

# BIG RAPIDS HIGH SCHOOL

## STUDENT HANDBOOK 2011-2012

### Big Rapids High School Mission Statement

*BRHS will provide students with the skills necessary to become productive and responsible citizens.*

*This agenda belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_

Grade \_\_\_\_\_

# Student Handbook

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**To report absences, please call (231) 796-4983**

## BIG RAPIDS FIGHT SONG

*OH, LET'S JOIN IN A CHEER*

*While we're all gathered here  
Cheer for Big Rapids High*

*We will always be true  
To the red and the blue  
Our Big Rapids High*

*For her honor and fame  
And her glorious name  
We will stand every loyal man*

*So let's cheer, cheer  
The gang's all here  
And we're all out for Big Rapids High  
Fight!*

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**Welcome to Big Rapids High School!** We hope you are proud to be a Big Rapids Cardinal and that you will strive to uphold and surpass the many fine traditions set at our school.

The rules and regulations contained in this handbook are intended for the welfare of all students. We expect that parents and students will read this handbook. Your cooperation in abiding by our rules and your mature consideration of others will enable all of us to maintain a positive school environment.

You can make this school year your personal best and, in turn, you can help make Big Rapids High School a source of pride for all. Have a great year!

**Class Time Schedule**

- 0 Hour..... 7:00 – 8:15 am
  - 1<sup>st</sup> Hour ..... 8:15 – 9:25 am
  - 2<sup>nd</sup> Hour ..... 9:30 – 10:46 am\*
  - A Lunch..... 10:46 – 11:16 am
  - 3<sup>rd</sup> Hour A..... 10:51 - 12:01 pm
  - B Lunch..... 12:01 – 12:31pm
  - 3<sup>rd</sup> Hour B..... 11:21 – 12:31pm
  - 4<sup>th</sup> Hour..... 12:36 – 1:46 pm
  - 5<sup>th</sup> Hour..... 1:51 – 3:01 pm
  - 6<sup>th</sup> Hour..... 3:06 – 4:16 pm
- \*Monday-Thursday only (CORE time is on Fridays from 10:25-10:46)

**Trimester Schedule**

- 1<sup>st</sup> Trimester ..... 9/6/11 – 11/22/11
- 2<sup>nd</sup> Trimester ..... 11/28/11 – 3/16/12
- 3<sup>rd</sup> Trimester..... 3/19/12 – 6/7/12

**Big Rapids High School Student Discipline Code**

**A student's behavior and disciplinary record throughout their 9th through 12th grade experience will be considered a four-year cumulative record in relation to incremental consequences. Incremental penalties may be waived by administration due to the severity of the offense and sustained periods of good behavior. All suspensions will result in parent notification. These regulations apply on district school grounds and buildings at all times and also at any school sponsored event, including "away" activities.**

<b>Prohibited Behavior</b>	<b>Consequences</b>
Abusive/inappropriate Behavior – Rude and/or disrespect towards others.	1 <sup>st</sup> Offense: Up to 3-day suspension. 2 <sup>nd</sup> Offense: Up to 5-day suspension. 3 <sup>rd</sup> Offense: Recommend expulsion.
Failure to comply/Insubordination 1. Student must identify themselves when asked by a teacher or staff member. 2. Student must accompany an adult supervising any school activity when asked.	1 <sup>st</sup> Offense: Up to 3-day suspension. 2 <sup>nd</sup> Offense: Up to 5-day suspension, parent conference, possible recommended expulsion.
Alcohol/illegal drugs/paraphernalia: Possession, use, or under influence on school property or during school activities. Selling and/or distribution (recommend expulsion.)	All incidences: Police notified and parents notified. Specific incidences: 1 <sup>st</sup> Offense: 5-day suspension, parent conference, counseling. 2 <sup>nd</sup> Offense: Recommend to Superintendent 10-day suspension, parent conference, counseling. 3 <sup>rd</sup> Offense: Recommend expulsion.
Cheating Plagiarism	1 <sup>st</sup> Offense: Zero for that assignment. 2 <sup>nd</sup> Offense: "F" grade for that trimester in that class. 3 <sup>rd</sup> Offense: Dropped from class with an "F" grade.
Closed Campus Violation Leaving school grounds  Driving off-campus	1 <sup>st</sup> Offense: Up to 3-day suspension. 2 <sup>nd</sup> Offense: Up to 5-day suspension 1 <sup>st</sup> Violation: Driving privileges suspended for 10 school days 2 <sup>nd</sup> Violation: Driving privileges suspended for 30 school days 3 <sup>rd</sup> Violation: Driving privileges suspended for 90 school days

Unethical or illegal use of computers, computer networks, or telecommunications.	Up to a 5-day suspension. Loss of computer privileges, or recommend expulsion (based on severity).
Fighting (fighting with other students.)	1 <sup>st</sup> Offense: Up to a 3-day suspension, parent conference. 2 <sup>nd</sup> Offense: Up to a 10-day suspension, parent conference, recommend expulsion.
Harassment of any other person in school, on school property or during school-related activities.	Harassment of any individual, student or adult is considered abusive behavior (See abusive behavior).
Skiping. Leaving class without permission/failure to report or return to class or other assigned designated area.	1 <sup>st</sup> Offense: Unexcused absence; possible suspension. 2 <sup>nd</sup> Offense: Up to three day suspension; parental telephone contact. 3 <sup>rd</sup> Offense: Up to five day suspension; parental meeting; possible referral to county truancy officer.
Legal infractions: (All other acts prohibited by law, including theft, vandalism, arson, assault, etc.)	Up to a 10-day suspension and parent conference. Recommended expulsion based on severity of offense.
Nuisance items (Squirt guns, toys, laser lights, etc.)	Confiscation and up to 3 days suspension.
Unsportsmanlike behavior at athletic events as a spectator (disrespect shown towards players, fans, or officials.)	1 <sup>st</sup> Offense-removal from premises and parents notified, possible suspension. 2 <sup>nd</sup> Offense- Up to entire school year ban of extra-curricular events as a spectator and parent's notified, possible suspension.
Obscenities: Use of profane or obscene language towards others, or gestures.	1. Not directed toward others: up to ½ day suspension. 2. Directed toward others: up to 1 day suspension.
Pornographic Material: Possession.	1 <sup>st</sup> Offense: Up to 5-day suspension. 2 <sup>nd</sup> Offense: Up to 10-day suspension, parent conference, possible expulsion.
Property: Defacing and/or destruction of private or public property.	Police/parents notified. Reparation and/or restitution in all cases. 1 <sup>st</sup> Offense: Up to 5-day suspension. 2 <sup>nd</sup> Offense: Recommendation for expulsion.
Public display of affection: Kissing (anything more than a peck), full body hugs, sitting on lap, or any other display of excessive affectionate behavior	1 <sup>st</sup> Offense: Students referred to office, parent notified. 2 <sup>nd</sup> Offense: Parent/student conference with administration to form plan of action, possible suspension.
Smoking/Tobacco/Chewing/Snuff – Possession and/or use of tobacco and paraphernalia on school property or during school activities.  Smoking, etc., continued.	1 <sup>st</sup> Offense: Confiscation, disciplinary action up to 3 days, possible fine. 2 <sup>nd</sup> Offense: Confiscation, disciplinary action up to 5-days, , possible fine. 3 <sup>rd</sup> Offense: Confiscation, 10-day suspension, , possible fine. 4 <sup>th</sup> Offense: Recommend for expulsion.
Staff members: Abuse, physical attacks or threats to staff members.	Recommend expulsion. File criminal charges with police.
Weapons.	1 <sup>st</sup> Offense: Recommend for expulsion, police charges filed.
Use of or wearing electronic devices in school or in classrooms without teacher permission (including cellular phones and MP3 players) -Cellular phones should be turned off and stored in lockers or vehicles during the school day -MP3 players should be off at all times when in the hallways	1 <sup>st</sup> Offense: Confiscation for 24 hours or end of the next school day. 2 <sup>nd</sup> Offense: Confiscation for one week, unless parent personally comes to the high school to claim it, possible suspension up to 3 days. 3 <sup>rd</sup> Offense: Confiscation for remainder of trimester, unless parent personally comes to the high school to claim it, possible suspension up to 3 days.

## Discipline Code Text

The following is included to help clarify the terms and material in the previous chart:

**Abusive Behavior** includes aiding, encouraging or participating in a disruptive activity that disturbs the learning process and/or impedes another's freedom to properly use school facilities and programs.

**Detentions** are assigned by the classroom teacher and/or assistant principal or principal. Time assigned will be made up before school, lunchtime, or after school.

**Expulsion** is the permanent removal from school due to a violation of school rules or regulations. The student is not allowed to participate in or attend any school functions.

**Failure to comply** means disobeying or disregarding the instructions of teachers or other supervisory personnel when a reasonable request is issued.

**Harassment:** Conduct that shows hostility or aversion toward an individual or group due to his/her race, color, religion, gender, national origin, age, or disability. Such conduct has the purpose or effect of unreasonably interfering with educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**Plagiarism:** "Presenting someone else's ideas, research, or opinion as your own – even if you have rephrased it in different words – is plagiarism, the equivalent of academic stealing, or fraud."

### **Possession:**

**Alcohol:** Possession means the possession/use/sale of or under influence of alcohol/drugs or anything reasonably construed to be alcohol/drugs.

**Weapons:** Students in possession or use of knives, guns, or other objects which can do bodily harm may be expelled for 180 days and the incident will be reported to the police.

**Pornography** means the possession or display of profane or obscene illustrations or written language.

**Public Displays of Affection:** Unacceptable public displays of affection are those physical actions which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff, and guests.

**Smoking** means smoking, use, or possession of tobacco products on school property.

**Suspension** is the removal from class for a designated time period due to a violation of school rules or regulations. The student may not participate in or attend any school function (practices, games, events) on any day a suspension of any type has been served. A parent conference may be required for re-admittance to school.

## Attendance Policy

**Philosophy:** To benefit from the primary purpose of the school experience, it is essential that each student maintains a regular and punctual daily attendance in all assigned classes. Class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. Accordingly, class attendance is a relevant objective criterion by which a student's grade may be determined.

State statutes require regular and continuous attendance. A primary concern of the school is the student's attendance record. Regular attendance at school is a primary responsibility of a student's parent/guardian.

**Attendance Procedures:** Parents are required to notify the High School via telephone (796-4983), when a student is absent from school to explain the absence. Notification must occur prior to the start of the next school day (8:15 a.m.). The attendance hotline is available 24 hours a day. (Notes are accepted if the home does not have a phone, or the call is long distance.) Students missing their bus must make every effort to get to school by their own means. A missed bus, missed ride, alarm clock malfunction or car problems are not valid excuses for an absence.

1. Students will be allowed 7 absences in each class period during a term. Parents will be notified by letter on the student's 6<sup>th</sup> and 8<sup>th</sup> absences. On a student's 8<sup>th</sup> absence, the student will be required to achieve at least a C+ on the final exam to have his/her grade calculated for the trimester. The student's overall grade must be passing in order to earn credit in that course.
2. If the student does NOT obtain a C+ on the final exam, no credit will be earned. In the event that a student does not earn credit in a class due to final assessment grade, he/she will have the opportunity to take a secondary credit assessment during the two week long testing out period, which will be determined by BRHS.
3. Extenuating circumstances of a medical nature will be considered, with documentation from the doctor in charge, through an appeal process.
4. NOT included in the 7 absences are:
  - a. School related absences
  - b. Absences due to school sports
  - c. Suspension imposed by school administrators

5. Students will not be withdrawn from those classes unless their presence causes a distraction to other students' learning.
6. Excused absences will be for illness or death in the family, with appropriate documentation (using current handbook list as guidelines).
7. Personal business such as dental or medical appointments needs to be scheduled outside of the school day. If this is not possible, a doctor's or dentist's note must be obtained or else the absence is unexcused.
8. Special family trips or vacations should not be scheduled when school is in session. Any time missed by students is detrimental to the flow of learning. If parents/guardians choose to take their student out of scheduled school time, they need to realize that they are placing the student at an academic disadvantage.
9. **Students who arrive or leave at any time during the school day shall report to student services to sign in or out. If at any time during the day, a student finds it necessary to leave the building, the student must sign out with the time and their destination and may be asked to obtain permission from a parent or guardian by office staff.** Students are not to leave school property during or between classes. Such action will lead to disciplinary action.
10. Students will not be released or excused from school to take or transport other students to or from school without parental permission.
11. Students who attend extracurricular activities such as dances, athletic events, etc., are expected to be in attendance at school the day of the activity (or day before, on weekend events. Failure to follow this policy will result in dismissal from the activity.

It is the responsibility of the student to meet with the teacher regarding make-up work. Students should get homework ahead of time when possible. **MAKE UP WORK:** Work missed for school-related and pre-approved absences will be completed and turned in prior to the absence or within the **time frame agreed upon by the student and teacher.** It is the student's responsibility to obtain and understand all missed assignments. Student with unexcused absences may not be allowed to make up the work missed during that absence.

When conflicts arise regarding classes overlapping at BRHS and FSU, students will communicate in advance with both instructors to find a compromise. Students should contact the principal and students need to communicate with Student Services Office on the FSU/BRHS overlap with any complications.

Students transferring in to Big Rapids High School must attend two trimesters to be eligible for graduation (or have prior administrative approval).

