric identities will be studied. Other topics include mathematical induction and advanced function. Students may earn college credit through MACC. <b>(Prerequisite: C or better in Algebra 2 and Geometry)</b>	
<b>AP CALCULUS AB*</b>	<b>[Dual Credit, Weighted]</b> This course is designed for students who plan on taking the AP Calculus AB exam or who want to earn dual credit through MACC. <b>The student must take the AP exam in May in order for AP Calculus AB to be designated on his/her transcript.</b> It is more rigorous than the regular Calculus class. Major topics of study will include limits and continuity, derivatives and their applications, integrals and their applications, transcendental functions, and differential equations. Students must turn in a teacher recommendation form found on page 51 of this guide. <b>(Prerequisite: B or better in Math Analysis)</b>	1.0
<b>CALCULUS 1 &amp; 2 *</b>	<b>[Dual Credit, Weighted]</b> This course is designed for students who want to earn dual credit through Truman State University. This is a highly rigorous course which can be taken following the completion of either AP Calculus AB (with a C or higher) or Math Analysis (with an A- or higher). The topics for this course include all topics from the AP Calculus AB along with the following additional topics: improper integrals, infinite series, polynomials, convergence/divergence of series, parametric functions, polar functions, and vector functions. This course is the equivalent of two semesters of college calculus. It is assumed that students enrolling in the course are serious mathematics students. <b>(Prerequisite: A- in Math Analysis, C in AP Calculus AB)</b>	1.0

\*Weighted Courses

**MISCELLANEOUS**

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>STUDY HALL</b>	Students desiring study time during the day may enroll in one study hall. Study Halls are supervised by faculty members and students are expected to use the time productively.	<b>None</b>
<b>MENTORING 1</b>	High school juniors and seniors will work with younger students in an academic setting. Students must have the approval of the A+ Coordinator and Guidance Counselor.	0.5
<b>MENTORING 2</b>	[12] An expansion of the Mentoring program designed to allow seniors who are interested in Human Services to explore various areas of education. <b>(Prerequisite: Application, B+ or above in Mentoring 1, and an interest in teaching)</b> <b>Students in Mentoring 2 will mentor at a different building than Mentoring 1.</b>	0.5
<b>COLLEGE CLASS</b>	[11-12] Students may be permitted to enroll in approved college courses and apply credit toward high school credit. Certain restrictions apply; therefore students must consult their counselor to determine eligibility. Enrollment deadline should coincide with the college or university registration guidelines. College classes do not hold GPA bearing credit.	0.5
<b>EXPLORATORY WORK</b>	[12] Seniors that plan to take an off hour or release hour should consider Exploratory Work. If you are employed or volunteer a minimum of 10 hours per week you can earn .5 credit per semester. Students must turn in a time sheet, cannot work for a relative, and must abide by guidelines.	0.5

**PRACTICAL ARTS - AGRICULTURE EDUCATION (TECHNICAL EDUCATION)**

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>AGRICULTURE SCIENCE 1</b>	[9-11] Instruction in animal science, agricultural mechanics, career exploration, leadership and personal development, and supervised agricultural experience. Units may include animal science, and food science.	1.0
<b>AGRICULTURE SCIENCE 2</b>	[10-12] Instruction in animal science, agricultural mechanics, career exploration, leadership and personal development, and supervised agricultural experience. Units may include animal science, and food science <b>(Prerequisite: Ag. 1)</b>	1.0
<b>WILDLIFE CONSERVATION</b>	[11-12] Prepares students for activities in the conservation and/or improvement of natural resources such as oil, water, air, forests, fish and wildlife for economic and recreational purposes. <b>(Prerequisites: Ag. 1, Ag. 2)</b>	0.5
<b>FOOD SCIENCE AND</b>	[11-12] Includes the areas of food chemistry, nutrition, food	0.5

<b>TECHNOLOGY 1</b>	additives, food packaging and labeling, evaluation of foods, food microbiology, food processing, food fermentation, principles of sanitation and quality control. <b>(Prerequisites: Ag. 1, Ag. 2)</b>	
<b>FOOD SCIENCE AND TECHNOLOGY 2</b>	[11-12] A continuation of 1st semester topics in food science. <b>(Prerequisites: Ag.1, Ag.2, Food Science and Tech 1)</b>	0.5
<b>AGRICULTURAL CONSTRUCTION 1</b>	[11-12] Utilizes welding in the development and construction of major metal and wood projects. <b>(Prerequisites: Ag. 1, Ag. 2)</b>	0.5
<b>AGRICULTURAL CONSTRUCTION 2</b>	[11-12] A continuation of 1 <sup>st</sup> semester topics in the development and construction of major metal and wood projects. <b>(Prerequisites: Ag. 1, Ag. 2, Ag. Const. 1)</b>	0.5
<b>GREENHOUSE OPERATION AND MANAGEMENT 1</b>	[11-12] Develops understanding of greenhouse techniques. The production of greenhouse crops will be used to demonstrate procedures such as plants started from cuttings, seeds, grafts, and layering. Students will manage their own crop as a greenhouse project. <b>(Prerequisites: Ag. 1, Ag. 2)</b>	0.5
<b>GREENHOUSE OPERATION AND MANAGEMENT 2</b>	[11-12] A continuation of 1st semester topics in greenhouse management and operation. <b>(Prerequisites: Ag. 1, Ag. 2, Greenhouse Operation and Management 1)</b>	0.5
<b>AGRICULTURAL STRUCTURES 1</b>	[11-12] Similar to Agricultural Construction but takes a more in depth look at planning and customizing. <b>(Prerequisites: Ag. 1 &amp; Ag 2)</b>	0.5
<b>AGRICULTURAL STRUCTURES 2</b>	[11-12] A continuation of 1st semester topics. <b>(Prerequisites: Ag. 1, Ag. 2, Agricultural Structures 1)</b>	0.5
<b>FORESTRY</b>	[11-12] An in depth study of tree varieties, information on logging and surveying. <b>(Prerequisites: Ag. 1, Ag. 2)</b>	0.5
<b>SUPERVISED AGRICULTURAL EXPERIENCE CO-OP</b>	[11-12] This course provides for the enrollment of students that are released on school time to complete a cooperative occupational experience in an approved training station in agriculture. The student can earn up to .5 credit for working a minimum of 10 hours a week or 1 credit per semester for working a minimum of 20 hours a week. Students must currently be enrolled in <b>or</b> previously taken another agriculture class to enroll in this one. <b>*Students cannot work for a business that is owned or run by themselves or a close relative. Also, a close relative cannot be a student's supervisor.</b> A signed training agreement and training plan must be completed for each student. <b>(Prerequisites: Ag. 1 and Ag. 2, and must have prior approval of instructor)</b>	0.5-1.0

