

2010-2011



Please read the Graduation Requirements before  
you fill out the Diploma Level form.



Hart County  
Guidance Office

# **GUIDANCE, GRADUATION REQUIREMENTS, HOME SCHOOL POLICY, TESTING PROGRAMS, ETC**

## **ADMISSION REQUIREMENTS TO KENTUCKY UNIVERSITIES**

English I, II, III, and IV or AP English; Algebra I, II, and Geometry; three (3) science credits to include life science, physical science, and earth/space science (at least one (1) lab course); World Civilization, Geography, US History; one (1) credit of Visual and Performing Arts.

Additionally, state graduation requirements stipulate that the student must have one-half unit in both health and physical education and must have seven (7) electives.

Beginning with the class of 2004 all students planning to attend college in Kentucky will be required to have 2 credits in the same foreign language.

## **CLASSIFICATION AND GRADUATION REQUIREMENTS**

A student will be a freshman until six (6) credits are earned; a sophomore until twelve (12) credits are earned; and a Junior until becoming a fourth year student and eligible for graduation upon completion all credits required for graduation. Students will remain in the grade classification determined at the beginning of the school year or at the time of enrollment until the following school year begins.

Students who are eligible for graduation are expected to have all charges, fees, etc., owed to the school taken care of before they receive a diploma. Additionally, students are expected to return any books belonging to the school or make financial restitution for any misplaced books belonging to the school.

A student must earn a minimum of twenty-five (25) units of credit in Grades 9-12 (see Tri-Level Diploma System). These credits must be made up of requirements listed below:

1. Four (4) credits of English classroom work in four (4) different English courses.
2. Three (3) credits of Mathematics (must include Algebra I & Geometry).
3. Three (3) credits of Social Studies (Integrated Social Studies, World Civilization, U.S. History).
1. Three (3) credits of Science (credits must include life science, physical science and earth/space science).
2. One (1) credit in Health and Physical Education.
1. One (1) credit keyboarding
2. One (1) credit Visual & Performing Arts.
3. Nine (9) credits in elective subjects.

## **CORRESPONDENCE COURSES**

Students enrolled at Hart County High School will be allowed to register for correspondence courses through an accredited agency. Students may apply a maximum of three (3) correspondence credits toward meeting graduation requirements.

## **EARLY GRADUATION POLICY**

Beginning with the Class of 2008, any student who plans to graduate from Hart County High School in three years must submit a plan to the guidance office no later than October 1 of his/her sophomore year. A team consisting of the student's counselor, a teacher, a principal, the secondary supervisor of instruction, and the director of pupil personnel will review submitted plans using the following criteria:

- minimum overall G.P.A. of 3.5
- minimum final grade average of 90% in English
- acceptance of the student's written proposal, signed by the parent/guardian, detailing the rationale for graduating early.

Note: See the Correspondence Courses Policy above for more information.

## **ENROLLMENT POLICY**

Hart County High School will not enroll a student who is eighteen years of age or older after ten (10) school days of the first semester have been completed.

Hart County High School will not enroll a student who is eighteen years of age or older after one week of the second semester has been completed, if said student has not been enrolled as a full-time student in high school during the first semester of that school year.

## **EXTENDED SCHOOL SERVICES**

ESS will be provided as determined by the school and school council for students who need additional time to achieve skills.

## **FINAL EXAMS**

Exams are to be given on the designated day and block as set by the master schedule. This will insure that students and teachers are not taking or administering an unrealistic number of exams on any given day. Exams may not be administered early.

The exam type shall be at the teacher's discretion and does not have to be comprehensive. The exam should reflect state and/or national testing formats. The final exam should be a significant part of a student's grade; however, point value and weight assigned to this exam shall be at the teacher's discretion.

Students absent during the scheduled testing time, who have an excused absence or three or less unexcused absences, may be allowed to take the test later (*per Attendance Policy*). Students will not be given an incomplete for their exam grades. If a student is absent, teachers will enter a "0" and it will be changed when the student makes up the test.

