

# SCHOOL COUNSELING HANDBOOK &



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# CURRICULUM GUIDE

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# ABOUT THIS HANDBOOK

This handbook covers a variety of items important to you, as a student, as you go through your high school experience. Evergreen High School is a comprehensive high school; that is, it offers college preparatory, general, and vocational programs. It is the intention of Evergreen High School to provide its students with the opportunity to develop a comprehensive high school plan to meet the new and increasing challenges of our ever changing society.

## SCHOOL COUNSELING SERVICES

The School Counselor is a person who is specially trained to help you realize your fullest potential as a unique human being. Growing up means making choices about values, friends, life-styles, careers, along with many other issues facing you today. The School Counselor is housed in the Counseling Office and can help you in a variety of ways to make the best, informed choices for your life.

A sampling of the areas in which the Counseling Office can be of help to you:

### **The Student and High School**

- Course selection and scheduling
- Coping with the demands of high school
- Opportunities for involvement in school and community life
- Administration and interpretation of standardized tests

### **The Student as a Person**

- Understanding one's self, one's strengths and limitations
- Discussion of personal concerns, friends, relationships to others, etc.
- Family situations which affect school performance
- Referral when needed, to various resources/agencies

### **The Student and His/Her Future**

- Vocational and career opportunities
- Career interest inventories and career exploration activities
- Opportunities for post-high school education, colleges and technical schools
- Applications to colleges and technical schools

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# ADVANCED PLACEMENT & HONORS PROGRAMS

**Purpose:** The purpose of the Advanced Placement(AP) and Honors Programs at Evergreen High School is to give high achieving, high ability students an opportunity to reach their maximum potential through study aimed at stretching students' performance through higher level thinking and more in-depth involvement in a given discipline.

**Advanced Placement** is a program of college-level courses that gives high school students the opportunity to take AP exams and possibly receive advanced placement credit for college.

**Admission:** Students will be admitted upon successfully completing the following four items listed below. This criteria will be used in determining a student's eligibility:

1. The student should have at least a B average in the subject area.
2. The student should be approved by the instructor of their most recent course in the subject area.
3. The student should have exhibited intellectual curiosity, good citizenship, and responsibility as a student.
4. The student should have parental permission.

## **Advanced Placement and Honors Courses:**

A.P. Calculus	Honors Language Arts 10	Honors Language Arts 9
A.P. Language & Composition	A.P. Literature & Composition	

## BLOCK SCHEDULE

The school day is divided into four 90 - minute instructional periods. During certain days of the week class time is reduced to 85 minutes to allow for an activity/enrichment period. During this time class and club meetings may be held and students may receive individual help from teachers. The longer class sessions mean that courses that once took two semesters to complete are now completed in one term (semester).

## COURSE CREDIT, FAILURES & EDUCATIONAL OPTIONS

Credit will be awarded for all courses after each term. In case of failure the previous term, no student will be permitted to take the next level of a subject until such failure is made up. For example, a student who failed Language Arts 9 cannot take Language Arts 10 until the failure has been made up.

Evergreen's Educational Options Program is in response to the Ohio Senate Bill 311, which requires Ohio public school districts to offer the option of credit flexibility to all students. Under this law, students can pursue high school credit based upon his/her own unique experiences and interests.

Students now have the option to complete his/her required course work by attending traditional high school classes or by gaining credit through a pre-approved alternative credit flexibility option. The Credit Flexibility Plan shifts focus from evaluating student learning based on seat time to assessing students' demonstrated academic and skill level or performance. The plan does not eliminate "seat time" requirements altogether; however, it retains traditional seat time as one option and expands the number of alternative options for earning credit toward a diploma.

### **With Evergreen's Educational Options, students can earn credit in two ways, or in a combination:**

- 1) By completing traditional coursework in an Evergreen classroom.
- 2) By pursuing one or more non-traditional credit flexibility options:
  - A) By testing out or otherwise demonstrating mastery of an existing EHS course.
  - B) By gaining credit through an approved educational proposal (i.e., CC+, educational travel, independent study, online learning, internship experience, community service, correspondence course, music and art programs, or designing a new non-existent course).