**Types of absences:** An absence is defined as not present in class 10 minutes after the bell has rung. *Excused absences are allowed for:*

- Personal illness
- Death in the family, a friend, or another BRPS student
- Illness or emergency in the immediate family
- Professional appointment
- Pre-arranged college visitations
- In-school suspensions
- Out-of-school suspensions
- Pre-arranged absences. Please call 24 hours in advance of the absence. The student must sign-out in Student Services prior to leaving the building.
- Religious instruction and/or obligations (arranged in advance.)

**School-related absences-** Generally include all absences directly related to or required by a class instructor.

**Appeal Process:**

- Parents and students can appeal the denial of credit by contacting the assistant principal **within five days** of receipt of the eight day letter stating that credit may be denied to their student due to attendance and not meeting course requirements.
- This contact can be made either in writing or by a phone call to the assistant principal.
- The assistant principal will seek input from the guidance office, the student's teacher(s) of the class(es) where credit is being denied, and the high school principal before rendering a decision of credit or no credit.
- The decision will be based on the number of absences, reasons for absences, and level of commitment for future regular attendance of the student and parents/guardians.
- The assistant principal may enter into a contractual agreement with the student and parent/guardian for the duration of the trimester/school year. In this way, the student may be eligible for credit should the conditions of the contract be met.

**Attendance Incentive – Third trimester seniors only. Seniors with a Grade of B- and two or less absences for the spring trimester will not be required to take the final exam.** However, a senior meeting these requirements MAY take the exam to improve their grade. The taking of early exams must be approved by the principal. All students must attend all classes whether or not they take the final exam.

**Career Center, FSU and Math/Science Center students** are expected to attend Career Center, FSU and Math/Science Center classes when the programs are in session, even if school is not in session for Big Rapids Public Schools. Students need to communicate class conflicts to Student Services.

**Tardy:** A tardy is defined as a student entering class after the bell rings without an excused pass, up to 10 minutes into the class period. After ten minutes an absence will be recorded. Students missing any part of any hour greater than 10 minutes MAY be considered as absent, depending on the circumstances.

**Tardies will be dealt with as follows:**

- a. First 2 offenses will be handled at the discretion of the teacher.
- b. Third and fourth tardies– teachers will assign lunch detention.
- c. On the fifth tardy, students will be assigned 1 hour after school detention
- d. Six tardies will result in 1 hour after school detention as well as a suspension of extra curricular activities for one week (Participating or spectating.)
- e. 7 tardies or more will result in a 2 hour after school detention for each additional tardy.
- f. Failure to comply with tardy policy will result in short term suspension.
- g. Parent notification of tardy status after the 3<sup>rd</sup> and 6<sup>th</sup> tardy will be handled through the administrative office.

## General Information

**Appeals:** Any student wishing to appeal actions taken by teachers or administration must follow this process:

- A. Actions by a teacher may be appealed to the Assistant Principal or the Principal.
- B. Actions by the Assistant Principal may be appealed to the High School Principal.
- C. Actions by the High School Principal may be appealed to the Superintendent.
- D. Actions by the Superintendent may be appealed to the School Board.

**Student Discipline and Due Process:** The principal may impose discipline including Short-Term suspension (from one up to ten days.) In such situations, the student shall be given the following due process rights:

1. Oral or written notice of the charges against him/her
2. An explanation of the evidence against him/her
3. Opportunity to present his/her side of the story

If an out-of-school suspension is warranted, the principal shall attempt to contact the parent by phone prior to the beginning of the suspension and shall send written notification home with the student. This written notification shall include the parental rights to appeal as outlined in the school board policy and the Associated Administrative Guidelines.

In cases of Long-Term suspension (more than 10 days) or expulsion, the principal shall refer the case to the Superintendent with the appropriate documentation.

**Appeal of Short-Term Suspension:** Suspension of more than one day but not more than ten days may be appealed to the principal in writing.

- Such appeal must be made within one school day of the implementation of the suspension and must include the reason(s) why the suspension is being appealed.
- The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or others.
- Upon receipt of the appeal, the principal shall review the situation and meet with the student, parents and/or staff if deemed necessary and appropriate.
- The principal shall reach a decision and inform the parents within 10 school days.

The decision of the Principal may be appealed in writing to the Superintendent.

- Such appeal must be made to the Superintendent within two school days of receipt of the Principal's decision.
- The Superintendent shall gather such information as deemed necessary, make a decision and inform the parents within 10 school days.
- In cases of Short-Term suspension, the Superintendent's decision shall be final.

NOTE: The Principal and/or Superintendent may designate another district administrator to hear an appeal when, in the Principal's or Superintendent's opinion, it would be appropriate and/or more efficient.

**Bags/ Purses/ Backpacks:** Storage items such as purses, backpacks, duffle bags, and cinch bags are generally not allowed in classrooms (unless approved by administration). BRHS understands that students use bags as tools for organization. As a result, clear bags only will be allowed but first must be approved in student services.

**Bulletin Boards/Handouts:** All signs, announcements, posters, etc. put on the hall bulletin boards must first be approved in the principal's office. Any materials handed out or displayed on school grounds must be approved by the administration before it may be distributed or displayed. This includes any students or the general public.

**Career Center Students:** Students who attend the Mecosta-Osceola Career Center (MOCC) may drive to and from the Career Center with permission. MOCC parking passes are available in the MOCC office. Once the form is completed by the student, it must be signed by a parent, BRHS administrator, and MOCC administrator before the student drives to/from MOCC. Those students who obtain MOCC driving privileges are not to transport other students between MOCC and BRHS. Those failing to follow these rules will lose MOCC driving privileges immediately, and will also be subject to loss of BRPS driving privileges and further BRHS discipline.

### **Complaint Procedure:**

- Step 1: Students, parents, and community people are asked to notify the building principal if they have a concern or complaint. The building principal will meet with the parties involved or refer the complaint to the appropriate person.
- Step 2: If the satisfaction is not attained, the Superintendent should be contacted and a meeting with the concerned party(ies) will be held.
- Step 3: After the conference with the Superintendent, the party(ies) may request that the Superintendent place their concern on the agenda of the next regularly scheduled Board of Education meeting.

**CORE:** CORE stands for **C**onnections **O**utreach **R**elationships in **E**ducation. During CORE time, students and teachers will work together on school improvement goals, teacher-student relationship building, team building, and various other activities. CORE is a 21 minute part of each student's Friday, and all students are expected to attend this part of the school day.

**Dance Policy:** Student dress is to be in compliance with the regular school dress code. Students must sign up guests in advance. Any student not attending Big Rapids High School must be approved prior to the day of the dance and must have Dance Guest Form filled out by their home school. Administration reserves the right to deny admission to any student. Guests must not exceed the age of 20. Clothing should not be unduly revealing. Attire at formal dances (Homecoming, Snowcoming, and Prom) can include spaghetti strap or shoulder less dresses. No jeans are permitted at any dance. Once a student leaves a school dance, he/she will not be readmitted. No 8<sup>th</sup> grade students are permitted at any dance. **Dance Guest Forms are available in Student Services.**

**Dress Code:** Each student is encouraged to dress in a clean, neat, professional manner that would be viewed positively by a prospective employer. Clothing should be constructed and worn in such manner that is not unduly revealing. Inappropriate attire includes, but is not limited to the following:

- Clothing which has drawings, pictures, or writing that promotes alcohol, drugs, gangs or suggestive sexual material; or perceived racial slurs, words, symbols, or pictures.
- Tanks tops, spaghetti strap clothing, halter tops, sleeveless muscle shirts, off the shoulder shirts
- Low cut shirts that reveal cleavage and/or midriff
- Shorts and skirts that do not extend beyond the fingertips
- Clothing with holes/ rips that expose skin and/or undergarments (except those above the fingertips)
- Undergarments- slips, sports bras
- Pajama pants, sleepwear, and slippers
- Sunglasses
- Studded accessories and chains
- Hats, head coverings

Administration reserves the right to determine the appropriateness of any student's clothing. Parents will be contacted if a student's clothing violates the school dress standard. An administrator will direct one of the following:

- 1) Tell the student not to wear it again
- 2) Direct the student to change clothing immediately
- 3) Send the student home to change
- 4) Assign in-school suspension time
- 5) Suspend the student out of school

**Driving/Parking Policy:** Student's vehicles are required to be registered within the first two weeks of the start of school in Student Services, and must display a student parking tag in the top left corner of the back window. Student vehicles are to be parked appropriately in the student parking lot area only. Parking on curb, in handicapped parking spaces, or not parking between yellow lines is considered inappropriate parking. This is a closed campus, therefore, students and their vehicles are to remain on school property from the time they arrive at school until they leave at the end of the school day. The exception is students who are enrolled in off-campus courses during the school day. Students are not to be in vehicles or loitering in the student lot during the school day.

Reckless driving and burn-outs will result in an immediate 3-day suspension and driving privileges will be revoked for the balance of the trimester. Noncompliance with the driving and parking regulations will result in the following:

- 1<sup>st</sup> Violation: Driving privileges suspended for 10 school days  
2<sup>nd</sup> Violation: Driving privileges suspended for 30 school days  
3<sup>rd</sup> Violation: Driving privileges suspended for 90 school days

Students driving on school grounds during the period of time when driving privileges are suspended will be suspended from school for up to five (5) days with future driving privileges revoked for 90 school days.

**Elevator use:** The elevators are to be used for those with injuries or disabilities that will make it difficult to use the stairs. Using the elevator when it is not necessary is considered inappropriate behavior.

**Fire Drills:** Fire drills will be held during the school year. Drills are both announced and unannounced. Exact fire drill information is posted in each room. Students are to remain under faculty supervision.

**Food and Drink:** Students may not consume food in the hallways or classroom areas. Students may drink clear liquids only throughout the building. Containers should be clear and see-through in design. Classroom parties of any kind that involve food and drink are to be held in the food court area with the prior permission of the principal or assistant principal.

**Hall Passes:** Students are to use the appropriate hall pass as provided by their teacher for any and all business requiring a student to be in the hallway areas. Hall passes are to be monitored by the classroom teacher and issued by teacher discretion only. All dual enrollment students must report to the main office upon return to BRHS when waiting for their next on-campus class to begin. Students are not allowed to wait in their cars, the food court, media center, rotunda, hallways, or offices.

**Homebound Instruction:** The Big Rapids Public Schools provides Homebound and Hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. Copies of those requirements are available in the school office. Please contact the building principal for more information if you feel your child will need these services.

**Leaving School Without Permission:** Big Rapids High School is a closed campus. Students are to remain on school property from the time that they arrive to school until they leave at the end of the school day. Students are not allowed in the parking lots during the school day unless they are leaving with an excused absence and they have signed out at student services. Violations of this policy include but are not limited to walking off campus, driving off campus, or riding as a passenger in a vehicle. Noncompliance with this policy may result in disciplinary action up to and including suspension.

**Lockdown Drills:** Lockdown drills will be held during the school year. Drills are both announced and unannounced. Upon hearing the announcement, students should follow the direction of staff and move to the designated secure location. Exact drill information is posted in each classroom.

**Lockers:** Lockers are the property of the school and are assigned to the students and as such are subject to search at any time. Changing lockers are not allowed without the permission of an administrator. If your locker does not work properly, you should contact the Student Services office.

**Lost & Found:** The Student Services office handles the lost and found department. Whenever you have lost anything, inquire there. If you find something, take it to the office immediately.

**Messages:** Students receiving emergency messages will have their names called between classes or at the end of the day. Classes will not be interrupted to give messages or deliver presents.

**Prescription Medication:**

Before any prescription medications or treatments can be administered at school, the building must have on file both of the following:

- a. Written authorization/consent from the parent/guardian including authorization for the student to self-administer if so desired (BRPS form 5330-1.) No student is allowed to possess and/or self-administer prescription medication(s) or treatment; (this includes carrying medication to and from school) unless ordered by a doctor.
- b. Only medications in their original containers labeled with the date, student's name, name of the prescription, exact dosage, and doctor's name may be administered by school personnel.

**Non-Prescription/Over the Counter (OTC) Medications:**

Students may be allowed to possess and self-administer over the counter medications upon written authorization of the parent/guardian. (BRPS Form 5330-2b) must be completed and on file in Student Services.

**Procedural Due Process:** The constitutional rights of individuals assure the protection of due process of law. The following procedures are designed to give each student this protection:

- A. Rights of accused student to be informed of the charge against him/her.
- B. A student will not be judged guilty simply by virtue of being accused.
- C. A student must be given an opportunity for a hearing with the appropriate school administrator if their parent(s) indicate the desire for such a hearing.
- D. A hearing shall be held to allow the student and their parents to:
  - 1. Contest the facts which may lead to disciplinary action.
  - 2. Contest the appropriateness of the sanction imposed by a disciplinary authority, if the student and their parents allege prejudice of unfairness.

**Schedule changes (drops and adds) can only occur during the first two weeks of a trimester.**

Students are to remain in their assigned classes until the change is officially made by the counseling office. Students are to turn in all textbooks and class materials to their counselor or teacher before assuming the schedule change. Classes dropped following these dates must have Principal approval and may result in an "F".

All schedule changes must be completed by:

- 1<sup>st</sup> trimester – September 21, 2011
- 2<sup>nd</sup> trimester – December 6, 2011
- 3<sup>rd</sup> trimester – December 6, 2011

**Student Council:** The purpose of the student council is to unify all student activities and to develop in the student a growing appreciation of membership in a democracy by providing the responsibilities and privileges of participating in such a democracy within the school. Students are elected to offices in the spring. The Mayor of the Student Government chairs all meetings that are held at specific times. Big Rapids Student Government is involved in many activities throughout the school and community. Some of the responsibilities consist of planning and organizing Homecoming including the Big Rapids community Homecoming parade. Along with Homecoming we organize many other dances and community service projects.

