

GRADUATION REQUIREMENTS AND OTHER ACADEMIC ITEMS

To be eligible to receive a McBain High School Diploma and participate in graduation activities at McBain High School, a student must be enrolled for four years (eight semesters) in high school classes. Students must, as a minimum, satisfactorily complete the Michigan Merit Curriculum requirements and the McBain Rural Agricultural School Board of Education requirements as outlined below:

Required courses include:

- 4 credits English – English 9, 10, 11, and 12
- 4 credits Mathematics – Algebra I, Geometry, Algebra II, and Senior Math credit
- 3 credits Science – Biology, Chemistry or Physics, plus 1 additional Science credit
- 3 credits Social Studies - .5 Civics, .5 Economics, US History/Geography, and World History/Geography
- ½ credit Computer
- ½ credit Health
- ½ credit PE
- 1 credit Visual, Performing, Applied Arts (Counted as part of Electives)
- ½ credit ACT Prep
- ½ credit Speech
- 8 credits Electives

**EACH STUDENT MUST CARRY A MINIMUM OF SIX COURSES, OR THEIR EQUIVALENT EACH SEMESTER.**

**REGISTRATION: DROP AND ADD OF CLASSES**

Each student is to pre-register for their next year's classes in the spring of the current year. On-line registration will be completed with the assistance of the H.S. Counselor. It is recommended that all students enroll in a minimum of 6 classes, which award 0.50 units of credit per semester. **Students enrolling in yearlong classes are expected to take both semesters of that class unless approval to drop the class is received from parents, the counselor, and the H. S. Principal.** Schedules will be finalized by mid-August and mailed to students before school starts in the fall. Each grade-level will have a specific day and time before school starts for students to make final adjustments in their schedules. Notification of this will be mailed with schedules.

After the finalization of schedules in August, changes will be made only by using the “drop and add forms” which can be obtained from the H.S. Counselor. Five (5) days from the start of the semester will be the last day for “drop and add classes”. A student who drops a class after this time without the approval of the instructor, counselor, parents and high school principal will receive a failing grade (E) for the semester.

### **INTERACTIVE TV CLASSES**

Classes, which are available via interactive television, result in additional costs to the school district. Because of this added expense the following criteria have to be met before a student will be allowed to enroll in one of these courses.

- The course must fit into the students Educational Development Plan and their future career objectives.
- The student must be a strong student academically with a GPA of 3.0 +.
- The class must be reasonably worked into the student’s schedule.
- The student must be a highly self-directed, self-motivated individual.

### **HONOR ROLL**

At the end of each nine-week marking period, recognition is given to those students who do outstanding work in school. Those students who have **“B” average** for the marking period will appear on the Scholastic Honor Roll. To be eligible for the Scholastic Honor Roll, a student must have a 3.00 grade point average (GPA), with no more than one (1) “C”, no “D’s”, “E’s”, or “I’s” (incomplete grades), and be enrolled in an equivalent of five (5) or more classes.

Co-Op shall not be computed in determining the Scholastic Honor Roll eligibility. A maximum of one “CR” or “X” will be allowed in computing the Scholastic Honor Roll. The Scholastic Honor Roll is determined as of 2 weeks from the last day of the marking period. This gives the student with an “I” the opportunity to change the “I” to a letter grade.

### **SENIOR HONOR STUDENTS**

Grade points averages for senior students will be the average of marks earned from grades 9 through the end of the seventh semester in their senior year. Honor students will be all students with a grade point average of 3.00 or above.

### **COLLEGE/UNIVERSITY APPLICATION INFORMATION**

The counselor will provide information about colleges and universities, assist students in filling out the entrance and scholarship applications, and assist students with completing applications to take the PSAT or SAT tests which are usually needed for out-of-state college application and scholarships.

It is important that college bound students contact the counselor during their sophomore or junior year to determine if they are taking the necessary classes needed for the college/university program they wish to study.

### **REPEATING A CLASS**

A student may, with the permission of the counselor and/or principal, repeat a class previously passed. The student will not receive additional credit for that class, but will have the higher of the two grades entered on his permanent record.

### **TRANSFER STUDENT CREDIT EVALUATION**

The procedure for determining credit totals for transfer students will be as follows

1. All credits the student has earned toward graduation from the previous school will be counted on a 1:1 ratio toward graduation at McBain High School.
2. A student transferring to McBain prior to the 2<sup>nd</sup> semester of his junior year must fulfill all graduation requirements of McBain High School.
3. A student transferring to McBain at or after the second semester of his junior year must have earned a semester's credit or Civics; and must enroll in the equivalent of one year's classes at McBain (a minimum of classes offering a total of 2.5 credits per semester).