Protocol for using exam exemptions should be followed by teacher and student (*see Exam Exemptions above*). Teachers shall collect the exemption ticket from the student.

## **GRADING SYSTEM**

Hart County High School has nine (9) week grading periods for all students' grades 9-12. Grades are sent home one week after the end of the grading period.

The following grades will equal the corresponding letter grade:

90-100 = A      80 - 89 = B      70 - 79 = C      60 - 69 = D      Below 60 = F

## **GUIDANCE SERVICES**

Counseling service is available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teacher will be happy to help you with these problems.

Some of the guidance services available include assistance with education planning; interpretation of test scores, occupational information, career information, study helps and helps with home and/or social concerns.

## **HCHS HOME SCHOOL POLICY**

### **Section 1**

For purposes of this regulation, a non-accredited secondary school is a school enrolling students for secondary school instruction when that school is not required as accredited, or voluntarily complying with accreditation standards, by one (1) of the fifty (50) state departments of education or one (1) of the seven (7) independent regional accrediting associations. A "non-accredited secondary school" in Kentucky shall be any private school not certified pursuant to K.R.S. 156.160(3).

### **Section 2**

- (1) The local school district shall be responsible for their appropriate assignment of a student transferring from a non-accredited secondary school to the class or grade best suited for the student. Previous credit earned by a student in a non-accredited secondary school shall be awarded by the local school district by one (1) of the two (2) following methods:
  - (a) Pass an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis; or
  - (b) Successful performance of the student in a higher level of the course when the courses are sequential in nature such as English, Mathematics, History, and Science. Successful performance shall consist of achieving at least a C grade in the course by the twelfth week of school.
- (2) The courses successfully completed by examination or performance shall be counted toward minimum high school graduation requirements in the local school districts.

### **Section 3**

A student desiring recognition of previous credits toward graduation upon entering a public secondary school without a properly certified transcript cannot reasonably be obtained, shall be placed and awarded credit as outlined in Section 2.

Any student who enrolls in Hart County High School from a non-accredited school must present documentation, in the form of a written transcript, of classes completed while enrolled in that school. The transcript must contain the names of the courses studied, the grades given in each course, and the length (in weeks) of each course. The teacher or teachers in the school must sign the transcript. Hart County High School reserves the right to test the student over work completed in a non-accredited school, the student must have completed in the non-accredited school before accepting grades which are to be included for partial credit in any course.

To receive high school credit toward graduation for any course completed in a non-accredited school, the student must have completed the equivalent of twelve (12) weeks of study for each course. In addition, the student must pass a Hart County High School teacher-made final exam in each course for which credit is granted.

Any student who receives a diploma from Hart County High School must be enrolled in an accredited school program (either Hart County or another accredited public or private school) during the entire semester of graduation.

### **HIGHLY QUALIFIED STATUS OF TEACHERS**

If parents/guardians are interested in the highly qualified status of their child's teachers as required by No Child Left Behind, please contact the principal.

### **HONOR GRADUATES**

In order to be an Honor Graduate from Hart County High School, students must fulfill the requirements for either the Comprehensive or Merit diploma program and have a final overall grade average of 90% or higher. This means that a student's average for all four years of high school must be at least 90%.

### **INDIVIDUAL LEARNING PLAN**

The state of Kentucky began an online graduation/learning plan program for students in grades 6-12 during the 2006-2007 school year. The purpose of the web-enabled Individual Learning Plan (ILP) is to better focus students on coursework and individual goals as they prepare for postsecondary studies and careers. Parents (or students who notify the school within 30 days of reaching their 18<sup>th</sup> birthday) may grant the school permission to share the ILP with third parties. Contact the guidance office for the appropriate release form.

### **PROGRESS REPORTS**

Progress Reports are sent home after the midpoint of each nine-week grading period.