**Telephones:** The telephones in the office (Student Services) and Guidance Offices are for school business only. In case of emergency only, students will be allowed to use the phone in the office.

**Testing Out:** Students may test out to waive a course by showing competency in that course material. The intent of this policy is to allow students the opportunity to test out of a course for which they feel they already possess the knowledge or skills to pass. Students who earn a 78.5% or better on the testing out exam/ secondary credit assessment of a course will be considered to have met course completion requirements associated with that course and will receive credit to be applied toward the total credits required to graduate. All tests are available through the guidance office. Students or parents with questions about this policy are encouraged to contact the Guidance Counselor. **A two-week testing out window is available at the end of June, 2012.**

**Tornado and Weather Drills:** Tornado drills will be conducted throughout the school year. Drills will be announced and unannounced. Upon hearing the tornado alarm signal, students will proceed to designated shelter areas. Shelter information will be posted in each room. Once in the shelter area, students will be under faculty supervision.

**Visitors:** Visitors are welcome, but all visitors must stop in the Student Services Office, sign-in and wear a visitor's badge to identify themselves. Students are not allowed to bring guests to school. Parents are always welcome to visit. Parents are also asked to inform the administrative office when they enter. Should a parent wish to visit their son/daughter's class, contact in advance with the teacher(s) is appropriate.

## ATHLETICS

**Mission Statement:** Athletics are an important part of a student's educational experience. Hence, the Big Rapids Public Schools will provide the best possible athletic programs that resources allow. The athletic field will be considered a classroom, and the coaches' first priorities are to be a teacher and a role model.

**Statement of Philosophy:** We believe that Big Rapids Public Schools athletes should compete honorably while representing their team, school, and community. With appropriate attitude, dedication, and leadership, they will contribute positively to school spirit and community pride. To accomplish this, we encourage the cooperation of athletes, parents, and boosters.

Participating in athletics is a PRIVILEGE and when student-athletes participate on an athletic team, those individuals assume the responsibilities of being team members.

The responsibilities include:

- 1. Being aware that he/she will be expected to act as a positive force in the school.
- 2. Following the code of conduct in the athletic and student handbook.
- 3. Complying with team rules and policies.
- 4. Maintaining academic eligibility.
- 5. Maintaining a positive attitude.
- 6. Understanding his/her role as a team member.

Team members and their parents need to understand that not all athletes will receive equal playing time. Athletic participation on freshmen teams allows for some playing time. As the athlete moves to the junior varsity and varsity levels, parents and student-athletes must understand that playing time depends on the athletic ability of the participants and team needs in that particular sport as determined by the coaching staff. Our athletic philosophy encourages our teams to compete for league championships and continue in state tournament play.

### **Goals for Big Rapids Athletics**

Big Rapids High School provides the environment:

1. To motivate and guide student-athletes, encouraging academic as well as athletic excellence, realizing the importance of success in the classroom and achieving a high school diploma.
2. To develop a program emphasizing the safety and general welfare of the student as primary.
3. To develop personal skills that maximizes physical, mental, social, and emotional growth.
4. To develop school pride and enthusiasm by providing a focal point of interest for students, faculty, alumni, and community.
5. To ensure that the athletic program maintains good standing and be in strict compliance with current league affiliations, the rules of the Michigan High School Athletic Association, the guidelines of the National Federation of State High School Association, and any other agency as warranted.
6. To compete for league and state tournament championships when opportunities arise.
7. To provide qualified coaches at all levels of competition.

**Fighting:** Any athlete engaged in fighting during their season will be suspended from the next playing date as well as face consequences stated in the student handbook.

**Harassment/Discrimination:** Big Rapids High School expects coaches, student-athletes, parents, and spectators to create and maintain an atmosphere that is non-harassing and non-discriminatory. Any person who feels that he/she has been harassed or unlawfully discriminated against may contact the Athletic Director for grievance procedure information.

**Hazing:** Intentional, knowing, threatening, or reckless act by a person who acted alone or with others that is directed against an individual and that person knew or should have known would endanger the physical and/or psychological health or safety of the targeted individual as a condition of participating in, or maintaining membership in any organization. This conduct is considered illegal even if participants consent to the activity.

**Hazing Consequences:** Any student athlete involved in hazing other student athlete(s) may receive disciplinary action up to and including forfeiture of participation. It is up to the Athletic Director and coach to determine the specific consequence of each violation.

**Participation/Transportation Fee:** All student-athletes, no matter how many sports they are participating in, will be responsible for paying a one time, per year, fee of \$100.00. This fee will help to offset the cost of athletic expenses. Please make checks payable to the Big Rapids Athletic Department. All payments must be received prior to the student-athlete's first contest. Scholarships may be available upon request.

**Trimesters of Enrollment:** Students cannot be eligible in high school for more than twelve trimesters and the eleventh and twelfth trimester must be consecutive.

**Trimester Records:** Students must have passed at least 20 credit hours of work (the equivalent of 4 full credit courses) in the previous trimester of enrollment and must be currently passing all courses to be eligible to compete.

#### **Athletic Academic Eligibility:**

**Trimester period will be the total number of weeks of the regular school year divided approximately equally in two halves to determine a trimester in ineligibility under the transfer regulation.**

School work comes first at all times and participation in athletics is a privilege. Participation in athletics is dependent upon the scholastic record of the student. Eligibility is the student's responsibility. Students must follow all rules and regulations established by the MHSAA and Big Rapids Public Schools.

1. Eligibility will be cumulative.
  2. Student must carry at least 20 hours of academic work each term.
  3. Students must pass 4 out of 5 classes with a D- to be eligible.
  4. Students must have passed twenty (20) hours of course work; four (4) subjects carried in the previous term and are passing in twenty (20) hours of academic work during the current term. For example, if a student athlete fails the 1<sup>st</sup> trimester, he/she will not be eligible until the 3<sup>rd</sup> trimester. Similarly, if a student fails the 3<sup>rd</sup> trimester, they would not be eligible until the 2<sup>nd</sup> trimester for the following school year.
  5. The ineligibility period of one week goes into effect for all contests starting the immediate Monday through Sunday following the Friday the F was received, the completion of all contests on the following Sunday. If the student-athlete completes his/her work during the week of ineligibility, he/she still remains ineligible until the following Monday. At the coach's discretion, the ineligible student may be allowed to practice during the week for which he/she is declared ineligible.
  6. If a student-athlete drops a class with a failing grade, but is taking enough credits to be considered a full-time student, the student-athlete remains ineligible for two weeks. If by dropping the class the student is no longer considered full-time, the student athlete remains ineligible for the remainder of the trimester from when he/she is officially dropped from that class.
  7. Teachers are due to post grades for the ineligibility lists by 3:30 pm each Thursday. Those lists are then processed and the official ineligibility list will available by the end of the day on Friday.
  8. A participant becomes ineligible when he/she receives an "F" after receiving a warning the previous week.
  9. Dual enrolled student-athletes (those taking college courses either online or at a campus) are responsible for submitting a mid-term progress report to the athletic office. Those failing to do so will be put on the academic warning list for one week. If the mid-term report is not submitted by the following week, that student will be ineligible for competition until the report has been submitted and all class grades are passing.
- \*Warning (W) - The student-athlete will receive a warning (W) if his/her cumulative grade in any class falls below 70% during the marking period.
- \*Failure (F) - The student-athlete will receive a failure (F) when his/her cumulative grade in any class drops to 59% or below. The student-athlete will remain ineligible until his/her grade reaches 60% or above.

NOTE: Coaches and teachers are expected to inform athletes about their eligibility status. HOWEVER, THE RESPONSIBILITY FOR KNOWING THEIR STATUS LIES WITH THE STUDENT-ATHLETE.

Information regarding course assignments, grades received, and calculation of the student-athlete's cumulative grade must be provided by a teacher at the end of the next regular school day following a written request by the student, or their parent or guardian. Parents may also request that teachers send home weekly progress reports.

Students enrolled in dual enrolled classes are required to get a mid-term report grade and have that grade submitted to the guidance office if in order to remain eligible for athletics. This should be in the form of an official hard copy (paper form). Those who fail to submit the report will be put on the academic warning list for a period of one week. If the report is still not handed in after one week, the athlete will be ineligible.

**Age:** High school students become ineligible if they reach their nineteenth (19) birthday before September 1<sup>st</sup> of a current school year.

**Awards and Amateurism:** Student-athletes must not accept any award (merchandise, memberships, privileges, services, or other valuable consideration) for athletic performance, except medals or trophy awards which cost no more than fifteen dollars (\$15).

**BRHS Team Awards:** At the start of each season, each coach will inform team members of the criteria to be used in determining the awards for each particular team.

**Attendance:** Student/athletes must attend all scheduled classes (except those during any scheduled early team dismissal) on the day of an athletic event to be eligible to participate in that day's practice or contest. Should the athlete be involved in an unforeseen incident, the athlete has up to the amount of a lunch period of that day to redeem their time. Example: 15 min. late = 15 minute make up at lunch. If the time exceeds one class period, redemption is not permitted and the athlete will not participate that day. Redemption will only be permitted once during the season. Suspensions of any type are violations of this policy. The athletic director (or designee) may grant exceptions to this policy in advance or in emergency situations. Any doctor appointment scheduled for the day of a competition/practice must be pre-excused with the Athletic Department 24 hours in advance followed by a doctor's note. Additional consequences, including the denial of playing time, may result from continued violation of this expectation.

## TRAINING RULES AND REGULATIONS

While enrolled in Big Rapids High School, any student wishing to participate on an athletic team is subject to the following training rules and regulations, year round, until the end of his/her high school career.

### **Use of Illegal Substances:**

- I. Any student-athlete who voluntarily asks a coach, counselor, teacher, administrator, or other school staff member without any reports, charges, or complaints under the athletic code during the ongoing school year, requests a referral to a substance abuse screening and follow-up program shall remain eligible to participate in athletics as long as the following conditions are met:
  1. The athlete agrees to be placed on probation for one year from date of request for help.
  2. The screening session takes place as soon as possible.
  3. The student-athlete complies with all aspects of the follow-up program (if any).
  4. No use, possession, or distribution of illegal substances occurs during the term of probation.

Penalty for violation of the above conditions: ineligibility (suspension) for all athletic participation for one year from the date of the violation, not the date of request for help.

Penalty for additional violation(s) while under suspension from athletic participation: Permanent loss of athletic eligibility at the Big Rapids Public Schools.

- II. Any student-athlete who is discovered using, possessing, distributing, or under the influence of alcohol, steroids, tobacco (all forms), other illegal substances, or look-alike substances, who readily admits to such use, and who (along with parent(s) or guardian) subsequently cooperates with school authorities in their investigation of the incident shall be subject to the following punishment:
  1. The student-athlete is ineligible for all athletic participation (practice and games) during any suspension from school.
  2. Participation in 25% (rounded to the nearest whole number) of the scheduled number of contests in the current season will be forfeited. The current season is defined as that season in progress at the date of the offense and applies from the first scheduled contest through State playoffs. The denial of participation will extend in to the athlete's next season, if necessary, to fulfill the suspension assigned. The number of contests will be prorated on a percentage basis. During the suspension, the athlete will participate in all practices. It is under the discretion of the coach as to whether the athlete dresses or not for contests.
  3. Placement on probation for one year from date of discovery.
  4. Compliance by the student-athlete with all aspects of any required follow-up program.
  5. No use, possession, or distribution of illegal substances occurs during the term of probation.

For the purposes of this handbook, "discovered" shall mean knowledge by school officials of a citation issued or official action taken by a law enforcement agency, or first hand observation by a member of the staff of the Big Rapids Public Schools.

Penalty for violation of the above conditions: Ineligibility (suspension) from all athletic participation for one year from the date of the violation (not the date of discovery).

Penalty for a violation after successful completion of the one year of probation: Participation in 50% (rounded to the nearest whole number) of the scheduled number of contests in the current season will be forfeited. The current season is defined as that season in progress at the date of the offense. The denial of participation will extend in to the athlete's next season, if necessary, to fulfill the suspension assigned. The number of contests will be prorated on a percentage basis. During the suspension, the athlete will participate in all practices. It is under the discretion of the coach as to whether the athlete dresses or not for contests. Participation in a school-approved substance abuse program will be required at this stage if the violation is substance related.

Penalty for additional violation(s) while under suspension from athletic participation or while on a second probation: Permanent loss of athletic eligibility at Big Rapids Public Schools.

**III.** Any report to a school official by a member of the community of a student-athlete using, possessing, distributing, or being under the influence of alcohol, steroids, tobacco (all forms), other illegal substances, or look-alike substances, shall be handled in the following manner.

If the complaint is anonymous and is judged insignificant, and/or no proof is available, the student-athlete shall be informed of the nature of the allegation. No further action is required.

If the complaint is not anonymous and is judged to merit investigation by school officials, the parent(s) and the student-athlete shall be called in and advised of the nature of the allegation and the identity of the accuser. At this point, the student-athlete, along with his/her parent(s) or guardian may agree to proceed by the procedure established in section II above. If at this point, the student-athlete denies using, possessing, distributing, or being under the influence of alcohol, steroids, tobacco (all forms), other illegal substances, or look-alike substances, then the provisions of section IV (below) will take effect.