### **INCOMPLETES**

In case of prolonged illness, injury or other demonstrated emergency, the student, to receive full credit, will be allowed a specific amount of time to complete work missed. A student who does not complete assignments on time (and not qualify for emergency consideration) will be given an "I". It is the responsibility of the student to make arrangements with his teachers to make up missed work. Each student must realize that work handed in late will not earn full credit. (An "I" will be entered on the report card until the matter is resolved.) Two weeks after the close of a semester grades will be entered on the students CAGO (permanent record) as final grades. At this time an "I" will be converted to an "E" which will be the final grade without means of resolution.

### **REPORT OF STUDENT PROGRESS**

At the start of each course, the teachers will inform the students of the computational scale to be followed in determining the final grade. The teacher will notify the student how a major project or term paper will be averaged into the final grade. The final grade in a course shall be a composite (average) of the marking periods, major projects or term papers, and the final examination. A final examination will count a maximum of 20% of the final course grade. A written report of student progress will be sent home at the end of each 9-week marking period. A deficiency report will be mailed to the parent near the mid-point of a marking period when unacceptable work is evident (D or E averages).

## GRADING SCALE

Class work, homework, special projects, honor roll and grade point average are determined in part by using the following scale:

<u>Student Performance Levels</u>	<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>
EXCELLENT - Student consistently works above and beyond standard class requirements	100-95	A	4.0
	90-94	A-	3.6667
Good - Student often works above the standard class requirement	87-89	B+	3.3333
	83-86	B	3.0
	80-82	B-	2.6667
Average- Student completes the assigned work with a reasonable degree of proficiency and completeness	77-79	C+	2.3333
	73-76	C	2.0
	70-72	C-	1.6667
Below Average - Student accomplishes class work and tasks with some degree of success	67-69	D+	1.3333
	63-66	D	1.0
	60-62	D-	0.6667
Unacceptable – Student has not performed at a level necessary to pass course	59-0	E, NC, I	0.0

### GRADE POINT AVERAGE - CLASS RANK

Only semester grades entered on the student's CA60 will be used in computing class rank at the end of the seventh semester. Grades are not weighted. The grade point average shall be computed on all subjects taken, including incomplete and CR/NC grades. An exception to the CR/NC shall be Co-Op which is not used in computing grade point average. (Traditionally colleges recomputed the grade point average using only the grades earned in English, Mathematics, Science, and Social Studies).

### GRADE CLASSIFICATION

The number of credits earned in classes completed determines a student's grade classification:

9 <sup>th</sup>	Freshman 0-5 Credits	11 <sup>th</sup>	Junior at least 12 credits
10 <sup>th</sup>	Sophomore at least 6 credits	12 <sup>th</sup>	Senior at least 17 credits

Every year, each student should check with the counselor to determine the number of credits earned to date. Students who have not met graduation requirements will not be permitted to participate in commencement exercises. Seniors will be notified at the beginning of both semesters of their senior year as to what credit requirements remain.

## **BOOK DEPOSITS AND LAB FEES**

There will not be textbook rentals or fees, but students will be expected to pay for undue damage or destruction to textbooks or materials. Lab fees may be assigned by teachers for areas of instruction such as Industrial Arts when material is ordered by students or valuable equipment is involved.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is open to 1<sup>st</sup> semester juniors and seniors who exhibit outstanding qualities of Service, Scholarship, Leadership, and Character. A high school faculty committee nominates students to the Honor Society. To be eligible for consideration a student must have a cumulative grade point average of 3.00. The National Honor Society is adjunct to the H.S. Principals office through the National Association of Secondary Principals and all honors as such are bestowed.

## **SENIOR AWARDS**

Senior students have the opportunity to earn special awards based upon their school records, both academic achievements and activities participation. The awards available are:

1. Peter J. VanderPol Award: Given to the senior student selected as the most outstanding all around student.
2. Darnell Scholarship: This scholarship is given to one of the finalist from the Peter J. VanderPol award.
3. Wexford/Missaukee Career Technical Center Award: Given to the senior showing outstanding abilities in a vocational area.
4. Bruce McNally Award: Given to the senior athlete showing outstanding qualities of leadership & ability.
5. Fine Arts Award: Given to the senior showing outstanding qualities in the areas of music, drama and/or art.
6. Elenbaas Scholarship, Daniel Bachman Scholarship, Community Pride Scholarship, Mys Scholarship, Bouwma Scholarship, & Rich & Til Herweyer Family Agricultural Scholarship will also be given at graduation.