For more detailed information regarding Evergreen's Educational Options, please see the Educational Options pamphlet available in the Evergreen Counseling Office and on the Evergreen website.

# COLLEGE REPRESENTATIVES

Representatives of selected four-year colleges/universities and two-year colleges/ technical schools are invited in the fall to Evergreen High School. They acquaint students with their particular institutions, their requirements for admission, and their academic and social programs. Interested sophomores, juniors and seniors may visit college representatives when they come to Evergreen High School in the fall.

## DIPLOMA WITH HONORS (Evergreen)

To earn a diploma with honors a senior student is required to meet at least seven of the eight criteria listed below:

1. Earn four credits of English
2. Earn four credits of Math, these must include Algebra I, Algebra II, Geometry & one more Advanced Math class
3. Earn four credits of science that includes 2 Advance Science Courses as determined by EHS
4. Earn four credits of Social Studies
5. Earn three credits of one Foreign Language, or 2 credits each of 2 Foreign Languages
6. Earn one credit of Fine Arts
7. Earn at least an accumulative high school grade point average of 3.5 on a 4.0 scale
8. Have a composite score of at least 27 on the ACT test or 1210 on the SAT test (without the writing portion)

## DIPLOMA WITH HONORS (Four County)

The senior student who completes an intensive career-technical education curriculum while attending Four County Career Center must meet any seven of the following eight criteria:

1. Four credits of English
2. Four credits of math which should include algebra, geometry, algebra 2, and one more advanced math class
3. Four credits of science that include two advanced sciences as determined by EHS
4. Four credits of social studies
5. Four credits in the student's career-technical education curriculum
6. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 scale
7. Obtain a composite score of at least 27 on the ACT test or 1210 on the SAT (without the writing)
8. Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

## Early Graduation Guidelines

1. Students who use four years to complete high school, benefit greatly from the experience.
2. Students who wish to graduate early are giving up the chance to receive an education free of charge, through the regular high school, the vocational high school or through post secondary institutions.
3. Students who elect to graduate early are withdrawn from the school records and are no longer eligible to participate in athletics or extracurricular activities.
4. Students who graduate early may do so no earlier than the end of the first term in December of their senior year.
5. Students who graduate early may participate in commencement exercises with the senior class in May.
6. Students who graduate early will receive a transcript showing that the high school course requirements are met, and may request a letter of completion from the counselor.
7. Students who graduate early will receive their diploma with the rest of the senior class in May.
8. Students who would like to graduate early must meet the following requirements:
  - A. Student must have a confirmed full-time job, confirmed date for military entrance, or a confirmed date for college entrance for the second term of their senior year.
  - B. Student must have met all requirements for graduation:
    - Met all credit requirements
    - **Must have taken CPR/First Aid**
    - Passed all State of Ohio required graduation tests
    - Met the State of Ohio Financial Literacy and Fine Art requirements
  - C. Student and his or her parents must meet with the principal or the School Counselor to discuss the above requirements (this can be done over the phone).
  - D. The Principal and the School Counselor must grant permission for the early graduation.

# EDUCATIONAL PROGRAMS

The Evergreen High School Academic Curriculum is based on three types of programs. These programs are designed to prepare the student for a successful future after graduation.

The College Preparatory Program is set up for those students who wish to go on to a 4-year college or university, or a 2-year community college upon graduation from high school. These courses are more advanced and detailed to help the student prepare for the college entrance exam (ACT or SAT) and prepare them for college level course work.

The Vocational Program is designed to prepare the student for the various programs offered at the Four County Career Center. The Vocational Program at Four County includes an “occupational” segment which is designed for the student to have practical work experience along with their academic studies. Upon graduation, students will receive their diploma from Evergreen High School and a vocational certificate of completion from Four County Career Center.