**IV.** When a student-athlete is officially accused by the athletic director of using, possessing, distributing, or being under the influence of alcohol, steroids, tobacco (all forms), other illegal substances or look-alike substances, and who subsequently denies any such use, and/or who, (along with parent(s) or guardian) subsequently refuses to comply with reasonable requests by school authorities for information, test procedures, and/or test results, shall be subject to the following procedure:

1. School officials will continue the investigation into the nature of the allegation(s). This investigation could result in an indefinite suspension of athletic eligibility, or result in no further action by school officials, pending the outcome of any hearing.
2. Once the investigation is complete, a hearing will take place with the principal presiding to determine the innocence or guilt of the accused student-athlete. At this hearing the student-athlete will be informed of the specific allegation(s) against him/her, allowed to contest the facts of the allegation(s) which is leading to disciplinary action, and, if applicable, contest the appropriateness of the sanction imposed.
3. If the student-athlete is acquitted of the charge, any indefinite suspension shall end immediately and any eligibility will be immediately restored.
4. If the student-athlete is guilty of the charge, the student-athlete will become immediately ineligible for all athletic participation for one year from the date of the beginning of the investigation. In addition, any further use, possession, or distribution of illegal substances during the period of ineligibility shall result in permanent loss of athletic eligibility at the Big Rapids Public Schools.

**Criminal Acts, Misdemeanors and Felonies:** Student-athletes accused of misdemeanors and/or felonies, either as juveniles or adults, shall be subject to the following procedures.

1. School officials will begin an investigation into the nature of the allegation(s). This investigation could result in an indefinite suspension of athletic eligibility, or result in no further action by school officials, pending the outcome of any court proceedings.
2. If the student-athlete is acquitted of the charge, or if charges are dropped by the court, no further action is required.
3. If the student-athlete is convicted of a misdemeanor, including the plea of "no contest," the student-athlete will be subject to procedures and penalties equivalent to those provided for under "Use of Illegal Substances," part II.
4. If the student-athlete is convicted of a felony, including the plea of "no contest," the conviction shall result in permanent loss of athletic eligibility at the Big Rapids Public Schools. However, if extenuating circumstances exist after an athlete's first year of lost eligibility, the Board of Education may hear that athlete's appeal to consider the possibility of reinstatement to eligibility.
5. If, in the case of misdemeanors and felonies, a court of law separately addresses the issue of eligibility, and directs the Big Rapids Public Schools to alter the penalties listed above, then the Big Rapids Public Schools will, of course, follow the directions of the court.

In the case of misdemeanors, if a court of law is unable to resolve the case in a reasonable amount of time, the athletic director and principal have the authority to consider the seriousness of the charge and the issue of eligibility. Such consideration could result in an end to any period of indefinite suspension, pending the outcome of the court proceedings.

Penalty for additional violation(s) while under suspension from athletic participation: Permanent loss of athletic eligibility at the Big Rapids Public Schools.

**Procedural Steps:** The following procedures are designed to provide fair treatment to student-athletes.

- A. A student-athlete and parent(s) will be informed of the charge against him/her.
- B. A student-athlete will not be judged guilty simply by virtue of being accused.
- C. When student-athletes or parents feel they are being unfairly treated, they must proceed in the following order:
  1. Talk to the coach, if the issue is not resolved at this level, continue through the following steps.
  2. Meet with the Athletic Director.
  3. Meet with the High School Principal.
  4. Meet with the Big Rapids Public School Superintendent.
  5. Request a meeting with the School Board.
- D. A student-athlete must be given an opportunity for a hearing with the appropriate school administrator if his/her parent(s) indicate the desire for such a hearing. A hearing shall be held to allow the student and his/her parent(s) to:
  1. Contest the facts which may lead to disciplinary action.
  2. Contest the appropriateness of the sanction imposed by a disciplinary authority; if the student and his/her parent(s) allege prejudice or unfairness.

**Resignation from a Team Sport:** Resignation from a team in mid-season is a serious matter. These decisions affect not only the resigning athlete, but other team members as well. It is only fair and reasonable to expect that the student-athlete, and perhaps his/her parent(s) discuss that decision with his/her coach prior to leaving the team. Often, difficulties can be resolved with satisfactory results for all concerned. Athletes who do resign from a team however, cannot expect to participate in another sport until the team's season ends, and he/she will forfeit all awards and honors for that sport for that season. Exceptions to this policy may be granted by the athletic director and head coach of the sport involved in the resignation.

**Missing Practice:** The student-athlete should always contact his/her coach and let him/her know if a practice has to be missed. Each coach has his/her own individual rules regarding reasonable or acceptable excuses for missing practice. It is the coach's and student-athlete's responsibility to understand what is considered excused or unexcused.

**Game Disqualification:** If a student-athlete is disqualified from an athletic event by the appropriate game officials, a meeting may be held to discuss the circumstances which led to the disqualification. The meeting will be held the next school day or as soon as all parties can be present. The meeting may include: the student-athlete, athlete's parent(s), coach(es), athletic director, and principal. When a student-athlete is disqualified, he/she must sit out the next athletic event per the MHSAA Handbook. It is possible that additional game disqualification(s) may be added to the mandatory disqualification by the Athletic Director, in consultation with the coach

and athlete(s), after review of the circumstances. Behaviors that could warrant additional game disqualification include, but are not limited to: fighting, inappropriate gestures and language.

**Two-Sport Student Athletes:** An individual who wishes to participate in two sports during one season must have permission from all of the following: The coaches involved in both sports, the athletic director, and the principal. If a student-athlete is allowed to participate in two sports during one season, the student-athlete must declare a major sport and a minor sport. Although it may be allowed, dual participation is strongly discouraged.

**Insurance:** The Big Rapids Public Schools assumes no financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletics are voluntary programs in which students may participate if they so desire, but they do so at their own risk of injury.

**Locks:** Student-athletes are encouraged to keep valuables locked in a safe area at all times or to store them with their coaches. Locks are available through the athletic office for a \$5.00 deposit, \$3.00 of which is refundable upon return.

**Physical Examinations:** A student-athlete must have passed a current year physical examination and have it on file in the High School Office. Any student planning on participating in any high school sport must make his/her own arrangements for a physical, prior to the first day of participation in that sport.

**School Work Missed Due to an Athletic Event:** Completion and submission of school work that will be missed due to participation in an athletic event is the responsibility of the student-athlete. It is the responsibility of the student-athlete to check with teachers prior to class that will be missed to determine due dates of assignments.

**Transfer Students:** A student who transfers into Big Rapids High School must consult with the Athletic Director to determine when he/she is eligible to participate in interscholastic athletics as determined by the MHSAA Handbook.

**Transportation:** Team travel is expected to be part of the team experience. Student-athletes will ride to and from contests with coaches and teammates. At times, family circumstances may require other transportation arrangements. Prior to the warm up of an athletic contest, a written permission note from the student-athlete's parent/guardian shall be required each time alternate travel arrangement is requested. The note must be presented in advance of the contest to the coach.

**Michigan High School Athletic Association (MHSAA):** Big Rapids High School maintains a membership in the Michigan High School Athletic Association (MHSAA) and adheres to all the MHSAA rules concerning athletics and student participation.

**Unforeseen Circumstances:** Incremental penalties may be waived by the administration due to the severity of the offense. Any violations of the rules and regulations specified in this handbook that have no specified consequences will be in the domain of the Athletic Director. It is the responsibility of the Athletic Director to determine the specific consequences of each violation.

**Handbook Revision:** The BRHS Athletic Handbook will be reviewed annually by the high school administration. In addition the Athletic Handbook will be reviewed in the Spring of the following years by an "ad hoc" committee comprised of student/athletes, parents, coaches, teachers and administrators and approved by the School Board.

## COMPUTER USAGE

### CARDINet - Terms and Conditions

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general this requires efficient, ethical and legal utilization of the network resources. If a student user violates any of these provisions, his or her account with CARDINet will be terminated and/or disciplinary action and future access could possibly be denied. Your signature on the contract is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

1. **Acceptable Use** - The purpose of CARDINet, which is the BRPS network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for individual research and collaborative work. The use of your account must be in support of education and consistent with the educational objectives of the Big Rapids Public School District. No personal or business use is permitted on any school computers. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening material, obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges** - The use of CARDINet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action as defined in current student handbook. (Each student who receives an account will be part of a discussion with his or her sponsoring BRPS faculty member pertaining to the proper use of the network.) Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of BRPS may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Netiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - Be polite. Do not write or send abusive messages to others.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Do not reveal your personal address or phone numbers or those of other students or colleagues.
  - Note that electronic mail (e-mail) and Internet services are not guaranteed to be private. System administrators have access to all Email and incoming Internet information.
  - Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages; annoying other users using the talk or write functions).
  - All communications and information accessible via the network should be assumed to be public property.
4. **Reliability** - CARDINet makes no warranties of any kind, whether expressed or implied, for the service it is providing. CARDINet will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by CARDINet's negligence or your errors or omissions. Use of any information obtained via CARDINet is at your own risk. CARDINet specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on CARDINet, you must notify a system administrator or e-mail postmaster@cardinal.brps.k12.mi.us. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges and/or disciplinary action. Attempts to login to CARDINet as a system administrator will result in cancellation of user privileges and/or disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to CARDINet.
6. **Vandalism** - Vandalism will result in cancellation of privileges and/or disciplinary action, and possible criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy school hardware, software, or data of another user, CARDINet, or any other networks that are connected to CARDINet or the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Updating Your User Information** - CARDINet may occasionally require new registration and account information from you to continue the service. You must notify CARDINet of any changes in your account information (address, etc.).
8. **Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to the Big Rapids Public School District. These terms and conditions reflect the entire agreement of the parties and supercede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Michigan, United States of America. Any Big Rapids Public School District student may apply for an Internet Account. To do so you must complete a contract and an application. Students should return the contract to their sponsoring instructor.

**ACADEMICS**  
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## **Big Rapids High School Graduation Requirements**

**Big Rapids High School requires 27.5 credits for graduation, along with completion of the MME. Eighteen and one-half (18.5) credits are required and nine (9) credits are electives. Students are required to carry at least five subjects during the regularly scheduled school day.**

4 Credits – English (including English I & II or their equivalents)

4 Credits – Math (including Algebra, Geometry, Algebra II, and math choice)

3 Credits – Science (including Biology A & B, Intro to Chemistry I, Intro to Physics, Earth Science)

3 Credits – Social Studies (including World History & Geography, U.S. History & Geography, Government/Civics, Economics)

2 Credits – Fine/Applied Arts

1 Credit – Physical Education

½ Credit – Health

½ Credit – Computers

½ Credit – Future Connections

9 Credits – Electives

On-line experience

MME Completion

### **APPLIED ARTS REQUIREMENTS**

Course offerings:

Journalism

Skills for Living

Mass Media

Wood Technology I

Wood Technology II

Wood Technology III

CAD I- Architectural

CAD II- Architectural

CAD I- Mechanical

CAD II- Mechanical

Drafting Technology

### **FINE ARTS REQUIREMENTS**

Drama I

Drama II

Theatrical Design & Production

Poetry

Advanced Poetry

Drawing and Design

Sculpture

Pottery

Painting

Jewelry

Chorale

Honors Ensemble

Studio

Advanced Studio

Madrigals (AUDITION)

Concert Band

Symphonic Band (AUDITION)

Chamber Winds

\*students must have two credits from any of the above classes in order to meet graduation requirements.

**MICHIGAN COLLEGE ADMISSION STANDARDS REQUIREMENTS:** As of fall, 1995, all 15 public universities in the state of Michigan have the following requirements in their admission standards:

- 4 years of English
- 3 years of Math - including intermediate Algebra
- 3 years Social Science
- 2 year Biological/Physical Science

Also, three (2) years of a foreign language, two (2) years of fine and performing arts, and one (1) year of computer science strongly recommended.

**ACADEMIC HONORS:** (Subject to change pending Board approval): An Honor Roll, which lists students with a "3.0" average or better is posted at the end of each grading period. Academic honors are based on eleven trimesters, acknowledged on the diploma and commencement program and by the conferral of gold cords at a Spring ceremony, and categorized as follows: Highest Honors 3.75 to 4.0 G.P.A., High Honors 3.5 to 3.74 G.P.A., Honors 3.25 to 3.49 G.P.A. If the twelfth trimester marks alter a student's honor status, the change is duly recorded. Students elected to the National Honor Society participate in the award programs of the society and are presented with an NHS collar at the spring ceremony.

**CLASS RANKINGS:** All classes for which a student receives an academic grade shall be considered in determining class rankings. Grades for subjects which give double or triple credit such as certain vocational subjects, shall be weighted accordingly. Trimester grades only shall be used in determining the student's scholastic average. Preliminary class rankings shall be determined at the end of the first trimester of each year. The preliminary (1st trimester) class ranking for seniors shall be used to determine the recognition of seniors as honor graduates. Final class rankings shall be determined after final grades are given. Class rankings of individual students shall not be made public or made available to other than the student and/or his/her parent without permission from the parent, or from the student if he/she is eighteen years old or older. Students entering the ninth grade shall be advised of the method of calculating class rank and grade point average during spring orientation or scheduling sessions (Leg. Ref.: General School Laws, 380.1261 and 380.1282 approved 11/14/87).