Upon successful completion of Ag. Science 1, Ag Science 2, and Food Science 1 & 2, a student will be eligible to receive an additional (1) one credit of embedded Technical Education Science.

**PRACTICAL ARTS - AUTOMOTIVE TECHNOLOGY (TECHNICAL EDUCATION)**

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>AUTOMOTIVE COLLISION REPAIR 1</b>	[11-12] This course requires strong mathematical and science skills with demonstrated mechanical aptitude and manual dexterity and genuine interest in automotive repair. Course content will include the following: proper use and safety of tools, body construction, metal finishing, straightening, plastic fillers, MIG Welding and safety, oxy-acetylene procedures and safety, trim and upholstery removal and installation, power tool usage and safety, straightening of sheet metal externally, glass replacement, bolt-on panel alignment, hydraulic body-jack usage, shop procedures, plastic repair, painting/refinishing and final detailing.	3.0
<b>AUTOMOTIVE COLLISION REPAIR 2</b>	[12] This course include conventional frame straightening and analysis, uni-body structural analysis, repair and alignment and replacement, rust-proofing and corrosion protection, suspension, component identification and alignment, mechanical component identification, electrical, vacuum and emission control, and heating/air conditioning trouble-shooting and repair. <b>(Prerequisite: Completion of Auto Collision Repair 1 with a minimum of a B grade average both semesters)</b>	3.0
<b>AUTOMOTIVE MECHANICS 1</b>	[11-12] This course in an ASE Master Certified program. First year students receive instruction and gain hands-on experience in: Automotive Electrical systems, Engine Performance, Steering/Suspension, Brakes, Drive trains, and Heating/Air conditioning. Students have the opportunity to become members of the Vocational Industrial Clubs of America (VICA) and participate in district and state leadership workshops and skill contests.	3.0
<b>AUTOMOTIVE MECHANICS 2</b>	[12] This course includes instruction in the following: Automotive Electronics, Engine controls, Fuel Injection systems, Emission controls, Advanced drivability, Anti-lock Brakes, Passenger restraint systems. Top students have the opportunity to compete for more than two million dollars in scholarships and tools in the FORD/AAA Auto Skills contest and MQ Auto dealers contest. Students may choose to spend part of their training time working at local automotive service centers getting on-the-job training. Students that complete Automotive Mechanics II are qualified to and encouraged to take ASE certification test and IMAC air conditioning licensing test. Those students that complete Automotive Mechanics II and would like to continue their education are eligible to articulate with credit of the following schools: Linn State Technical College,	3.0

	Indian Hills Community College, North Central Community College, and Universal Technical Institute. <b>(Prerequisite: Completion of Automotive Mechanics 1 with a minimum of a B grade average both semesters)</b>	
--	---	--

Upon successful completion of a two-year program in Automotive Mechanics or Automotive Collision Repair a student will be eligible to receive an additional (1) one credit of embedded Technical Education Math.

<b>PRACTICAL ARTS - BUSINESS EDUCATION (TECHNICAL EDUCATION)</b>
--

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>CAREERS AND TECHNOLOGY SAFETY (CTS)</b>	[10-12] A requirement for sophomores is divided up into two nine-week blocks. The Career portion is designed to provide students with an understanding of how to plan for and manage careers in a continuously changing workplace. Students will learn the importance of exploring multiple career paths and how to apply development strategies throughout their life. Instruction includes strategies for engaging in life-long learning, addressing the continuous process of learning new skills, adapting decision-making and problem-solving skills to changing conditions, managing work and family responsibility, and working with diverse populations. The Computer Technology/Internet Safety portions increases the awareness of issues related to the use of the internet and electronic communications. This course provides the students with the strategies, skills and mindset needed to protect themselves, the computer, and their privacy when they connect to the Internet. Students learn about legal and ethical issues, copyright law, Internet safety, cyberbullying and acceptable use policies. Application of technology in the workplace is also emphasized.	0.5-1.0
<b>WEB PAGE DESIGN</b>	[10-12] The primary focus of this class will be the continual evolution and maintenance of the Kirksville R-III web site. Students will use Front Page and Photoshop Elements software to create new pages and maintain website links. To facilitate the students' experience, they will have the opportunity to work with the KHS peers and district faculty on school related projects. <b>(Prerequisite: Application and Recommendations required; found on pages 57-60 of this guide)</b>	1.0
<b>DIGITAL COMMUNICATIONS</b>	[11-12] YOU are the Digital Generation and you need to know how to communicate! In this class, you will become proficient in all areas of digital communication for personal and business use. We will explore the following	