The General Program is for the student who has not committed themselves to one of the programs listed above. It is also for any student wishing to go directly into the work force, apprenticeship or technical school upon graduation from high school. It is programmed to give the student a general, well-rounded education, in whatever he/she may choose to do after graduation.

## The College Preparatory Program

The following are the minimum courses generally required for entrance into a 4-year college. Students may want to include additional college-prep (math, science, social studies, foreign language) courses, depending on their chosen field of study in college.

After scheduling required courses and college prep requirements, students will then want to schedule any electives that would enhance their educational plan.

### **The “minimum core” generally required for entrance into a four year college:**

English	4 credits (LA 9,10,11 and 12)
Math	4 credits ( Alg 1, Geom, Alg 2, Pre-calculus or Statistics)
Science	3 credits (Physical Science, Bio, Chem)
Social Studies	3 credits (W.Hist/SS9, Am.Hist/SS10, Gov)
Foreign Language	2 credits (same language, 3 depending on the University)
The Arts	1 credit (includes: Art, Chorale, Speech and Band courses)

Each student of Evergreen High School has the following opportunities to become acquainted with the colleges or universities of their choice:

1. Talk to the Counselor.
2. Borrow college catalogs from the Counseling office or the EHS Media Center
3. Obtain college applications from the Counseling Office
4. Obtain scholarship information from the Counseling Office
5. Arrange, through the Counseling office, to meet with college representatives as they visit EHS.
6. Visit college campuses during Junior and Senior year (2 visits excused per year)
7. Correspond with colleges of choice.
8. Search career, college and scholarship information on internet sources available from the Counselor.
9. Juniors and Seniors attend College Planning and the Financial Aid meeting with Counselor.

## The Vocational Program

Most vocational programs are located at the Four County Career Center in Archbold, OH. Students are eligible to attend the career center their junior and senior years provided they have earned the required number of credits.

A student who attends and successfully completes a vocational program at Four County receives an Evergreen diploma and a vocational certificate of completion from Four County.

Applications for Four County may be completed online and may be accessed on the Four County website: **Fourcounty.net**. Students usually apply in the winter of their sophomore year. Those who have applied, will be informed of their acceptance in March.

It is recommended that sophomores applying to Four County earn at least two credits of English, math, science, and social studies, and complete one credit of PE / Health, by the end of their sophomore year. Students who have credit deficiencies may attend Four County, if specific arrangements are made with the Evergreen counselor to make-up these deficiencies before graduation. Students entering Four County Career Center as juniors must have eight credits (including five academic core credits). Students graduating from Four County must earn 21 credits.

## Four County Career Center

Four County Career Center is an extension of Evergreen High School and offers a variety of skilled vocational programs for juniors and seniors. Programs offered by Four County are:

### Agriculture & Environmental Systems

Ag/Diesel Mechanics

Diesel Mechanics

Floriculture

Landscape & Greenhouse Technology

Power Sport Engine Technology

Veterinarian Assistant

### Health Services, Human Resource/ Services

Health Careers

Cosmetology

Early Childhood Education

Fire and Rescue

Hospitality Services (IEP students only)

Industrial Services (IEP students only)

Law Enforcement and Security Tactics

Sports Fitness and Exercise Science

Career Paths for the Teaching Profession (seniors only)

### Arts & Communications, Business Management

Accounting and Business Management

Chef Training

Culinary Arts Management

Commercial and Graphic Arts

Computer Networking and Repair (CISCO)

Medical Office Technologies

Interior Design Applications

Software Design and Web Development

### Industrial and Engineering Systems

Auto Collision Repair

Automotive Technologies

Building Trades/Carpentry

Computer Design/3D Modeling

Electrical

HVAC and Plumbing

Pre-Engineering

Welding Fabrication

\*\* All programs offer a Tech Prep Pathway

Detailed descriptions of all programs are available in the guidance office or online at [www.fourcounty.net](http://www.fourcounty.net).