**CLASS ACTIVITY FEE:** The district will provide supplies of reasonable quality and quantity to meet all of the requirements of each course. However, in some classes, students create projects that will belong to them when the class is over. In these situations, a class activity fee is charged to cover the cost of the materials that are consumed and taken with the student at the end of the project. If students do not pay the fee, the project will become the property of the school, and the choice of projects may be limited. If the fee is a hardship for the student and/or the student's family, they may contact the teacher and request a waiver based on income. Also, in the event that a textbook or any other necessary material is lost, stolen, or defaced, students will held financially responsible for that textbook.

**COMPLIANCE STATEMENT:** Big Rapids High School has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, or national origin, including limited English proficiency. Educational services, programs, instruction, and facilities will not be denied to anyone at Big Rapids High School as the result of his or her race, color, sex, handicapping conditions, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following: Superintendent, 21034 15 Mile Rd., Big Rapids, MI 49307

**EARLY GRADUATION:** Students who can comfortably predict successful completion of required credits by the end of the eleventh trimester, may apply for early graduation. However, to facilitate scheduling and staffing plans, all applications must be submitted in the spring of the junior year.

Each application will be reviewed and acted upon after conferring with student and parents. Students are reminded that early graduation terminates immediately their student privileges and participation in school activities. No formal mid-year graduation ceremonies will be held but early graduates, if they so desire, may participate in the spring graduation ceremonies. Students finishing their High School experience as full time students at New Directions wishing to participate in commencement ceremonies at Big Rapids High School, must receive approval on or before May 1<sup>st</sup> from High School administration to do so.

At least once a year, each student will have a conference with a counselor to discuss his/her class selection for the next year. After selection of classes the school master schedule for the following school year will be determined.

**FAILURE POLICY**

Failure of a required class will result in retaking the class immediately or next available time, when possible. A failed class that is repeated receives NC (no credit.) Students may choose to retake failed enrichment classes.

**GRADE POINT AVERAGE (G.P.A.):** Each student's cumulative grade point average (G.P.A.) is calculated at the end of each trimester and recorded automatically on individual report cards. GPA is computed by adding the honor points earned for each class attempted and dividing the sum by the number of classes. Honor points will be awarded as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	.0

**GRADUATION CEREMONY:** A student must meet all graduation requirements and participate in Commencement practice in order to participate in the Graduation Ceremony.

**GRADUATION RECOGNITION :**Big Rapids High School honors and values high academic achievement in its graduation ceremony. At the end of their senior year, a student with honor graduate status will have their GPA and ACT scores calculated and used for graduation purposes. These students will be individually honored at the graduation ceremony. As in all other GPA calculations, there will be no rounding of GPA or points. The following honors will be recognized in this fashion at graduation:

**Senior Scholars** – ACT + GPA (minimum 1700 points.) This honor will be implemented with the Class of 2008.

**Summa Cum Laude** – (GPAs 3.9 and above.) The requirements for this honor will be implemented beginning with the Class of 2011.

**Magna Cum Laude** - (GPAs 3.7 – 3.89.) The requirements for this honor will be implemented beginning with the Class of 2011.

**Cum Laude** – (GPAs 3.5 – 3.69.) The requirements for this honor will be implemented beginning with the class of 2011.

**Honors** – (GPAs 3.25 – 3.49) The requirements for this honor will be implemented beginning with the class of 2011.

**Honor Roll Recognition:** 3.0 and higher.

**INCOMPLETES:** A teacher may issue an incomplete “F” grade at the conclusion of a trimester. Incompletes are to be completed within 15 school days following the beginning of the second trimester or the conclusion of the school year. Failure to do so will result in no credit awarded.

**NO CREDITS DUE TO ATTENDANCE:** Students who exceed the maximum number of absences in any trimester and do not appeal will earn “no credit” for the class, unless the student received an F in the class. In this case, the grade earned in the course (the F) will be reflected on that student’s transcript.

**REPEATING CLASSES:** If a student repeats a class which has previously been failed, the original "F" grade is removed from the transcript, and the new grade is used to calculate the cumulative G.P.A. If a student repeats a class which has previously been passed (with a D- or higher), the higher of the two grades is used in calculating the cumulative G.P.A. However, credit will have already been awarded, so the credit will not count the second time the class is taken - only the grade change.

## **RETAKING CLASSES**

Students who pass a course may choose to retake a course. The lower of the two grades earned in this course will be changed to (CR) Credit. The credit does not apply toward the content graduation requirements, but is used as an elective credit necessary for graduation. Both No Credit (NC) and credit (CR) do not change a student's GPA.

**TESTING PROGRAMS:** Beginning with the class of 2008, the Board of Education had made the Michigan Merit Exam (MME) a graduation requirement. The MME consists of the ACT Plus Writing, the ACT WorkKeys (an ACT work skills assessment) plus a Michigan Mathematics, Science and Social Studies component, to assess the remainder of the skills required in the Michigan Merit Curriculum. The ACT Plus Writing portion of the MME will provide students with a college reportable ACT score that can be used for college admission. The High School will provide the MME to students in the spring of their junior year. Freshmen and sophomore students will be given the PLAN test (ACT's curriculum-based college readiness test) to get them acquainted with the MME/ACT style of testing.

Information about the tests is available in the Guidance Office. You may also want to visit the Michigan Department of Education website [www.michigan.gov/mme](http://www.michigan.gov/mme) for more information.

All Juniors have opportunity to take the ASVAB (Armed Services Vocational Aptitude Test). If a student plans to attend college, it is suggested that he/she take one or more of the following optional tests. These tests require a fee and are often, other than the PSAT and PLAN, taken at a nearby college or larger city high school. Both the ACT and the SAT are offered at least once a year at Ferris.

Sophomore	- *PLAN (Preparatory ACT)
Junior	- *PSAT (Preparatory Scholastic Aptitude)
	- *MME (Michigan Merit Exam)
	- SAT (Scholastic Aptitude Test)
Senior	- ACT (American College Test)
	- SAT (Scholastic Aptitude Test)- the SAT is mainly used for out-of-state college admission

\*Given at Big Rapids High School.

**TRANSCRIPTS:** While enrolled in any Big Rapids High School program, students may have transcripts sent to colleges, universities, armed services, etc., at no cost. Results of the PSAT, ACT, and SAT will be included on a student's permanent record, and therefore will be included on transcripts unless requested in writing not to do so. Some colleges may still require test results be sent to them directly from the testing company. If so, the college/university will notify applicants of that requirement.

**TRIMESTER FINAL EXAMINATIONS:** A final examination is not to count more than 20 percent toward a student's trimester grade. Individual students may be excused from taking a final exam by the teacher, but all students are to be in attendance during the testing period. A culminating activity is to be provided by teacher.

**STUDENT SELECTION PROCEDURE FOR THE MECOSTA-OSCEOLA CAREER CENTER:** Presently there are fifteen different vocational courses of study at the MOCC that are available to BRHS juniors and seniors. Each of the five high schools participating in the Career Center: Big Rapids, Ewart, Chippewa Hills, Morley-Stanwood, Reed City, is assigned a certain number of student slots for each of the programs. BRHS allotment varies per program. Students are chosen as fairly as possible and matched with programs which best suit their needs and interests. The following selection criteria have been developed as a guide for the selection committee, which includes counselors and both high school administrators.

1. The student must make application at the Guidance office during registration, usually February of the Sophomore year.
2. Students with good attendance records will be considered over those who have a history of poor attendance.
3. Although there might be exceptions, it is generally considered that a student should have at least a cumulative grade point average of 1.5 and have accumulated a minimum of nine credits by the end of the Sophomore year.
4. Students should have demonstrated a continued interest in the general program area to which they are applying as evidenced by their performance on the ASVAB and by classes they have taken.
5. To remain at the Career Center, once selected, a student must perform satisfactory at the Career Center, comply with all the rules and regulations there, and maintain enrollment in at least three credit courses at BRHS.
6. On those occasions when the Career Center is open and BRHS is not in session, students are expected to make every effort to attend the Career Center.
7. Students who meet all the above criteria, but are not initially selected for a Career Center slot will be automatically placed on a waiting list, in the event slots become available during the year.
8. Courses of study and their prerequisites and/or suggested background classes are included in the next section:

### **MECOSTA-OSCEOLA CAREER CENTER**

Presently there are fifteen different vocational courses of study at the MOCC that are available to BRHS juniors and seniors. Each of the five high schools participating in the Career Center is assigned a certain number of student slots for each of the programs. Students must make application at the Guidance Office during registration, usually February of the Sophomore year. *These courses can be used as Elective credits toward graduation.*

## **ARTS & COMMUNICATION:**

**Graphic Communications** – This program is designed to give students an overview of the entire graphic/visual communication industry. The course includes instruction on computer imaging, electronic publishing, graphic layout and design, photography, image assembly, offset printing, customer service, team work, and problem solving.

**Digital Video Production** – This program is designed to prepare students for a career in video production. The course consists of equipment and techniques used in capturing digital video, camera settings, lighting concepts, audio recording, and computer software used in the editing process.

## **ENGINEERING:**

**Automotive Technology** – This program provides students training in four areas of automotive service: Engine Repair, Brakes, Electricity/Electronics, and Suspension/Steering Systems. Students are prepared to take the State of Michigan Mechanic Certification Tests in each of the four areas of training.

**Building Trades** – This vocational program is designed to provide preparation for job entry in the building construction industry. Students will receive varied experiences in residential construction by building a residential home.

**CAD/Drafting** – This program is a two-year program in technical drafting and CAD (Computer Aided Design). Students will also be exposed to DVD production as it pertains to promoting CAD-generated products.

Diesel Technology – This program is designed to equip students with entry-level skills in the repair and maintenance of large and small engines. Students can become certified in two areas of diesel repair: Preventative Maintenance and Diesel Engine Repair.

Engineering and Precision Technology – This program prepares students for employment or future education related to many jobs in modern high production facilities. Local employment opportunities for students completing the program include: assembly worker, production team worker, general maintenance, machine operator, packaging, and material handling.

Heating, Ventilation, Air Conditioning & Refrigeration (HVACR) – Students in this program will learn the installation, maintenance, and repair of refrigeration, heating and air conditioning systems for residential and commercial buildings. This program is run in conjunction with Ferris State University HVACR Department and is offered in the afternoon only at the FSU Granger Center.

Welding and Fabrication – This is a “hands on” class that teaches students in a number of welding and cutting processes such as: stick, mig, tig, spot, oxy fuel, flux core, brazing, plasma cutting, and carbon arc gouging. College credit is available through articulation with related college programs. Job placement for cooperative education students is an option.

#### **HEALTH SERVICES:**

Allied Health Technology I – This program is designed as a one year introduction to the various health care fields and current technologies. Major components include: anatomy, physiology, medical terminology, and professional clinical experience.

Allied Health Technology II – This one year program is for students focused on health care services specifically related to nursing services. This is an excellent pre-nursing or pre-medical preparation course.

#### **HUMAN SERVICES:**

Cosmetology – This two-year program (students start their senior year and finish the program in the year after graduation) prepares students to take the Michigan State Board of Cosmetology exam for state cosmetology licensing.

Early Childhood Careers – This program is designed to meet the needs of students who plan to work in childcare at an entry-level position. Advanced students are exposed to work explorations and cooperative education experiences.

Culinary Arts – Students in this commercial food preparation and service program will be provided experience in a wide variety of occupations available in the commercial foods and hospitality industry. Students with technical or management goals should plan to attend for two years.

Public Safety – This program will introduce students to various job possibilities within the public safety field. Public Safety encompasses police work, firefighting, EMS, courts, corrections, and emergency dispatch.

### **BRHS COURSE DESCRIPTIONS**

#### **CURRICULUM COURSE OFFERINGS**

**FORWARD:** The purpose of this information is to serve as a guide in planning the courses you would like to take while a student at Big Rapids High School. The prerequisites and descriptions, the BRHS graduation requirements, and the course recommendations for college-bound students should be invaluable to you. We encourage you to think in terms of a tentative four-year plan. Planning your course of action for the four years will help you see the relationships between classes and will help you plan a balanced schedule. It is wise to think about your schedule in terms of interest, need, difficulty, and requirement of out-of-class time. We also encourage you to consider your post-high school direction and plan accordingly. If you are interested in collegiate sports participation, be sure to read the NCAA Clearinghouse pages.

Big Rapids High School is actively involved in School Improvement. Our mission statement and our current target goals follow:

*Big Rapids High School strives to prepare students to respect self and others, communicate effectively, think critically, choose wisely and desire to excel. Our program seeks to provide a quality education experience that challenges all students to reach their potential.*

Our Five (5) Target Goals are:

- \* Demonstrate a positive self-concept which includes respect, sympathy, and acceptance for others.
- \* Show competence in social and cognitive process skills: decision-making, communicating (written and spoken), problem-solving, coping, and working in a group.
- \* Demonstrate knowledge and competence necessary for achievement and continuing fulfillment in lifelong learning.
- \* Exercise personal, social, and moral responsibility.
- \* Demonstrate technological literacy, consumer awareness, and a concern for the environment.

*Please note that these listed courses may not be offered every trimester.*

#### **ENGLISH/LANGUAGE ARTS CLASSES**

##### **1100A-1100B COMMUNICATIVE ENGLISH (1 CREDIT)**

Prerequisite: Teacher recommendation. If this class is taken, it must be passed before entry into English I. Communicative English is a freshman-level course which reinforces basic reading and writing skills through direct instruction, drill, practice, and varied individual and group assignments. The goals of this class are to improve reading/reading comprehension levels and to enhance writing abilities in preparation for English I.