	applications: iGoogle and various Google apps, Skype, Audacity and podcasts, blogging, wiki's, Wufoo form builders, as well as legal aspects of online communications. Don't get left behind.	
<b>ENTREPRENEURSHIP</b>	<b>[11-12 or with instructor approval]</b> Have you ever thought about starting your own business? Entrepreneurship is a business course designed to help students develop the skills, attitudes, and knowledge necessary for successful entrepreneurs.	0.5
<b>BUSINESS MARKETING</b>	<b>[11-12 or with instructor approval]</b> A business must have customers and a sought after product or service to survive and thrive. Learn about all aspects of marketing from developing a product, to packaging, to advertising, to sales, to distribution	0.5
<b>SPORTS &amp; ENTERTAINMENT MARKETING</b>	<b>[11-12 or with instructor approval]</b> Look behind the scenes of a multi-billion dollar industry and learn about the business side of sports and entertainment. Examine athletic endorsements, event sponsorships, product promotion, event planning, and careers in the field of sports and entertainment marketing. This class will prepare students for their post-secondary study in this field.	0.5
<b>LEADERSHIP IN THE WORKPLACE</b>	<b>[11-12 or with instructor approval]</b> Look behind the scenes of a multi-billion dollar industry and learn about the business side of sports and entertainment. Examine athletic endorsements, event sponsorships, product promotion, event planning, and careers in the field of sports and entertainment marketing. This class will prepare students for their post-secondary study in this field.	0.5
<b>COMPUTER CONCEPTS</b>	<b>[11-12 or with instructor approval]</b> Apply your knowledge of computer applications to real world situations. Complete projects using word processing, spreadsheets, desktop publishing, databases, and multimedia. Try out voice recognition software and learn about communications of computer systems, and security and privacy issues. Lots of hands-on computer work.	0.5
<b>COMPUTER ESSENTIALS 1</b>	<b>[11-12] May be taken dual credit (MACC)</b> Meets computer/general ed. requirements at most Missouri colleges. Internet usage for research and online education will be explored as well as the ethical use of computers and the impact computers and associated technologies have on individuals and society. Hands-on experiences with word processing, spreadsheet, presentation, and operating system software provide the student with a practical exposure to computer usage in an educational context. <b>Touch keyboarding skills are required.</b>	0.5
<b>COMPUTER ESSENTIALS 2</b>	<b>[11-12] This class is not dual credit.</b> Use advanced concepts in word processing, spreadsheets, and presentations that will benefit you in college or the workplace. We will also learn to	0.5

	use databases and desktop publishing for personal or business situations you might encounter. <b>No prerequisite for this course.</b>	
<b>PERSONAL FINANCE</b>	<b>[10-12] Required for all graduates.</b> Personal finance focuses on business, personal, and financial decisions. The course is designed to assist students in understanding the basic concepts necessary for their participation in our economic system as wage earners, money managers, managing consumer credit, saving, and investing. Students will understand budgeting, spending plans, and record keeping, use of credit, savings and investments, insurance, taxes, and consumer rights.	0.5
<b>FINANCIAL SERVICES</b>	<b>[11-12 or with instructor approval]</b> Improve computational skills and apply them to business situations. Areas of study include mathematic problems dealing with interest, percentages, installment buying, depreciation, markup/markdowns, and payroll. Students will also work to develop speed and accuracy on the 10-key calculator using the touch method.	0.5
<b>BUSINESS COMMUNICATIONS 1</b>	<b>[11-12 or with instructor approval]</b> Format business documents and correspondence, apply appropriate punctuation and grammar styles, and utilize proofreaders' marks. A portion of this course will also focus on appropriate keyboarding technique, skill, speed, and accuracy. Previous typing experience is not necessary.	0.5
<b>BUSINESS COMMUNICATIONS 2</b>	<b>[11-12 or with instructor approval]</b> There are a variety of ways to communicate in the business world today. Improve your oral, written, electronic, and listening skills to name a few. Communicating effectively with others can make a tremendous difference in your life.	0.5
<b>BUSINESS MANAGEMENT</b>	<b>[11-12]</b> Develop an overall picture of business operations and prepares students for manager and administrative occupations. Specialized fields within business organizations are analyzed. The roll of national and international business in modern society is examined.	0.5
<b>BUSINESS TECHNOLOGY</b>	<b>[11-12]</b> Acquire the necessary knowledge and skills for using technology in today's business world. Some areas covered include: voice recognition software, designing business documents, proper procedures for communicating with others, electronic scheduling, and office procedures such as time management and telephone etiquette.	0.5
<b>BUSINESS LAW</b>	<b>[11-12]</b> Learn the skills necessary for working in the legal or business world. Topics include courts, lawsuits, criminal law, bankruptcy, family law, and much more.	0.5
<b>ACCOUNTING</b>	<b>[11-12]</b> Cover the basic elements and concepts used to operate businesses organized as proprietorships and corporations. Activities include the application of the	1.0

	accounting equation and the accounting cycle, entering transactions in journals, posting ledgers, preparing end-of-period statements and working with payroll and banking activities, analysis of the balance sheet and income statements, preparation of payroll records, calculation of interest, discounts, and depreciation. Computerized accounting software and Excel are utilized in completing accounting problems.	
<b>SUPERVISED BUSINESS EXPERIENCE</b>	<b>[11-12]</b> Supervised Business Experience allows students to receive high school credit for business-related work completed at a job site. The student can earn .5 credit for working a minimum of 10 hours a week or 1 credit per semester for working a minimum of 20 hours a week. <b>*Students must currently be enrolled in or previously taken another business class to enroll in this one. Students cannot work for a business that is owned or run by themselves or a close relative. Also, a close relative cannot be a student's supervisor. (Must have prior approval of instructor)</b>	0.5-1.0