## FEES, FINES AND CHARGES

EHS assesses specific course and activity fees. These fees are determined by the cost of materials, freight/handling costs and/or for the loss or damage to school property. Fees are to be paid in full at time of registration. Contact the principal to make fee payment arrangements should there be extenuating financial circumstances. Fees may be waived in situations where family hardship exists; contact the principal for a fee waiver form. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, and/or the replacement costs. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fees, fines or charges may result in the withholding of grades/credits/diploma or suspension of certain privileges. By Board Policy the maximum student course fee charged is \$125 per student. This fee cap excludes the athletic participation fee, co-curricular fees (band and choir), flash drive, FFA membership and the cost of a calculator if purchased through the school.

## FINANCIAL AID FOR COLLEGE

Financial aid is available in the form of scholarships, loans, grants and work-study programs. Students can apply for low-interest federal loans, which are based mainly on financial need. Most scholarships and grants are awarded by the university or college which the student chooses to attend and are based primarily on grade point average combined with an ACT or SAT test score and financial need. Financial aid is not granted until the student has applied to an institution and has been accepted.

To determine a student's financial need, most colleges and other schools use a national needs analysis form, the Free Application for Federal Student Aid (FAFSA). Colleges require that the parents and students complete a financial resource form and submit it in a timely manner. The agency evaluates the form and then sends a student aid report to the student and to those colleges designated by the student. Determination of a student's financial need is made by the college on the basis of this information.

## GRADING SCALE

Percent	Grade	Points
100-94	A	4
93-92	A-	3.67
91-90	B+	3.33
89-85	B	3
84-83	B-	2.67
82-81	C+	2.33
80-76	C	2
75-74	C-	1.67
73-72	D+	1.33
71-67	D	1
66-65	D-	0.67
00-64	F	0

## GRADUATION INFORMATION

In order to meet the prescribed standards set forth by the Ohio State Department of Education, and to help students select the proper sequence of courses, the following regulations and suggestions are listed:

### Credits and Ohio Core Curriculum

Ohioans must be prepared to apply increased knowledge and skills in the workplace and to adapt their knowledge and skills quickly to meet the rapidly changing conditions of the twenty-first century. National studies indicate that all high school graduates need the same academic foundation, regardless of the opportunities they pursue after graduation. The goal of Ohio's system of elementary and secondary education is to prepare all students for and seamlessly connect all students to success in life beyond high school graduation, regardless of whether the next step is entering the workforce, beginning an apprenticeship, engaging in post-secondary training, serving in the military, or pursuing a college degree.

The Ohio Core curriculum is the standard expectation for all students with a graduating class of 2014 and beyond. Students must spend four years accumulating high school credits, unless they meet the previously outlined early graduation requirements.

Home schooled students who have earned credit through a recognized school, may have those credits transferred to the Evergreen transcript and those credits can then be used to meet the Evergreen High School graduation requirements.

Correspondence, internet study, summer school credit or flexible credit options must have prior approval of the school administration.

Requirements for graduation from Evergreen High School shall include the completion of twenty-six (26) units of credit. (For students who attend the Four County Career Center or a special education program housed at another high school, the graduation requirement is twenty one (21) units of credit).

Specific credit requirements for graduation with the Ohio Core Curriculum are as follows:

English	4 Credits
*Social Studies	3 Credits
Mathematics	4 Credits must include Algebra 2
Science	3 Credits
Health & P.E.	1 Credit
Composite Requirement -	1 Credit
<i>(business /computer/fine art /foreign lang/career technical/family and consumer science/agricultural education/English language arts, mathematics, science or social studies courses not otherwise required.)</i>	
<u>Electives</u>	<u>10 Credits (which may include additional academic classes)</u>
<b>Total</b>	<b>26 Credits</b>

\* Social studies must include:

1 credit of World History (Social Studies 9)

1 credit of American History (Social Studies 10)