##### **1105A-1105B ENGLISH I (1 CREDIT)**

English I is a two trimester survey course incorporating multi-cultural literature, grammar study, vocabulary development, literary concepts, and the writing process. Students will be involved in both cooperative learning and individual exploration, with thoughtful consideration of the works presented. Course work includes interdisciplinary material. The goal of the course is to produce students who are critical readers and competent writers and who are able to evaluate and make connections between what they read and their own lives.

##### **1205A-1205B ENGLISH II (1 CREDIT)**

Prerequisite: English I credit. English II is a two trimester survey course which continues the work begun in English I focusing on the writing process, vocabulary development, literary concepts, grammar study and multi-cultural literature. Students build on the skills developed in English I and polish the reading and writing skills emphasized in the previous year.

### 1230A-1230B AMERICAN LITERATURE/US HISTORY (2 CREDITS)

Prerequisite: Recommendation and approval for placement from Social Studies and English teachers. This is an advanced block class where students earn one credit each for Social Studies and English. This course involves simultaneous study of American History and American Literature from the Colonial Period to the Present. Many assignments, projects, and evaluations are integrated between the two hours of the block hence the History and English portions may not be taken independent of the other.

### 1305A-1305B ENGLISH III (1 CREDIT)

Prerequisite: Junior/Senior standing. This course introduces the student to the myths of Greece, Rome and northern Europe with some additional exposure to the myths of the Celts, Africans, Sumerians, Aztecs, American Indians, Chinese, and Egyptians. Students compare the myths to our Western literature and culture to find recurring themes and archetypes. Course work includes reading, discussion, writing, trimester projects, maps, posters, and group work. This class is highly recommended for those contemplating college. Students are expected to analyze, synthesize, and evaluate.

### 1310A-1310B AMERICAN LITERATURE & COMPOSITION (1 CREDIT)

Prerequisite: Junior/Senior standing. This two trimester course includes important representative literature from the colonial period to the present. Students receive an introduction to a variety of genres including poetry, short stories, drama, novels, biographies, essays, and journals covering the historical, social, and cultural backgrounds of American literature. Course work and experience include discussion, writing, student presentations and projects, vocabulary study, lecture, movies, and filmstrips. This is a college prep course where higher level thinking skills receive emphasis.

### 1315A-1315B ENGLISH LITERATURE & COMPOSITION (1 CREDIT)

Prerequisite: Junior/Senior standing. This is a survey course of the literature of England from Anglo Saxon times to the present with the contributions of certain years emphasized. The course requires good reading ability as it includes a Shakespearean play, poetry, the *Beowulf* epic, Chaucer's *Canterbury Tales*, science fiction, and short stories plus non-fiction. Students write as well as read. This is a college preparatory course with higher level thinking skills stressed.

### 1320 POETRY (1/2 CREDIT)

Prerequisite: C or better in English I or English II or teacher recommendation (sophomores by teacher recommendation only). This course involves the use of language through the study of various poetic devices, forms, and techniques. Students will do extensive writing experimenting with various poetic forms and styles. Ample opportunity is given for students to express their creativity through poetic expression. In addition, students will read and comment upon works of established poets. The second half of the course includes poetry projects in which students explore and research topics, themes, and issues.

### 1325 CREATIVE WRITING (1/2 CREDIT)

Prerequisite: Junior/Senior standing. Creative Writing is a course that gives students the opportunity to explore different forms of writing. Students will be involved in both individual development and cooperative learning environments. In this class, students will also analyze written material and will then apply the criteria through the editing process. This course is intended to provide students with a direct link to the district-wide implementation of the Collins Writing Program.

### 1400 ADVANCED POETRY (1/2 CREDIT)

Prerequisite: Poetry and teacher recommendation. This class is a continuation of Poetry. The student poets will continue to explore and examine the "good" poetry that has been created in our society. Considerable time will be developed to writing. A variety of more sophisticated forms of poetry will be dealt with. Each student will be encouraged to discover and develop a poetic style that is unique to him/her.

### 1405A,B,C ADVANCED PLACEMENT LITERATURE (1 ½ CREDITS)

Prerequisites: At least a B average in English, a higher GPA is preferable. Open to Juniors and Seniors with recommendation of the English Department - summer reading required. AP Literature is a college English course which explores classic novels, short stories, drama, essays, and poetry. In-depth study of each literary work occurs with a focus on analytical writing. Students employ both the writing process and timed writings as frequent learning tools. The literary pieces studied come from varied cultures such as America, Britain, Italy, Greece, France, and Russia and they cover literature from ancient times to the present. Students who take this course must be self-motivated, self-disciplined, and very organized plus possess a great love of reading. The pace is very rapid and the homework load is heavy.

### 1410A,B,C ADVANCED PLACEMENT COMPOSITION (1 ½ CREDITS)

Prerequisites: At least a B average in English, a higher GPA is preferable. Open to Juniors and Seniors with recommendation of English Department - summer reading required. AP Comp is a year long, college level English course which centers around both effective writing and critical reading. The course work involves a variety of texts and a variety of writing tasks, dealing mostly with prose that is non-fiction. The purpose of this course is to train students to become skilled readers of prose written in a variety of periods, disciplines and rhetorical contexts. It will also give them the practice and helpful criticism necessary to make them flexible writers who can compose in a variety of modes and for a variety of purposes. Students planning on taking this course should be very competent writers and eclectic readers. The number of reading and writing assignments will be considerable.

## **MATHEMATICS CLASSES**

### **2100A-2100B BASIC MATHEMATICS I (1 CREDIT)**

Prerequisites: ALL GRADES need teacher recommendation - Requirements: Scientific calculator and 3 ringed notebook – This course is designed for students needing additional instruction on basic mathematical concepts and operations. Examples of topics include: whole numbers, fractions, decimals, and percents.

### **2105A-2105B BASIC MATHEMATICS II (1 CREDIT)**

Prerequisite: Basic Math I or high school teacher recommendation. Requirements: Scientific calculator and a 3 ringed notebook – A continuation of Basic Math I. Students focus on consumer math skills and pre-algebra.

### **2200A-2200B ALGEBRA I (1 CREDIT)**

Prerequisite: Successful completion of Pre-Algebra or 8<sup>th</sup> grade math or teacher recommendation - Requirements: Scientific calculator and a 3 ringed notebook – This course introduces students to the concepts and skills of beginning algebra. Topics are introduced algebraically, graphically, numerically, and verbally; often in the same lesson. Topics include solving equations, proportions, graphing functions, exponents, polynomials, and factoring.

### **2205A-2205B GEOMETRY (1 CREDIT)**

Prerequisite: D or better in BOTH trimesters of Algebra. Requirements: Scientific calculator and a 3 ringed notebook. Traditional geometry concepts are emphasized throughout the entire year. Students learn topics such as area, similarity, right triangle trigonometry, and measurement. Proof is introduced in a variety of forms to help students develop their logical thinking abilities. Algebra skills are integrated throughout and within coordinate geometry topics, plus probability and statistics connections.

### **2210A-2210B ALGEBRA II (1 CREDIT)**

Prerequisite: D or better in BOTH trimesters of Geometry or written permission from instructor. Requirements: Scientific calculator and 3 ringed notebook (a graphing calculator is highly recommended). This course reviews the basics of algebra and moves to more advanced topics. Students study linear systems, matrices, polynomials, and exponential functions.

### **2300A-2300B EQUATIONS, FUNCTIONS & TRIGONOMETRY (1 CREDIT)**

Prerequisite: C or better in Advanced Algebra both trimesters. Requirements: Graphing calculator and 3 ringed notebook. This is a pre-calculus level course that also includes a comprehensive review of algebra. Main topics include polynomials, rational functions, exponential and logarithmic functions, trigonometry, and solving systems of equations.

### **2305A-2305B CALCULUS WITH PRE-CALCULUS (1 CREDIT)**

Prerequisite: C or better in Algebra and Trigonometry. Requirements: Graphing calculator and 3 ringed notebook. This course reinforces algebraic skills within pre-calculus and then transitions into calculus. Topics include functions, polynomials, limits, derivatives, and integrals. This course does not prepare students for the AP exam but it is a very rigorous course.

### **2310 PERSONAL FINANCE (1/2 CREDIT)**

Units in this course focus on the major personal financial planning problems that individuals and families encounter as responsible economic citizens. Emphasis on using personal financial planning activities as a framework for developing effective money management practices and addressing contemporary consumer issues. Consumer issues involving personal and family economics are addressed in such units as budgets, banking, tax strategies, investments, credit, insurance, real estate, interest, pensions, and estate and retirement planning.

### **2400A, B, C ADVANCED PLACEMENT CALCULUS (1 ½ CREDITS)**

Prerequisite: B or better in Algebra and EF&T and teacher recommendation - Requirements: Graphing calculator and a 3 ringed notebook. This is an advanced placement course designed to cover the material of an AP Calculus exam. Students taking this course are expected to take the AP exam in May. The material covered consists of topics in analytic geometry, functions, limits, differentiation and its applications and integration and its applications. This course is specifically designed to help students prepare for the Advanced Placement test. With a qualifying score on this test, the student may receive advanced placement credit in many colleges. Students should expect 1 ½ hours or more of homework each night.

## **SOCIAL STUDIES CLASSES**

### **3100A WORLD HISTORY AND GEOGRAPHY A (1/2 CREDIT)**

This trimester course is a comprehensive, integrated social studies class that explores the history of Western Civilization. Students will grapple with concepts in economics, geography, and government as well as wrestle with global issues of pressing current interest and concern.

### **3100B WORLD HISTORY AND GEOGRAPHY B (1/2 CREDIT)**

This course is a comprehensive, integrated social studies class that explores the history of sub-Saharan Africa, the Middle East, South Asia, and East Asia. Students will create a personal vision of the world using concepts in economics, geography, and government. The vision created will represent the diversity and complexity that exists in the world today.

### **3200A U.S. HISTORY & GEOGRAPHY (1/2 CREDIT)**

This course is a survey of US History from 1890 to 1960 that places emphasis on the changing role of the United States in the world and on the corresponding social and political events at home.

### 3200B U.S. HISTORY & GEOGRAPHY (1/2 CREDIT)

This course is a survey of U.S. history from 1960 to the present that includes units exploring the changing political climate in the United States, the Civil Rights movement, the Cold War, the Vietnam Era, the rise of the Conservative Movement, and the War on Terror.

### 1230A-1230B AMERICAN LITERATURE/US HISTORY (2 CREDITS)

See course description under the English/Language Arts section.

### 3300 ECONOMICS (1/2 CREDIT)

Through this course, students will describe and demonstrate how financial structures affect consumer and producer decisions. Emphasis will be placed on business organization, trade, economic development, governmental institutions and policies, personal financial, and economic decisions and behaviors. Learning experiences will be provided which enable students to interpret data and make applications to the United States in a global economy.

### 3305 MODERN SOCIAL PROBLEMS (1/2 CREDIT)

Modern Social Problems explores problems currently facing the United States and the World. This course presents basic concepts and analysis of the major problems of contemporary society, including the social causes of these problems and the public policy consequences of solutions/responses. Topics may include inequality, crime and violence, substance abuse, race, and family problems.

### 3310 AMERICAN GOVERNMENT/CIVICS (1/2 CREDIT)

The course will present the fundamentals of the U.S. government, covering the structure and function of our political systems. Students will focus on projects designed to demonstrate our political process in action, and sharpen their skills to become more informed citizens. An emphasis is placed on the national government, with comparisons and contrasts made to state and local government. Students will study the foundations of democracy, the role and use of power and authority as held by different groups over time, the three branches of government, and political participation and behavior.

### 3400 LAW AND YOU (1/2 CREDIT)

This course will cover basic criminal and civil law. Heavy emphasis will be placed upon our system of state and federal courts and on law vocabulary. The study of the court system will include trips to the local court facilities and participation in *Teen Court*. The study of civil law will emphasize the study of tort law (personal damages), contracts and bailments. Landmark Supreme Court cases will be used to cover such topics as search and seizure and the Miranda rights.

### 3405 PSYCHOLOGY (1/2 CREDIT)

Prerequisite: 3.0 G.P.A. - This is a general introductory course dealing with psychology as a study of human behavior. Course will include personality development, principles of learning, neurosis, psychosis, and forms of treatment.

### 3410 AMERICAN HISTORY THROUGH FILM (1/2 CREDIT)

This is a survey course of American history from the Revolutionary War to September 11, 2001, through the use of film as our guide. Key topics covered will include: the Revolutionary War, the Civil War, Reconstruction, World War I, the Great Depression, World War II, the civil rights movement, and September 11<sup>th</sup>. Students will study a topic in history, then watch a film on the topic, and finally research the accuracy of the film. Though experiencing American History through film is a focus of this course, students will also participate actively in research, writing, and other critical analysis related to the film, its place in American history, and its impact on American Society.

## **SCIENCE CLASSES**

### 4100A-4100B BIOLOGY (1 CREDIT)

This two trimester course will explore areas of Biology. Emphasis will be placed on cellular biology, cellular energetics (photosynthesis and cellular respiration), genetics, evolution, diversity of organisms human structure and function and environmental ecology. This course will have a laboratory component.

### 4105A,B,C INTENSIVE SCIENCE (1 ½ CREDITS)

Prerequisite: Teacher recommendation, test, and application process only. This three trimester course is designed for students who wish to excel in science. It is rigorous with extensive laboratory experience as well as scientific research and writing. The course will cover Biology, Intro to Chemistry and Intro to Physics topics. Students taking this course should enroll in Earth Science concurrently. Students are expected to be self-directed and self motivated as the course is very fast paced with little remediation.