**PRACTICAL ARTS-CHILD CARE/CHILDHOOD CAREERS (TECHNICAL EDUCATION)**

<b>Course Name</b>	<b>Description</b>	<b>Credit</b>
<b>EARLY CHILDHOOD CAREERS 1</b>	<b>[11-12]</b> Early Childhood Careers is an occupational training program for students interested in working with and teaching children. This course is for individuals interested in becoming an elementary school or preschool teacher, Head Start teacher, public school teacher aide, nanny, daycare center teacher or aide. Four days a week students help with the preschool, which enrolls children ages 3 through kindergarten entry.	3.0
<b>EARLY CHILDHOOD CAREERS 2</b>	<b>[12]</b> The second year of this program includes the application and review for the Child Development Associate Credential (CDA). Students help within the Preschool and Infant/Toddler Center; in addition to working towards the CDA credential. Students have the opportunity to apply for a CDA with specialty in Infant/Toddler or Preschool Care. <b>(Prerequisite: Completion of Early Childhood Careers 1 with a minimum of a C grade average both semesters)</b>	3.0

**Upon successful completion of a two-year program in Early Childhood Careers a student will be eligible to receive an additional (1) one credit of Technical Education English**

**Articulated college credit is available for students that meet established guidelines**

**PRACTICAL ARTS - CONSTRUCTION TRADES TECHNOLOGY (TECHNICAL EDUCATION)**

Course Name	Description	Credit
<b>CONSTRUCTION TRADES 1</b>	[11-12] Includes instruction in all aspects of residential construction as well as many areas of commercial construction. Students will learn through a combination of classroom activities and hands-on experiences on an actual construction site.	3.0
<b>CONSTRUCTION TRADES 2</b>	[12] This course is designed for the student who has successfully completed Construction Trades 1. Students will have the opportunity to advance their skills in the area of construction. As in the first year of the program, instruction will be delivered through a combination of classroom and hands-on experience. <b>(Prerequisite: Completion of Construction Trades 1 with a minimum of a C grade average both semesters)</b>	3.0

Upon successful completion of a two-year program in Construction Trades a student will be eligible to receive an additional (1) one credit of embedded Technical Education Math.

<b>PRACTICAL ARTS - DIGITAL DESIGN AND GRAPHICS (TECHNICAL EDUCATION)</b>
---

Course Name	Course Description	Credit
<b>GRAPHIC COMMUNICATIONS 1</b>	[11-12] A complete study of the various components, principles, procedures, and equipment in printing. To include: Vinyl graphics, vinyl signage and sign layout, the printing of memo pads, stationary, business card, brochures, booklets, etc. <b>Prerequisite: Students must submit a sample of their artwork (Photoshop, drawings, sketches, ad design, media art) prior to enrolling. In lieu of artwork, computer-based knowledge will be evaluated for acceptance into the program.</b>	1.0
<b>DIGITAL DESIGN 1</b>	[11-12] A study and application of various software on Macintosh computers for the purpose of creating forms and art work for printing, and other purposes. Software includes: Photoshop, Illustrator, and INDesign. <b>Prerequisite: Students must submit a sample of their artwork (Photoshop, drawings, sketches, ad design, media art) prior to enrolling. In lieu of artwork, computer-based knowledge will be evaluated for acceptance into the program.</b>	1.0
<b>SCREEN PRINTING 1</b>	[11-12] The study and application of the various components, principles, procedures and equipment involved in printing VIA screen print method. To include printing t-shirts, jackets, caps, posters, and on surfaces such as glass. <b>Prerequisite: Students must submit a sample of their artwork (Photoshop samples, drawings, sketches, ad design, media art) prior to enrolling. In lieu of artwork,</b>	1.0

	<b>computer-based knowledge will be evaluated for acceptance into the program.</b>	
<b>GRAPHIC COMMUNICATIONS 2, DIGITAL DESIGN 2, SCREEN PRINTING 2</b>	<b>[12] A continuation of the first year courses. (Prerequisite: Completion of first year courses with a minimum of a B grade average both semesters)</b>	1.0 each

Upon successful completion of a two-year program in Digital Design and Graphics (3-hour block) a student will be eligible to receive an additional (1) one credit of embedded Technical Education Math.

Students must enroll in at least two digital design and graphics courses. Three classes are required to receive a digital design and graphics certificate credential. The student must enroll in at least 2 consecutive hour courses in order to participate in the apprenticeship program.

Second year students should make arrangements with the instructor prior to enrolling.