1 credit of American Government

\*All students will receive instruction in financial literacy, which is given in American History

\*All students must complete the equivalent of one credit of fine arts in grades 7-12  
(Four County students are exempted from this requirement)

### Ohio Curriculum Choices / Core Opt Out Plan

Graduating Classes of 2015 through 2019

A family may feel that its son or daughter is not prepared to achieve the increased credit requirements required to succeed in the higher-level courses in mathematics and/or is planning a career that does not require these courses. In this case, the parent or guardian may request that the child be excused from the new high school curriculum requirements for graduation. The Curriculum Choice provision is available only to the graduating classes of 2015 through 2019. Your son or daughter may continue to take and strive to complete the higher-level courses. If successful in the higher-level courses, he or she will not be subject to any college consequences. Note: the minimal state graduations requirements change for the graduating classes of 2018 and 2019.

Graduating through the Curriculum Choice provision does limit your child's options to go to a four-year college. It means that your child cannot enroll in MOST four-year colleges without taking remedial courses. Your family will pay for these extra courses before your child can start college work. Three Ohio colleges – Central State, Shawnee State and Youngstown State – are exceptions and will consider enrolling your son or daughter without remedial classes.

In order to graduate with Curriculum Choice students graduating in the classes of 2016 and 2017 must minimally meet the Evergreen High School graduation requirements with these two exceptions:  
Mathematics 3 units. No financial literacy requirement

In order to graduate with Curriculum Choice students graduating in the classes of 2018 and 2019 must minimally meet the Evergreen High School graduation requirements with this exception:  
Mathematics 4 units (1 unit shall be one of the following: probability and statistics; computer programming; applied mathematics; quantitative reasoning; and any other course approved by the department using standards identified here)

If a student and his/her family are interested in graduating through Curriculum Choice they must:

- Meet with the high school to have the Curriculum Choice provision fully explained;
- Understand any additional requirements your school district has for this option;
- Develop and complete a Student Success Plan in the third year of high school;
- Sign a written consent stating the Curriculum Choice, its consequences and added district requirements is understood by all. The school will keep the consent in the student's file.

### Graduation Tests

All students through the graduating class of 2017 are required to pass all sections of the Ohio Graduation Test in order to receive a high school diploma. Sections in writing, reading, mathematics, social studies and science will be administered in accordance with Ohio State Law. This test will be given for the first time in March of the tenth grade year and then at least twice each subsequent year for students to retake any section(s) that was not previously passed.

All students beginning with the graduating class of 2018 will need to pass all State of Ohio mandated testing requirements in order to receive a high school diploma. In addition to course credits, students must earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests. The courses in which students take an end-of-course exam will be: English I and II, algebra I, geometry, physical science or biology, American history and American government.

Students can earn from 1- 5 points for each exam, based on their performance.

- 5 - Advanced
- 4 - Accelerated
- 3 - Proficient
- 2 - Basic
- 1 - Limited

18 points is the minimum number of points for graduation eligibility. Of those points, students must earn a minimum of four total points across the English end-of-course exams, four total points across the math exams, and six total combined points across the science and social studies exams. Students that score below proficient on an exam may retake the exam.

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge during their junior year starting with the graduating class of 2018. Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment. The selection of those assessments is in progress.

### Citizenship

At the time of graduation, the student must be in regular attendance, have all academic work up-to-date, have met all financial obligations to the school or any organization therein, and not be suspended from school for any disciplinary reasons. No student shall be permitted to graduate or to participate in the commencement exercises without first having fulfilled the requirements listed above for graduation, as established by the Evergreen Board of Education.

### Valedictorian/Salutatorian

After the end of the seventh semester, in January of the students' senior year, the student ranked as the numerical number one in the class will be named the valedictorian and the student ranked as the numerical number two will be salutatorian. This number will be calculated by the computer to the hundreds place and will be based on all of the grades from all of the accumulated high school credits. If there is a tie, more than one student will be honored. Numbers will not be rounded. Since it is not possible to have these grade point average numbers calculated accurately after the eighth semester and before graduation, there will be no formal recognition of any changes in the ranking after the eighth semester. Students will be mailed final transcripts in the middle of June and the final grade point average and ranking will be indicated on that document.