### **SCHEDULE CHANGES**

Students may request a schedule change during the summer. No schedule will be changed after school starts unless one of the following conditions exists:

- The student needs to make up a required course which he/she failed
- A senior needs to add a course for graduation
- To correct duplication of a course
- To correct inappropriate placement of a student based upon teacher recommendation and principal/counselor approval

### **SENIOR FAILURES**

No student will be permitted to participate in the graduation ceremony unless all graduation requirements have been met.

### **SUMMER SCHOOL PROGRAM**

Hart County High School Summer School occurs every summer and is offered for eligible students, grades 9-12. Classes are offered in science, history, math, and English.

To be eligible for summer school, a class average of 50-59 is required. A student may earn a maximum of ten (10) points and may register for only one class.

## **TESTING PROGRAMS**

### **A.C.T. (American College Test)**

This test, recommended for Juniors and Seniors, is required for entrance to post-secondary schools in addition to having its scores used as one guideline for scholarship selection. It is also used to determine the match between a student's educational development needs and the offerings of selected post-secondary institutions.

### **PLAN**

The PLAN program is designed primarily to help tenth grade students plan and prepare for post-secondary years. This is a two hour and forty-five minute test consisting of four tests of educational development, an interest survey, a study skill assessment and a questionnaire about student's education and career plans.

### **A.S.V.A.B. (Armed Services Vocational Aptitude Battery)**

This is a voluntary vocational test designed to show students their aptitude in relations to Mechanics and Crafts, Business and Clerical, Electronics and Electrical, Health, Social, and Technology. It also tests Math and Verbal Skills. This test is administered yearly to students in grade 11 and to Seniors who sign up to take it. There is no charge for the test and it is administered by the US Armed Forces.

### **P.S.A.T. (Preliminary Scholastic Aptitude Test)**

Sophomore and Juniors may take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). This is a two-hour multiple-choice type test offered by the Educational Testing Services on behalf of the College Entrance Examination Board and the National Merit Corporation. As a junior, this is the qualifying test for the National Merit Scholarship Corporation.

### **S.A.T. (Scholastic Aptitude Test)**

A multiple-choice test composed of verbal and math sections, the S.A.T. are one of the requirements for entrance to many older, private universities. The verbal questions test one's vocabulary, verbal reasoning and comprehension. The math questions test one's ability to solve problems involving arithmetic, elementary algebra, and geometry.

## **COMMONWEALTH DIPLOMA PROGRAM**

The Kentucky State Board of Education shall award to each student in the public schools of this state completing the Commonwealth Diploma Program in the public schools of this state a Commonwealth Diploma.

The purpose of such a diploma and program are as follows: (a) to encourage high academic achievement in Kentucky high schools and; (b) to encourage more of the capable students to attend college; (c) to improve the working relationship between high schools and colleges and universities; and (d) to allow students to gain college credit prior to attending college.

Those students receiving Commonwealth Diplomas will be cited as recipients at graduation ceremonies.

The requirements for obtaining a Commonwealth Diploma are as follows:

1. Successful completion of at least twenty-two (22) approved units of credit, including all the minimum unit requirements for high school graduation set forth in 704 KAR 3:305 or as specified by the applicable local board of education.
2. Successful completion of all minimum requirements of the Pre-College Curriculum established by the Council on Higher Education.

Minimum Pre-College Preparation requirements are as follows:

- a. Language Arts - 4 units (English I, II, III, IV);
- b. Mathematics – 3 units (Algebra I, Algebra II, and Geometry);
- c. Science - 3 units (Life Science, Physical Science, and Earth/Space Science, at least one lab course)
- d. Social Studies - 3 units (Integrated Social Studies, World Civilization, and U.S. History);
- e. Half Unit Health, Half Unit P.E.;
- f. One unit history and appreciation of visual & performing arts

3. Successful completion (“Successful completion” is defined as receiving a grade of “C” or its equivalent) in at least 4 courses as described in the Advanced Placement (AP) Program Course Description booklets of the College Entrance Examination Board:
  - a. English (1 course)
  - b. Science or Mathematics (1 course)
  - c. Foreign Language (1 course)
  - d. One additional AP course
4. Completion of AP examinations in 3 of the 4 required AP courses successfully completed.