### 4200 CHEMISTRY I A (1/2 CREDIT)

Prerequisite: Biology. This one trimester course will cover half of the State chemistry requirements. Topics will include states of matter, atoms, molecules, chemical bonds and chemical reactions. This course will have a laboratory component.

### 4205 PHYSICS I (1 CREDIT)

Prerequisite: Biology. This one trimester course will explore the State physics requirements. Topics include motion, Newton's Laws, waves and vibrations, light, color, sound, electricity, gravity and momentum. This course will have a laboratory component.

#### 4210 EARTH SCIENCE (1/2 CREDIT)

Prerequisite: Biology. This one trimester course will explore the State requirements for earth science. Topics will include plate tectonics, weather, running and ground water, oceanography and astronomy. This course will have a laboratory component.

#### 4300 INTRO TO CHEMISTRY I B (1/2 CREDIT)

Prerequisite: Intro to Chemistry I. This one trimester course is designed for students wishing to complete the science graduation requirements but who does not wish to continue the study of science. This course will complete the State chemistry requirements. Topics will include acid base chemistry, carbon chemistry, nuclear reactions and thermal and heat transfer. This course will have a laboratory component.

#### 4305A-4305B ANATOMY/PHYSIOLOGY (1 CREDIT)

Prerequisite: Biology, Intro to Chemistry, Intro to Physics, Earth Science. Students who took Intensive Science may also enroll. Students enrolling in this two trimester course should have a strong background in Math, Biology and Chemistry. This is an accelerated course and students enrolling should be self-motivated. This course will study human anatomy and physiology - the study of how our bodies are put together and how they work and will include animal dissections.

#### 4315A-4315B CHEMISTRY II (1 CREDIT)

Prerequisites: Intro to Chemistry or Intensive Science as well as Algebra II which may be taken concurrently. This two trimester course is a college preparatory course dealing with all aspects of atomic structure and chemical reactions. Laboratory work is extensively included. Mathematical relationships involving the composition, concentration, temperature, pressure and energy of substances are emphasized.

#### 4400A-4400B CHEMISTRY III (1 CREDIT)- offered every other year

Prerequisite: Chemistry. This is an excellent preparatory course for students who will be pursuing a chemistry related major in college. The course will review chemistry topics and will expand on topics including thermochemistry, reaction rates, reaction equilibrium, oxidation/reduction, nuclear chemistry, chemical analysis, introduction to organic chemistry and an introduction to biochemistry.

#### 4405A-4405B PHYSICS II (1 CREDIT)

Prerequisite: Intro to Physics and EF&T concurrently. Physics is a course designed to give the student an awareness of the many basic natural properties which he/she confronts daily. The concepts are discussed and presented in mathematical formulas. The student has ample opportunity to show their mathematical prowess in the solving of many problems concerning forces, work, torque, power, light, waves, heat, sound, and electricity.

#### 4410A,B,C ADVANCED PLACEMENT BIOLOGY (1.5 CREDITS)

Prerequisite: Either Anatomy/Physiology or Chemistry. Advanced Placement Biology is an in-depth study of biology. Students must be prepared for an intensive and extremely rigorous pace. Only self-motivated students should register for this course. The class emphasis is on cell-biology, genetics, evolution, classification of organisms, human structure and function and ecology. At the completion of the course, students may select to take a national exam to determine whether they can receive college credit for the course.

### **WORLD/FOREIGN LANGUAGE CLASSES**

#### 5100A-5100B SPANISH I (1 CREDIT)

CD Rom and laser discs are used extensively for drill and listening purposes. Memorization is fundamental to progress in learning and recognizing vocabulary and structure through imitation, recognition, selection, and variation. Writing is introduced through dictation, answering questions, and guided composition. Various Hispanic cultures are explored through cooking, customs, float building, readings and guest speakers. Cross cultural activities are possible with other foreign language classes.

#### 5200A-5200B SPANISH II (1 CREDIT)

Prerequisite: C or better in Spanish I. Review and completion of Level I material using methods outlined above. Emphasis in Level II shifts to independence in reading through wider exposure to new vocabulary and word recognition through use of cognates. Students begin to explore self-expression in Spanish. There is also more emphasis on writing, both guided and original. Grammar is studied formally as well as through drills. Students are expected and encouraged to express independent ideas in the target language. The Hispanic culture in the U.S. and around the world is emphasized through legends and video. Cross-cultural activities continue to be possible.

#### 5300A-5300B SPANISH III (1 CREDIT)

Prerequisite: Spanish I & II. Level II text and materials are completed using methods and testing described above. Upon completion, Level III text consisting of magazine type writing, short stories, plays, editorials, advertising, articles of cultural, sport, economic and scientific interest are read and used as a basis for class discussion. Selected articles are on tape for listening purposes. Testing is less formal and grades reflect student's ability to converse and write in Spanish at a level which demonstrates understanding of structure and vocabulary used at this level. The emphasis of this course is the practical, real-world ability to communicate the students' thoughts and opinions. Cross-cultural activities continue to be possible.

#### 5400A-5400B SPANISH IV (1 CREDIT)

Prerequisite: Spanish I, II, & III. Continuation of Level III materials as well as specific study of selected representative Spanish and Latin American writers. Each student is encouraged to choose one writer or stylistic group and write an essay. Spanish culture and history are emphasized and periodicals are used to encourage reading in different areas of interest. Grading is based on ability to speak and write so that mastery, or near mastery of the spoken and written language, is demonstrated.

\* Spanish III & IV are often offered together, depending on the number of students enrolled in each

### 5110A-5110B FRENCH I (1 CREDIT)

The four language skills of listening, speaking, reading and writing will be developed. As vocabulary is presented, it is used in real-life dialogue and much oral practice follows. Memorization is necessary to learn new sounds, new words and fundamental structure of the language. Tapes and video cassettes are used as listening aids and models for the students. CD Rom is used for student practice. Culture is introduced progressively and some creative projects, holiday celebrations, and food preparation are included. Cross-cultural activities are possible with other foreign language classes.

### 5210A-5210B FRENCH II (1 CREDIT)

Prerequisite: French I. Following a review of French I, students will be introduced to new elements of the language through narratives and dialogues. Vocabulary will continue to be learned along with grammatical structures. There is much opportunity to communicate orally in French as a variety of exercises allows for self-expression. Students will be able to participate in short playlets and work on special cultural projects during the year. Video cassettes, tapes and CD Rom are part of student participation. Holidays will be celebrated and daily-life customs of young people will be observed. Cross-cultural activities continue to be possible.

### 5310A-5310B FRENCH III (1 CREDIT)

Prerequisite: French I & II. A continuation of the beginning levels, students will advance themselves in their ability to express themselves in speech and writing. They will be more independent in their reading and understanding. Other materials outside the basic text will be incorporated - magazines, newspapers, etc. Literature will be introduced. Conversation will continue to be stressed and grading will reflect ability to understand and be understood.

### 5410A-5410B FRENCH IV (1 CREDIT)

Prerequisite: French I, II, III. This course will be a completion study of French written structure and finishing the Level III text. Oral communication will be encouraged. Literature will be an important part of the class as students learn to appreciate the writers and the times.

\* French III & IV are often offered together, depending on the number of students enrolled in each

## ***HEALTH/PHYSICAL EDUCATION CLASSES***

### 6100 PHYSICAL EDUCATION (1/2 CREDIT)

Required of all freshmen. This course is designed to give the student an opportunity to develop physical skills, body coordination, and to learn to play and to develop a carry over of lifetime activities. Offered are the following which will include, but not be limited to: aerobic conditioning, body toning, physical fitness testing, flexibility and strength training, touch football, soccer, speedball, floor hockey, basketball, volleyball, softball, and tennis. Students with medical exemption from Physical Education are still required to take Health Education. Team sports along with physical conditioning flexibility and weight training will also be covered in this trimester long course.

### 6105 HEALTH (1/2 CREDIT)

Health is designed to improve the mental, social, and emotional health of our young people. Units of study will include, but not be limited to: mental and emotional health, stress management, nutrition, substance use/abuse, sexual harassment, reproductive health, and sexually transmitted diseases.

### 6110 AEROBICS (1/2 CREDIT)

The class will consist of cardio-vascular activity several times a week, concentrating on the fundamentals of movement which include, but are not limited to, step aerobics, aerobics, and/or others at instructor's discretion. The class will also cover basic weight training, using resistance tubing with maximum movement and repetition. Students will be required to construct and design workout routines and use them with the instructor and class members during class sessions.

### 6200 STRENGTH TRAINING AND CONDITIONING (1/2 CREDIT)

This class is designed for students interested in weight training and cardiovascular fitness. Class will rotate from the weight room to the gymnasium. Days in the weight room will concentrate on weight training techniques and theory. In the gym, we will focus on cardiovascular activities and team sports. Student number limited to 25.

### 6300 SKILLS FOR LIVING (1/2 CREDIT)

This class gives a practical hands-on approach to life after high school and planning for the future. Students learn various every day skills such as balancing checkbooks and budgeting, while also taking personality assessments and learning to live on one's own. Recommended Health class prerequisite.

### 6400 ADVANCED PHYSICAL EDUCATION (1/2 CREDIT)

Prerequisite: One year Physical Education and Health. Junior standing with instructor approval. **THERE IS A \$50 FEE FOR PARTICIPATION IN THIS CLASS.** Advanced Physical Education is offered to those students who wish to participate in lifelong recreational activities. Emphasis is placed on physical fitness being integrated with many team and individual sports. Activities offered will include, but not be limited to, the following: touch football, soccer, speedball, floor hockey, basketball, gymnastics, volleyball, softball, team handball, and tennis. Skiing, broomball, golf, bowling, and fishing are among the potential field trips taken. Class size limit is 20.

## **APPLIED ARTS COURSES**

### **ACTIVITY CLASSES**

#### 7215A-7215B MASS MEDIA A (1/2 CREDIT) and MASS MEDIA B & C (1 CREDIT)

These courses focus on all forms of the mass media including: radio, television, newspapers, magazines, advertising, film, and the recording industry. The intent of the classes is to give an introduction to all media by becoming better informed about how the media works - making better media consumers out of the students. Students will be expected to participate in the class by performing in the various activities as well as studying them.

#### 7220 JOURNALISM I (1/2 CREDIT)

A course in fundamentals of journalism, with particular attention to developing writing techniques necessary in producing a newspaper. Included will be writing of news, feature stories, editorials and sports. In addition, students will learn basic photography techniques, including darkroom, and computer programs used in publication production. Ethics and press responsibility will be emphasized.

#### 7220 JOURNALISM II (1/2 CREDIT)

Prerequisite: Journalism I and teacher approval. A continuation of Journalism I where students need to be self-motivated and able to work independently.

#### 7220 JOURNALISM III (1/2 CREDIT)

Prerequisite: Journalism I & teacher approval. A continuation of Journalism I & II where students will become proficient in the use of computers for production of the yearbook. Students need to be self-motivated and able to work independently.

### **BUSINESS EDUCATION CLASSES**

#### 7100 COMPUTER APPLICATIONS (1/2 CREDIT)

This is a one trimester course designed to prepare students for college and employment. This course will familiarize students with computer hardware, application software, Windows operating system, history and terminology, and provide an on-line experience. Students will learn application programs which include word processing, spreadsheet, and basic web design. Students can continue to advanced computer courses for training in web page design and html programming. This course meets the ½ credit requirement for graduation.

#### 7305A-7305B ACCOUNTING I (1 CREDIT)

Prerequisite: Junior/Senior standing. Accounting I is for those students who have a variety of career objectives - beginning vocational preparation for accounting careers, careers in related business fields, or those seeking a foundation for college. Accounting I provides the student with the necessary skills for employment as a general office clerk or accounting clerk. Curriculum includes both manual accounting and computerized accounting.

#### 7405A-7405B ACCOUNTING II (1 CREDIT)

Prerequisite: Completion of Accounting I or teacher recommendation. Accounting II provides the student with an understanding of how accounting information is used in the day-to-day operation of a business. The two trimester course is primarily for the student who: (1) wishes to work in the accounting field, (2) plans to go on to college in accounting or business, or (3) wants to improve their understanding of accounting. Some students with two years of high school accounting can obtain jobs as bookkeepers, or can test out of beginning college accounting courses. Curriculum includes both manual accounting and computerized accounting.

### **INDUSTRIAL TECHNOLOGY CLASSES**

#### 7125 WOOD I (1/2 CREDIT)

This one trimester course is designed to give the students a comprehensive look at wood shop tools, equipment, manufacturing products and safety. With the emphasis of safety in the work place, we spend a large portion of our time going over safety work habits. It is taught as if no previous shop has been taken. The basic idea of the class is to teach correct usage and safety of most hand tools and many power tools. Areas of study include woodworking, planning, finishing and shop safety. After the required projects are completed, the students will choose a project of their own with the guidance of the instructor. Finding or drawing plans and acquiring the materials will be the student's responsibility. The cost of the materials will be borne by the students.

#### 7225A,B,C WOODS II and III (1/2 CREDIT)

Prerequisite: Wood I with "C" average and instructor approval. Woods II and III may be taken one, two or all three trimesters. These classes are an advanced study of woodworking skills. They include instruction on all power tools stressing safety at all times and a detailed study of furniture and construction and finishes. These courses include construction of a piece of furniture so each student must be ready to spend \$20.00 or more on materials. A major project is required.