Only students who will earn at least 16 credits through Evergreen High School, prior to graduation, will be considered for the valedictorian or salutatorian honors. Students who enroll in Evergreen High School only to participate in the post secondary enrollment options program, and do not take Evergreen classes will not be considered for these honors.

## COLLEGE CREDIT PLUS

CCP permits students to attend college classes and receive college and high school credit for their course work. The cost of the classes will be paid for by the State Board of Education. The student will be responsible for their own transportation to and from their college class. Students and their parents are required to attend a CCP counseling session each year prior to CCP participation. Students and their parents are required to sign an Intent to Participate form by April 1 of the year prior to participation. A document describing the program in detail, is on the Evergreen Counseling webpage, the program will be advertised and a letter will be mailed home inviting interested students and their parents to attend the mandatory counseling meeting.

# SCHEDULING

Students are encouraged to review their educational goals with their parents, teachers, and school counselor in order to tailor their program to meet their plans for graduation. The following will help students to select and continue in an appropriate program of study.

- Include all the courses necessary to meet minimum graduation requirements.
- Thoroughly review the courses available.
- Be realistic about your ability and aptitude when selecting your high school courses.
- Consider your interests and try to take courses that will increase your knowledge in those areas.
- Discuss course selections with your parents, teachers, and counselor, prior to registration.
- Consider entrance requirements at the colleges, universities, or other institutions of higher learning which interest you.
- Consider entrance requirements for jobs that do not require a 4 year college degree.

The more planning and thought students give to course selection, the more rewarding and successful the high school experience will be.

## Schedule Building Process

- The School Counselor will meet with students in January and discuss the schedule process and hand out necessary materials.
- The course request form must be signed by a parent and required teachers.
- The course requests must then be entered by the student, online through the Powerschool student portal.
- The Course Request Form must be returned to the guidance office by the due date.
- This process needs to be followed in order for the scheduling process to proceed.

## Order of Priority in Course Selection

1. Select courses that are required for your grade level, or any required courses that were not passed in the previous school year.
2. Select the non-required courses next. Choose classes that match-up with your educational plans after graduation.
3. Select courses which interest you. You are encouraged to take these types of courses as electives, in order to broaden your high school experience.

## Scheduling Parameters

1. Courses that are taken in sequence (language arts, foreign language, etc.) must be passed with the prerequisite grade before going on to the next level.
2. A student cannot elect to take a subject until they reach the grade level at which the subject is taught. For example, a sophomore cannot elect Language Arts 12.
3. Scheduling is done by computer, so students will not have the privilege of choosing which block of the day or which semester they will take a subject or which teacher they will have.
4. Once the courses are selected, there will be no changes. The only exceptions will be: if a class is full, if a class is not offered due to lack of adequate enrollment, if a student does not meet the prerequisite, or the student has a college class conflict.

Schedule changes because a student/parent changed his or her mind about a class or teacher, will not be allowed. There must be a compelling **academic** reason for any change. **Remember that scheduling request are not guarantees. Priority is given to core classes.**

Consider choices carefully! The signed schedule request form will dictate the student's schedule. This will be the schedule the student must follow.

# SPECIAL NEEDS PROGRAMS

Adjusted Curriculum Instruction, Summer School, Online Credit Recover and Flexible Credit are available to eligible students to meet their special needs. Further information is available through the regarding these programs.

## 8th GRADE ALGEBRA

Students who successfully complete Algebra I in the 8th grade, will receive one credit of Algebra I on their high school transcript. The grade for the 8th grade Algebra I course will also be calculated into the student's overall high school grade point average which affects the student ranking and this will appear on the high school transcript.