<b>PRACTICAL ARTS - FAMILY AND CONSUMER SCIENCES (TECHNICAL EDUCATION)</b>
--

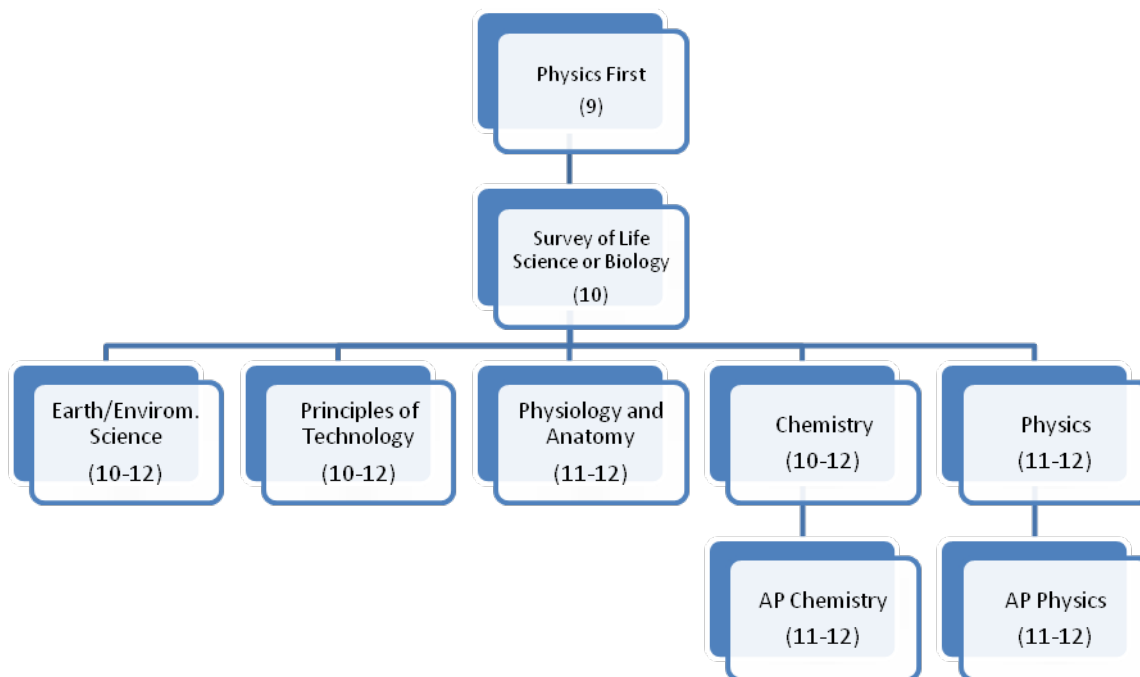
<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>FOODS &amp; NUTRITION</b>	<b>[9-12]</b> An instructional program that prepares individuals to understand the principles of nutrition; the relationship of nutrition to health and wellness; the selection, preparation and safety of food; and meal management to meet individual and family food need. Careers related to food and nutrition will be explored.	0.5
<b>FOODS &amp; NUTRITION 2</b>	<b>[9-12]</b> This sequential course focuses on advanced food preparation techniques while applying nutrition principles. Students will be introduced to food science concepts as well as basic culinary skills. Entrepreneurship, Foreign Foods and Careers will also be explored. ( <b>Prerequisite: Foods &amp; Nutrition</b> )	0.5
<b>HOUSING AND INTERIORS</b>	<b>[9-12]</b> An instructional program that prepares individuals to develop skills for creating safe, healthy living environments in their futures. Students will study homes inside and out including housing styles, principles of design and furniture styles. Students will create and evaluate floor plans and furniture arrangements. Students will compare housing alternatives; examine rental leases and the home buying process. Career related to housing and interior design will be explored.	0.5

<b>CONSTRUCTION &amp; DESIGN</b>	[9-12] This course will touch on home design, renovation and practical construction. This is a project oriented class that will address determining color combinations, electrical and plumbing work, etc. Class will be tailored to the abilities and interests of students within each class.	0.5
<b>RELATIONSHIPS</b>	[11-12] An instructional program that prepares individuals to develop skills for understanding human relationships in single, married and family living. Students will construct meaning related to problem solving that will: impact individual living, strengthen and maintain family relationships, prepare individuals for marriage, and reduce disruptive conditions that destabilize families. Practical skills necessary for a rewarding adult life such as self-understanding, interpersonal communication skills, and preparation for love relationships will be gained.	0.5
<b>CHILD DEVELOPMENT</b>	[10-12] An instructional program that prepares individuals to develop skills for child care and guidance based on physical, intellectual, emotional and social development from birth to early school age. Class projects such as the "Baby Think it Over" infant simulator and service learning project such as the pre-school carnival will be required. Careers related to child care and guidance will be explored.	0.5
<b>FASHION</b>	[9-12] An instructional program that prepares individuals to understand the skills and careers related to fashion selection, merchandising and construction. Topics to be studied are clothing trends, clothing history, principles and elements of design related to clothing design and selection, the fashion process from design to purchase, fabric names and their related qualities, and careers related to fashion. A wearable sewing project will be completed with materials provided by the student.	0.5
<b>PERSONAL FINANCE</b>	[10-12] This course is required for all graduates. Personal finance focuses on business, personal and financial decisions. The course is designed to assist students in understanding the basic concepts necessary for their participation in our economic system as wage earners, money managers, managing consumer credit, saving and investing. Students will understand budgeting, spending plans, record keeping, use of credit, saving, investments taxes and consumer rights.	0.5

**PRACTICAL ARTS-HEALTH CAREERS (TECHNICAL EDUCATION)**

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>MEDICAL TERMINOLOGY</b>	[11-12] Focuses on the many components of medical terminology relating to the human body system. Emphasis is placed on spelling, definition, and usage of medical terms. This course would be very helpful for those interested in a medical profession.	0.5
<b>MEDICAL RECORDS</b>	[11-12] Introduces the student to the components of the health record. An overview of the departments in the health care facility and the role of the health care team members is discussed. The importance of confidentiality, child and dependent adult abuse reporting, HIPPA, and infection control principles will be addressed. Practice exercises are provided to help students become proficient in basic health record functions.	0.5
<b>HEALTH CAREERS</b>	[11-12] High school juniors and seniors interested in the health care field can increase their knowledge of health related careers and prepares themselves for advancement in those fields. The first semester is devoted to learning the structure and function of the body and basic patient care skills. During the second semester, students will apply these skills in clinical experience at long-term care facilities. CNA certification and CPR instruction included in this course. May be taken with Medical Terminology and Medical Records to complete a 3.0 credit block.	3.0
<b>INTRODUCTION TO EMERGENCY MEDICINE HIGH SCHOOL EMT-B</b>	[12] This program is designed to provide participants with the skills necessary to care for patients requiring emergency health services. A bridge program is available to <b>qualifying students</b> the summer following graduation. Students must complete 96 hours of clinical practice and pass a written and practical exam to obtain the <b>EMT-B</b> credential Admission requirements: 1) High school senior, 2) 18 years of age by July 1, 2012, 3) Successfully complete pre-admissions test, 4) Have three reference forms completed; one from a teacher, one from a counselor or administrator, and one from an outside reference (other than family member or friend), 5) Have a 2.75 GPA or greater, 6) Provide attendance history and discipline record	1.5

## SUGGESTED SEQUENCE OF SCIENCE COURSES FOR GRADES 9-12



Students taking Survey of Life Science in 10<sup>th</sup> grade are required to take Biology in 11<sup>th</sup> grade. Earth Science/Environmental Science, Chemistry and Principles of Technology can be taken concurrently with Biology.