#### 7230 DRAFTING TECHNOLOGY (1/2 CREDIT)

This course will introduce the student to the basic concepts, skills, and techniques used in industry to communicate ideas and produce technical drawings. Areas covered include: lettering, sketching, instrument drawing, projecting images, dimensioning, working drawings, an introduction to computer aided drafting and design. A fee/deposit of not more than \$25.00 may be required for this course.

### 7235A,B,C COMPUTER-AIDED DRAFTING MECHANICAL (1 ½ CREDITS)

Students will examine multi-view drawings, layers, dimensioning, blocks, attributes, three dimensional drawings, 3-D modeling, and use AutoShade. Students will draw and edit plotlines, set layers, linotypes, colors, dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple use. Students will demonstrate their technical drafting skills by producing a portfolio of computer aided technical drawings.

### 7235A,B,C COMPUTER AIDED DRAFTING ARCHITECTURAL (1 ½ CREDITS)

In CAD Architectural Design, the student will be introduced to the basic concepts and skills used in the building industry to accurately communicate ideas and produce technical drawings related to the design and construction of single family residential structures. They will create: floor and foundation plans; wall, ceiling, floor and roof details. They will also create elevation drawings and door and window schedules.

## **FINE ARTS COURSES**

### **ART CLASSES**

#### 8100 DRAWING AND DESIGN (1/2 CREDIT)

This course covers basic drawing skills in still life, figure, landscape and perspective utilizing various media and elementary design techniques primarily in two dimensions. Art appreciation: Students will study well-known architectural structures from prehistoric to modern times. Students will be able to write an art criticism. A \$7.00 fee is due at the beginning of the trimester.

*SATISFACTORY COMPLETION OF DRAWING AND DESIGN IS REQUIRED BEFORE ANY OF THE FOLLOWING ART COURSES MAY BE ELECTED. If a student feels he/she has exceptional art skills and wishes to have the Drawing and Design prerequisite waived, he/she must submit a portfolio before signing up for any of the art courses listed below. See art teacher for portfolio requirements.*

#### 8105 SCULPTURE (1/2 CREDIT)

Sculpture techniques in wire, clay, plaster, paper and wood are covered. Art appreciation: Greek through modern sculpture. A \$12.00 fee is due at the beginning of the trimester.

#### 8110 FIGURE DRAWING AND PAINTING (1/2 CREDIT)

This one trimester higher level art class unlocks the mysteries of drawing and painting the human form. It is a “must take” class for the visual arts/graphics arts major or those students who want to learn how to improve their skills in drawing and painting people.

#### 8115 POTTERY/CERAMICS (1/2 CREDIT)

This course includes both wheel-thrown and hand-built pottery. Art appreciation: Prehistoric through Green and Early American pottery. A \$12.00 fee is due at the beginning of the trimester.

#### 8120 PAINTING (1/2 CREDIT)

Art appreciation: Renaissance through Impressionism as well as modern artists. This course also incorporates a multi-disciplinary project. In order to maintain enrollment in either Studio or Advanced Studio, a student must submit a preliminary plan to the instructor PRIOR TO the conclusion of the trimester BEFORE the Studio class begins. See art instructor for plan requirements. A \$15.00 fee is due at the beginning of the trimester.

#### 8125 JEWELRY/METALSMITH (1/2 CREDIT)

This course focuses on the basics of jewelry fabrication. Students will learn the basic metal-smithing techniques of forging, polishing and finishing copper, bronze, and silver. Students will also learn the properties of each metal and its chemical and physical properties. An historical overview of the development of jewelry will compliment the hands-on learning. A \$15.00 fee is due at the beginning of the trimester.

#### 8330 ADVANCED DRAWING AND DESIGN (1/2 CREDIT)

This course will be offered to students who have successfully completed the basic drawing and design course. They will be asked to write a contract detailing what they hope to achieve in the class, creating individualized coursework in drawing with marginal teacher direction.

#### 8315 ADVANCED POTTERY/THE WHEEL (1/2 CREDIT)

This course is for students who have successfully completed drawing and design. It will focus on building skills in wedging, centering, and throwing on the potter's wheel. They will be able to spend a concentrated amount of time on the wheel instead of focusing on hand-built works.

#### 8325 ADVANCED JEWELRY/CASTING (1/2 CREDIT)

This course will be offered to students who have successfully completed the jewelry course. It will encompass different forms of casting and incorporating this casting into jewelry. Some of the castings will include drop casting, cuttlebone casting, and charcoal casting.

#### 8330 ADVANCED JEWELRY/MEDALIC ART (1/2 CREDIT)

This course is for students who have successfully completed the basic jewelry course and are interested in advancing their skills in different aspects of metalsmithing, including casting and anticlastic raising.

#### 8335 STUDIO (1/2 CREDIT)

This course is for students who have successfully completed drawing and design and have preferably taken one of the offered studio courses with an interest in pursuing more extensive work in that particular medium. It is broke up into two sessions; the first focuses on installation art, conceptual art and environmental art, culminating in an individual student show; while the second is devoted to independent work.

## **DRAMA CLASSES**

### **8230 DRAMA I (1/2 CREDIT)**

Practical experience in the work of the theatre is the main emphasis of this course. Students will be introduced to the theatre as a whole - onstage and backstage - and will participate in all types of technical work (design and construction of sets, lighting theory and design, costume and make-up for the stage) as well as a group project, at least one one-act play in addition to assisting in working on the school theatrical production for that trimester. There is a public performance requirement for this course.

### **8235-YR DRAMA II (1 ½ CREDITS)**

This theater course offers intermediate and advanced theatre students the opportunity to expand their knowledge of theater and to develop their theatrical skills in performance and technical areas. Students will learn to analyze and utilize different acting and directing styles from various periods, create and perform original pieces, analyze and participate in a musical theater production, and act as cast and/or crew member in at least one full-length drama or comedy. This year long course is by audition only. Due to demands of play production, this class will sometimes operate using a variable block schedule principle. Each trimester there will be a public performance requirement for this course.

### **8240-YR THEATRICAL DESIGN AND PRODUCTION (1 ½ CREDITS)**

Prerequisite: Drama I, Teacher recommendation. In the year-long class, students will learn both design and application in several areas of technical theatre. Students will fill technical positions for the fall play after being trained on the specialized theatre equipment. Besides set design and construction, students will learn about lighting, sound, house management, and stage management. Students taking this class will be working on a flexible block schedule. Students must have experience with lighting, sound, and/or other technical theatre work to take this course.

## **INSTRUMENTAL MUSIC CLASSES**

### **8250-YR CONCERT BAND (1 ½ CREDITS)**

Prerequisite: Instrumental music experience. This course concentrates on advancing the skills necessary to play wind and percussion instruments, expanding ranges, more advanced rhythms, scales, intonation, phrasing, styles and other related areas. The student is exposed to many varieties of music. Activities include concerts, District and State band festivals and Solo/Ensemble festivals. Participation in Marching Band is optional.

### **8255-YR SYMPHONIC WIND ENSEMBLE (1 ½ CREDITS)**

Prerequisite: Student must audition. This course offers the advanced instrumentalist continued growth as a musician and intensified musical activity. A large amount of literature for winds is studied and performed. Activities include concerts, District and State band festivals and Solo and Ensemble Festivals. Participation in Marching Band is optional. Opportunities for Honors Group selection are also available.

### **8350B,C CHAMBER WINDS (1/2 CREDIT)**

Prerequisite: Director's recommendation. This group will be comprised of any instrumental music student in grades 9-12 who wishes to have an advanced small ensemble experience.

#### **CHAMBER WINDS:**

- Jazz Ensemble 1/2 Credit
- Brass Quintet 1/4 Credit
- Woodwind Quintet 1/4 Credit
- Saxophone Quartet 1/4 Credit
- Horn Quartet 1/4 Credit
- Percussion Ensemble 1/4 Credit
- Woodwind Choir 1/4 Credit
- Brass Choir 1/4 Credit
- Flute Choir 1/4 Credit
- Clarinet Choir 1/4 Credit
- Trumpet Choir 1/4 Credit
- Trombone Choir 1/4 Credit

*Students cannot earn more than .75 credits per year for Chamber Winds*

## **VOCAL MUSIC CLASSES**

### **8160-YR CHOIR (1 CREDIT)**

Choir is open to all high school women and men. Members will perform in three concerts during the school year, the Madrigal Dinners and will sing at one of the commencement activities. Members are occasionally invited to perform for community service groups. In addition, Choir will participate in the Fall District Massed Choir Festival and the Spring District/State Choral Festivals. Advanced students are encouraged to participate in MSVMA Honors Choirs and District/State Solo-Ensemble Festivals and summer camps.

### **8355-YR MADRIGALS (1 ½ CREDITS)**

Prerequisite: Madrigals is a select choir open to upperclassmen singers by AUDITION. Members will sing in regularly scheduled concerts and graduation activities, in addition to producing a major musical/operetta/opera. Madrigals will also participate in Spring District/State Choral Festivals. This is a year long class. All members are encouraged to participate in MSVMA Honors Choirs, Solo/Ensemble Festivals, and summer camps. Madrigals is offered in 0 hour, which is before the normal school day begins.

## **SUPPLEMENTAL CLASSES**

### **A100 FRESHMAN FOCUS (1/2 CREDIT)**

This class is designed to assist students in making a positive transition from the Middle School to the High School and to provide skills necessary for academic/social success. Units of study will include: organizational skills, learning styles, goals setting, conflict management, communication, research skills, and educational development plans. 7 Habits of Highly Effective Teens will be used to guide students.

### **A200 GUIDED ACADEMICS (1/2 CREDIT)**

Guided Academics is a unique course designed to assist 10<sup>th</sup>-12<sup>th</sup> grade students with academic needs. This course has a 10-15 minute lesson on different study skills (such as note-taking) followed by independent study time. The teacher serves as an educational coach and helps students with their academic work. Students are admitted to this course based on teacher recommendation. It is a highly structured course requiring a desire by the student to succeed academically.

### **A300 FUTURE CONNECTIONS (1/2 CREDIT)**

For Juniors: This required class is designed to make students aware of and comfortable with college and career preparation. Students will learn test-taking strategies and time management skills. All students will take the equivalent of at least four full-length sample ACT exams during the course of this class and record their progress. They will review all of the math formulas, English grammar rules, scientific methods and models, and reading comprehension strategies using past ACT exams as practice. (Students will be graded on attendance, participation, completion of exams and some practice material.)

## **SPECIAL OPPORTUNITIES**

**Dual Enrollment:** Junior or Senior students enrolled in the district's high school may take classes at a Michigan college or university and have part or all of the tuition and fees paid by the district providing the student meets eligibility requirements from the PLAN, MME, and PSAT. Students must have a 3.2 grade point average in order to dual enroll. Students may elect to receive college credit, high school credit, or both. If the student desires high school credit, it will be awarded as follows: 3 or more credit hour class equals one-half credit; one or 2 credit hour class equals one-quarter credit. A student cannot enroll in a dual enrollment class if the same course or its equivalent is offered at Big Rapids High School.

## **NCAA CLEARINGHOUSE PROCESS**

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. **TO BE CERTIFIED YOU MUST:**

- 1) **Graduate from high school.** You should apply for certification before graduation, if you are sure you wish to participate in athletics as a freshman at the college to which you will be admitted. The Clearinghouse will issue a preliminary certification report when you have had all your materials submitted. After you graduate, the Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards.
- 2) **Earn a grade-point average of at least 2.00 (on a 4.00 scale)** In a core curriculum of at least 14 academic courses which were successfully completed during grades 9 through 12. For those graduating in 2008 and after it is 16 core courses for Division I. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA GPA.

	<b>Division I</b>	<b>Division II</b>
English Core	4 years	3 years
Math Core*	2 years	2 years
Science Core (1 Year with lab)	2 years	2 years
Social Science Core	2 years	2 years
From English, Math or Science	1 year	2 years
Additional Core (English, Math, Science, Social Science, Foreign Language, Philosophy, Non-doctrinal Religion)	3 years	3 years
<b>TOTAL CORE UNITS REQUIRED</b>	<b>14</b>	<b>14</b>

\*IMPORTANT NOTE: Algebra I or higher.

- 3) **Division I:** Achieve a combined SAT or ACT sum score that matches your core course grade point average in the grade point average and test score index available at [www.ncaa.org](http://www.ncaa.org). **For Division II:** Achieve a combined SAT score of 820 or a sum score of 68 on the ACT.

The following BRHS courses are recognized by the NCAA:

***English***

English I  
English II  
English III  
Mythology & Comp.  
American Literature & Comp.  
English Literature & Comp  
Novel  
Poetry  
Creative Writing  
Advanced Poetry  
Grammar & Composition  
Expository Writing  
Multi-cultural Literature & Comp.  
AP Literature  
AP Composition  
Literature and History in America

***Arts***

Drama & History of Theatre

***Mathematics***

Algebra I  
Algebra 1B  
Geometry  
Advanced Algebra  
Functions, Statistics, & Trig  
AP Calculus  
Pre-Calculus

***Social Studies***

Geography I  
Geography II  
Geography III  
World History & Geography  
US History & Geography  
US History Through Film  
American Government  
Law  
Economics  
Modern Social Problems  
Psychology

***World Languages***

Spanish I  
Spanish II  
Spanish III  
Spanish IV  
French I  
French II  
French III  
French IV