### **TRANSFERS AND WITHDRAWALS**

All students departing Hart County High School must turn in textbooks issued to them as well as any library books and check out in the guidance office on the last full day of attendance.

### **TRI-LEVEL DIPLOMA**

In an attempt to meet the needs of all students, Hart County High School offers three levels of diplomas. The three levels offered are as follows:

1. Merit
2. Comprehensive
3. Standard

1. **Merit** – Minimum of 27 credits and academic requirements as specified.
  - 4 credits = English I, II, III, IV
  - 4 credits = Algebra I, Algebra II, Geometry and Pre-Calculus or Advanced Math; or Accelerated Algebra I/II, Honors Geometry, Honors Pre-Calculus, AP Calculus or Advanced Math)
  - 4 credits = Integrated Science, Biology, and two (2) of the following: Special Topics in Science, AP Biology, Chemistry, AP Chemistry, Anatomy/Physiology
  - 3 credits = Integrated Social Studies, World Civilization, U.S. History
  - 2 credits = Spanish I and II
  - 1 credit = History and Appreciation of Visual and Performing Arts (Arts & Humanities)
  - 1 credit = Computer Applications
  - 1 credit = Health & Physical Education:
  - 6 credits = Electives (Refer to your Individual Graduation Plan when selecting electives.)

**27 Total Minimum Credits**
2. **Comprehensive** – Minimum of 26 credits and academic requirements as specified.
  - 4 credits = English I, II, III, IV
  - 3 credits\* = Algebra I, Algebra II, Geometry, Pre-Calculus or Advanced Math  
*\*One math class must be taken each year of high school.*
  - 3 credits = Integrated Science, Biology, and one (1) of the following: Special Topics in Science or Chemistry
  - 3 credits = Integrated Social Studies, World Civilization, U.S. History
  - 1 credit = History and Appreciation of Visual and Performing Arts (Arts & Humanities)
  - 1 credit = Computer Applications
  - 1 credit = Health & Physical Education:
  - 10 credits = Electives (Refer to your Individual Graduation Plan when selecting electives.)

**26 Total Minimum Credits**

(Consider the Pre-College Curriculum in choosing math, science, social studies, and foreign language courses.)
3. **Standard** – Minimum of 25 credits required for graduation.
  - 4 credits = English I, II, III, IV
  - 3 credits\* = Algebra I, Algebra II, Geometry, Pre-Calculus or Advanced Math  
*\*One math class must be taken each year of high school.*
  - 3 credits = Integrated Science, Biology, and one (1) of the following: Special Topics in Science or Chemistry
  - 3 credits = Integrated Social Studies, World Civilization, U.S. History
  - 1 credit = History and Appreciation of Visual and Performing Arts (Arts & Humanities)

- 1 credit = Computer Applications  
1 credit = Health & Physical Education:  
9 credits = Electives (Refer to your Individual Graduation Plan when selecting electives.)

**25 Total Minimum Credits**

**Addendum**

1. Valedictorian and Salutatorian will be selected as follows:
  - Enrolled in high school four (4) years.
  - Fulfilled all requirements for the Merit program.
  - Highest Scholastic Average on 100-point scale.
2. Honor Students will be selected from the Merit and Comprehensive Diploma Programs. Students with a cumulative scholastic average of 90 or above in these two programs will be recognized at commencement as honor students in their chosen level of academic preparation.

NOTE: All students are required to attempt one (1) Math, one (1) English, and one (1) Science class during their ninth (9th) and tenth (10th) grade years.