Note: Students pursuing a College Preparatory Certificate or a 4-year post-secondary education should begin with Physics First in 9<sup>th</sup> grade. All Science courses are considered to be laboratory classes.

Course Name	Course Description	Credit
<b>PHYSICS FIRST</b>	<b>[Required]</b> This is an introductory science course that will cover topics such as the characteristics, properties, and change processes of matter; definition and causes of motion; equilibrium; kinds of energy; static and moving charges; magnetism; and introductions to waves, light, and sound. This course is required for graduation with enrollment reserved for 9 <sup>th</sup> grade freshman.	1.0
<b>SURVEY OF LIFE SCIENCE</b>	This pre-biology course is designed for 10 <sup>th</sup> grade students who desire a year of preparation and skill development before going into Biology. The content of this class is similar to Biology, but emphasizes scientific method,	1.0

	critical reading in the content area, problem solving, and the use of charts, graphs, and other visual representations of data. Students in this class must take Biology the following year. <b>(Prerequisite: Physics First or Teacher recommendation only)</b>	
<b>BIOLOGY</b>	<b>[Required]</b> Biology is a required sophomore course that examines timely topics in the areas of genetics, inheritance, and disease. In biology students also study cell division, cellular respiration, photosynthesis, natural selection and concepts of ecology. Students in the 9 <sup>th</sup> grade may NOT take Biology.	1.0
<b>ENVIRONMENTAL SCIENCE</b>	<b>[10-12]</b> This course is designed for student investigation of environmental issues on a local, state, national and global level. Topics include the importance of biodiversity, types of environmental pollutants and their effects, the study of people and events influential in recent environmental movements, and the discussion of current events in fuel, food supply and ecosystems. <b>(Prerequisite: Physics First)</b>	0.5
<b>EARTH SCIENCE</b>	<b>[10-12]</b> This course covers topics in geology, oceanography, meteorology, and astronomy. Activities will include the study of soils and landscapes, the interpretation of aerial photographs and topographic maps, observing patterns in our atmosphere and in the solar system, and understanding forces that shape the earth.	0.5
<b>PRINCIPLES OF TECHNOLOGY</b>	<b>[10-12]</b> Principles of Technology is a lab oriented overview of technology concepts that provides the techniques and skills necessary to understand today's technological world. The topics covered will build a strong foundation for other areas of study such as engineering, automotive and construction technologies and many other industrial courses. Approximately half of the class time will be lab practices. Competent math skills are essential. <b>(Prerequisite: Algebra 1 or Appl Math 1 and Appl Math 2)</b>	1.0
<b>PHYSIOLOGY AND ANATOMY*</b>	<b>[11-12, Dual Credit, Weighted]</b> Examines the most complex 'machine' known to man-the human body. We will examine the different systems into which human beings are organized, as well as career options in the field of science. Dissection of specimens is a course requirement. <b>(Prerequisite: C or better in Biology)</b>	1.0
<b>CHEMISTRY</b>	<b>[10-12]</b> <b>Chemistry is the study of matter and the changes it undergoes. Areas covered include scientific measurement, atomic structure, chemical periodicity, chemical bonding, compound nomenclature, chemical reactions, stoichiometry, states of matter and their properties, solutions, and acids and bases. (Prerequisite: C or better in Algebra 1)</b>	1.0

<b>PHYSICS*</b>	<b>[11-12, Weighted]</b> Physics is the study of motion, light, electromagnetism, energy and relativity. Competence in algebra is needed. (Prerequisite: Algebra 2 – Concepts of Trigonometry is preferred)	1.0
<b>AP CHEMISTRY*</b>	<b>[11-12, Weighted]</b> The advanced topics will be considered using the principles in Chemistry. There are in-depth studies of solution chemistry involving acids and bases; a more in-depth study of chemical reactions, including reaction energy, reaction kinetics and chemical equilibria; and an introduction to organic chemistry. The main goal of this course is to prepare for the AP Exam. The student must take the AP exam in May in order for AP Chemistry to be designated on his/her transcript. Emphasis is on laboratory experiments. Successful completion of the exam will allow students to waive introductory chemistry courses at the college level. (Prerequisite: C or better in Chemistry & Algebra 2)	1.0
<b>AP PHYSICS*</b>	<b>[11-12, Weighted]</b> AP Physics is a college-level, algebra based physics course with topics from classical physics to modern physics. The main goal of the course is to prepare students to take the AP Physics exam. The student must take the AP exam in May in order for AP Physics to be designated on his/her transcript. Successful completion of the exam will allow students to waive introductory physics courses at the college level. (Prerequisite: Algebra 2 – Concepts of Trigonometry is preferred)	1.0