## **INDEPENDENT STUDY**

Independent Study is open to students who demonstrate an interest/ability in pursuing studies that are above or in addition to the adopted curriculum. Students may also take an independent study class because they have a scheduling issue and cannot get a certain class that they need for graduation. Credits may be earned through independent study work that has been approved by the principal. An application is available in the counseling office. Prior permission is required from the principal before a student may begin taking an independent study class for credit at McBain High School.

A maximum of two credits of independent work may be applied toward graduation requirements. All Independent Study classes will be figured into a student's GPA.

### **ELIGIBILITY IN THE DUAL-ENROLLMENT PROGRAM**

The Postsecondary Enrollment Options Act, 1996 PA 160, and the Career and Technical Preparation Act, 2000 PA 258, encourage and enable qualified students to enroll in courses or programs in eligible postsecondary institutions (state universities, community colleges, or independent nonprofit-degree-granting colleges or universities) located within Michigan. The Michigan Virtual High School, the Michigan Virtual AP Academy and the Michigan Virtual University are also recognized by the state as accredited institutions.

School districts are required to pay the tuition and fees of a high school junior or senior who elects to take classes at a public or private degree granting, post secondary institution, if the following conditions are met:

1. The student must have successfully completed 15 credits.
2. The student must be a student in good standing.
3. The student must be working toward graduation requirements (not eligible if he/she has completed all graduation requirements).
4. The counselor or the principal must approve the student for the program.
5. Must provide proof of admittance to the college where the courses will be taken.
6. Must have a qualifying score in all subject areas from the PSAT, PLAN, ACT, or MME. Contact the counselor or principal if you think you may qualify for dual enrollment.
7. If a student has not achieved a qualifying score in all subject areas on the MME, PLAN, the ACT, or PSAT, the student is eligible only for the limited purpose of enrolling in (1) or more eligible courses in a subject area for which he or she has achieved qualifying score, or in computer science or foreign language not offered by the school district, or in fine arts as permitted by the school district at a postsecondary institution.

#### **Further requirements include the following:**

1. Application, admission costs, and books are the responsibility of the student. Parents will sign a contract acknowledging this agreement.
2. Payment made by the school district will be determined by the amount of state school aid the district receives per semester and the proportion of time the pupil is attending classes in the district and at the post secondary institution.
3. College credit courses of three (3) to four (4) hours per semester will equal one-half (1/2) of a high school credit.
4. In the event a student drops a college course on or after the first day of class, the student will assume all financial responsibility for college costs.
5. If a student elects to drop a college course, it is the responsibility of the student to drop the course through the college, not the high school.
6. All credit and grades from AP, on-line classes, and dual enrollment classes, upon validation from the issuing institution, will be recorded on the student's transcripts and figured into the student's G.P.A.
7. A student may take up to three college courses in a semester. (1 1/2 high school credits).

8. A college course may not be used to replace a McBain High School requirement.

9. The student is responsible for having the college grade transferred to McBain High School.

10. It is the student's responsibility to insure that grade notification to the high school is within the required time lines in order for the grade to be utilized for graduation purposes.

11. At the time a student enrolls in a postsecondary course, he/she will designate whether the course is for high school or postsecondary credit, or both, and shall notify the high school and the postsecondary institution of her/his decision.

12. Counseling is critical. To the extent possible, districts shall provide counseling services to each eligible student and his or her parent or guardian of the benefits, risks, and possible consequences of enrolling in a postsecondary course.

**Students lose eligibility for dual enrollment when all high school requirements are met.**

#### **FINAL EXAMINATIONS**

1. Semester Examinations will be administered in all subjects.
2. All students will take their final exams with their regular classes.
3. Absence from exams will be excused for unavoidable reasons. Students failing to take an exam without prior excuse will receive an "incomplete" grade in the course. (See "Incomplete Section" of this handbook).
4. Students missing an exam with proper excuse must make arrangements with the principal to complete required work.
5. Teachers may excuse seniors from taking their final exam if they have earned a "B" average or better in a class, during second semester only. All other students must take exams.
6. Examinations will count a maximum of 20% of the final course grade.