\*Weighted Courses

**SOCIAL STUDIES**

<b>Course Name</b>	<b>Course Description</b>	<b>Credit</b>
<b>CIVICS/ECONOMICS</b>	<b>[Required]</b> This required freshman course covers economics, Missouri history, and government at the local, state, and federal levels. Passing the U.S. and Missouri Constitution tests will meet a graduation requirement.	1.0
<b>WORLD HISTORY</b>	<b>[Required]</b> This required sophomore course is a general survey of Western European history from the Renaissance to post-World War II. An introductory unit over world religions is included.	1.0
<b>AMERICAN HISTORY</b>	<b>[Required]</b> This required junior course begins with a brief introduction of the Civil War/Reconstruction to set the stage for a general historical survey of the 20 <sup>th</sup> and 21 <sup>st</sup> centuries in the United States.	1.0
<b>LAW AND YOU</b>	<b>[9-10]</b> This elective course uses mock-trials, current news sources, guest speakers, and media to give an understanding of how the law affects the students as responsible “legal” citizens. Topics include the justice system, the court and juries, civil vs. criminal law and trial procedures.	0.5
<b>GEOGRAPHY</b>	<b>[9-10]</b> Covers the 5 themes of geography and the relationship of geography to current events.	0.5
<b>PSYCHOLOGY</b>	<b>[11-12]</b> This elective course in human behavior will help students learn about themselves and others in regard to intelligence, creativity, learning theories, E.S.P., abnormal behaviors, and therapy techniques. Topics include history of psychology, stress control, human development, conditioning, mental illnesses treatments, and animal research. There will be hands-on activities; mazes, experiments, and labs.	0.5
<b>SOCIOLOGY</b>	<b>[11-12]</b> This elective course involves understanding the function of the five universal institutions and investigating the many and varied cultures of the world. This class deals with the family, religion, politics, economics, and education and how they pertain to various social groups of the world. The concepts and techniques of sociological research will be used.	0.5
<b>ABNORMAL PSYCHOLOGY</b>	<b>[11-12]</b> This semester class will explore aspects of human behavior that have been viewed as different from the norm. Some topics include Anxiety, Schizophrenia, Body Image, Disorders and Substance Abuse. There is not a prerequisite for this class	0.5
<b>HISTORY VS. HOLLYWOOD</b>	<b>[11-12]</b> This semester class is designed to give	0.5

	students an opportunity to view motion pictures and analyze the content in comparison to the events that happened in history. It is recommended for juniors and seniors with strong research and writing skills.	
<b>AP UNITED STATES HISTORY*</b>	<b>[Weighted]</b> This course deals with the historical development of our country. The first semester deals with American history to 1865 and the second semester is from 1865. This course may be substituted for the required junior American History class. This course is designed to prepare students for the AP US History. <b>The student must take the AP exam in May in order for AP United States History to be designated on his/her transcript. (A-B average in World History is recommended)</b>	1.0
<b>THE AMERICIAN WAR EXPERIENCE</b>	<b>[11-12]</b> This semester class will analyze the details of major American wars and conditions of some minor American conflicts. Two-thirds of American history is spent in conflict. We will discuss the reasons and the effects of this. The history will trace America's rise to become the most powerful nation on earth.	0.5
<b>2012: THE FUTURE IS NOW-The Historical Analysis of Actual and Theoretical Breakdowns of Civilizations</b>	<b>[10-12]</b> This course will study the theories surrounding the Mayan end of civilizations as projected to happen on December 21, 2012. It will examine possible scenarios that might result in the end of civilization and for survival in a post-society world.	0.5

\*Weighted Courses

**APPENDIX**  
Teacher Recommendation Form  
ADVANCED PLACEMENT CLASSES

Student Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Requested Course Name: \_\_\_\_\_

Current course: \_\_\_\_\_ Current Class

Grade: \_\_\_\_\_%

1= consistently demonstrates      2=limited or inconsistently demonstrates      3= lacking/does not demonstrate

\_\_\_\_\_ Attendance

\_\_\_\_\_ Work completion / Work ethic in this class / Motivation/Initiative

\_\_\_\_\_ Intellectual curiosity / Seeks enrichment

\_\_\_\_\_ Abstract thinking (analysis and synthesis)

\_\_\_\_\_ Acquires and integrates knowledge in multiple ways

\_\_\_\_\_ Recommend

\_\_\_\_\_ Reservations

\_\_\_\_\_ Not

recommended

Current teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: *(required for all "Reservations" and "Not Recommended")*

Teacher Recommendation Form  
ADVANCED PLACEMENT CLASSES

Student Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Requested Course Name: \_\_\_\_\_

Current course: \_\_\_\_\_ Current Class

Grade: \_\_\_\_\_%

1= consistently demonstrates      2=limited or inconsistently demonstrates      3= lacking/does not demonstrate

\_\_\_\_\_ Attendance

\_\_\_\_\_ Work completion / Work ethic in this class / Motivation/Initiative

\_\_\_\_\_ Intellectual curiosity / Seeks enrichment

\_\_\_\_\_ Abstract thinking (analysis and synthesis)

\_\_\_\_\_ Acquires and integrates knowledge in multiple ways

\_\_\_\_\_ Recommend

\_\_\_\_\_ Reservations

\_\_\_\_\_ Not

recommended

Current teacher signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: *(required for all "Reservations" and "Not Recommended")*

Costume Construction Application

Due to Mrs. Clark by \_\_\_\_\_

Your Name \_\_\_\_\_

Year in school presently (circle one) Freshman, Sophomore, Junior, Senior

Have you taken Mrs. Clark's Costume Construction Class before? Yes No

Answer the following questions on a separate sheet of paper. Please type your answers.

1. This class will require that you put in some time after school. Please list after school activities you will have next year, including job, sports, music, drama, cheerleading, etc.
2. This class requires that students make independent decisions and follow through with completion of jobs. Do you consider yourself an independent worker? Please describe projects in other classes, etc in which you worked independently, with little outside help to finish a project.
3. This class requires that you can use a sewing machine satisfactorily. Please describe your experience with sewing. Make sure you include whether or not you have had any sewing or craft classes. What garments, if any, have you sewn before? What specific sewing talents do you have?
4. This class requires that you work as a team with other dedicated student, and that your interest is to help the teacher fulfill the mission of creating many garments in a relatively short amount of time. Describe a project you've completed in the past which required you to work in a team, assisting the leader reach a goal.
5. Give the names of 2 teachers who would with you a letter of recommendation, should I ask for one.

1. \_\_\_\_\_

2. \_\_\_\_\_

Drama II Application

Due to Mrs. Clark by \_\_\_\_\_

\*\*\*\*\*In addition to this written application, you must present a memorized one-minute (minimum) monologue. See Mrs. Clark for times\*\*\*\*\*

Your Name \_\_\_\_\_

What grade will you be in next school year? \_\_\_\_\_

Have you taken Drama I? (It is not a pre-requisite) Yes No

Have you taken Drama II? Yes No

Are you interested in one semester or the full year of Drama II? \_\_\_\_\_

Do you plan to work after school during the 2012-13 school year? Yes No

What sport or after school activity will you be involved in during the 2012-13 school year? \_\_\_\_\_  
\_\_\_\_\_

How do you plan to make time in your schedule to work after school/evenings for the musical, Christmas play, contest and spring play? \_\_\_\_\_  
\_\_\_\_\_

What element of Drama II are you interested in? (Students in Drama II are involved in acting and/or technical theatre such as lights/sound/stage managing.)

---

List some drama-based activities you've been involved in, i.e., plays, musicals, etc.

\_\_\_\_\_  
\_\_\_\_\_

Why do you feel you would be a positive addition to the drama II class? (Important factors to consider would be your ability to work with others as well as your ability to take directions/constructive criticism.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(You may use the back of this sheet or attach your own paper if you need to write more.)

# Journalism Application

Fill out this form as completely as possible. You may write on the back of this sheet or on another sheet of paper.

Name \_\_\_\_\_

Current grade level \_\_\_\_\_ Current GPA \_\_\_\_\_ Current grade in English \_\_\_\_\_

Signature of current English teacher \_\_\_\_\_

Indicate which area you are interested in: Yearbook \_\_\_\_\_ Newspaper \_\_\_\_\_ Doesn't matter \_\_\_\_\_

(Cannot guarantee area chosen)

What are your reasons for wanting to take a journalism class?

---

---

---

---

Have you taken a typing or computer class? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you have a car available for use during the day? Yes \_\_\_\_\_ No \_\_\_\_\_

List extracurricular or work obligations you will have next year.

Indicate any staff position you might be interested in applying for. State if it doesn't matter.

Attach a sample of your writing to this sheet.

Return this application by \_\_\_\_\_. Please see me if you have any question.

Ms. Hensley - Room 126

# Directions for applying to the KHS Web Design Team

Pick up KHS Web Design Team Application Packet from Mrs. Bradshaw.

Make sure all parts of the Application Packet are finished and returned:

Packet Checklist:

\_\_\_\_\_ Application Form

\_\_\_\_\_ Teacher Recommendation Forms-You must have 2 Teacher Recommendation Forms. These should be given to two teachers to be completed and put in MY MAILBOX. They are NOT to be returned to you. Make sure you complete the top portion before giving it to the teachers.

\_\_\_\_\_ Office Recommendation Form- This must be completed by Mr. Jacques. Again, you need to complete the top portion and have Mr. Jacques put the completed form in my mailbox.

\_\_\_\_\_ Essay – make sure you include answers to all points listed on page 57 of the appendix. Turn this in to Mrs. Bradshaw. (Room- TC14)

# Web Design Team Application Form

Name \_\_\_\_\_

Year in School \_\_\_\_\_

Rate your ability to use the following:

(Use a scale of 1-4)

1-I have never used this program/software.

2-I can use some features of this program/software.

3-I can use most features of this program/software.

4- I am very competent in the use of this program/software.

Front Page \_\_\_\_\_

Dreamweaver \_\_\_\_\_

Other Web Design Program \_\_\_\_\_ ( SPECIFY \_\_\_\_\_ )

Macromedia Flash \_\_\_\_\_

Video Editing Software \_\_\_\_\_

List video editing software used \_\_\_\_\_

DVD Burning Equipment and Software \_\_\_\_\_

Photoshop Elements or CS \_\_\_\_\_

PowerPoint or other Presentation software \_\_\_\_\_

Digital Cameras \_\_\_\_\_

Video Cameras \_\_\_\_\_

Answer the following:

How much computer experience have you had?

What computer classes have you taken?

Rate your typing skills High \_\_\_\_\_ Medium \_\_\_\_\_ Low \_\_\_\_\_

TYPE an **essay** to include with your application. Be sure you cover the following in your essay. This **MUST be typed** and printed and brought to me.

Explain why you want to be part of the KHS Web Design Team.

Explain what you can bring to the KHS Web Design Team.

Tell me something about your work ethic and responsibility level

Tell me something about your ability to work with a group.

Tell me about your ability to work under pressure and meet deadlines.

Add anything else that will help me get to know you and your abilities to participate in the team

# Faculty Recommendation for Web Design Team Member

Student's Name \_\_\_\_\_

Year in School (12-13) \_\_\_\_\_

Teacher \_\_\_\_\_

Please rate the above student in the following areas:

Use a scale of 1-4 with 4 being the highest.

Responsible \_\_\_\_\_

Creative \_\_\_\_\_

Works independently \_\_\_\_\_

Respectful \_\_\_\_\_

Problem solving ability \_\_\_\_\_

Classroom Punctuality \_\_\_\_\_

Attendance \_\_\_\_\_

Work Ethic \_\_\_\_\_

10) Computer knowledge \_\_\_\_\_

This student **would/would not** make a good addition to the KHS Web Design team.

Please explain

---

Recommended By \_\_\_\_\_

(signature)

PLEASE RETURN TO MRS. BRADSHAW'S MAILBOX. Thanks

---

# Office Recommendation for Web Design Team Member

Student's Name \_\_\_\_\_

**Filled out by: Mr. Jacques**

Year in School (12-13) \_\_\_\_\_

Current GPA \_\_\_\_\_

Please rate the above student in the following areas:

Use a scale of 1-4 with 4 being the highest.

Responsible \_\_\_\_\_

Able to solve problems \_\_\_\_\_

Cooperative \_\_\_\_\_

Respectful \_\_\_\_\_

Achieves goals \_\_\_\_\_

This student has had \_\_\_\_\_ office referrals for discipline this year. (10-11).

This student has been absent \_\_\_\_\_ days this year.

This student has had \_\_\_\_\_ tardies this year.

Additional Comments:

---

(signature)

PLEASE RETURN TO MRS. BRADSHAW'S MAILBOX. Thanks



