

# GRADUATION REQUIREMENT GUIDELINES

The following graduation requirements have been established for Marshfield High School:

English.....	4 credits
Social Science .....	3.5 credits
Math .....	3 credits
Science .....	* 3 credits
Physical Education (taken over 3 years) .....	1.5 credits
Healthy Choices (taken in grades 9-10) .....	0.5
Consumer & Personal Finance (taken junior or senior year) .....	0.5
Computer Applications R, H or Comp. Essentials Foundations .....	0.5
Elective Courses .....	8.5
	<b>Total: 25 credits</b>

**Receiving 25 credits is required by school district policy in order to graduate from the high school.**

\* = A MAXIMUM OF 1 CREDIT of science may be obtained from the following agriculture classes:

**The courses listed below earn the science credits listed:**

- ES Animal Science - ½ credit
- ES Biotechnology - ½ credit
- ES Plant & Soil Science - ½ credit
- ES Agriscience – 1 credit

**You must take BOTH of the courses listed below to earn ½ science credit:**

- Dairy Science
- Small Animal Veterinary Science

## COURSE AUDIT

Most courses cannot be taken twice for credit; however, a previously taken course can be audited. If a better grade is earned by auditing a course, the new grade will be placed on the transcript and the previous grade will be marked as “AU”. If a better grade is not earned the audited class will receive AU as a grade. Earning a better grade will not earn the student additional credit, but it will improve the student’s cumulative GPA. A grade of “F” is permanent on a transcript and therefore cannot be changed through an audit.

## CREDITS- MINIMUM AND MAXIMUM NUMBERS

All students must carry a minimum of 6.5 credits during the school year. Summer school credits are not considered part of the academic school year load. Students are able to carry a maximum of 9.0 credits during the year. Exceptions to this policy are considered only under unusual circumstances and only with the written consent and approval of the parents, guidance counselor and principal

# SCHEDULE/REGISTRATION CHANGES

## What is the reason for the major change in scheduling and registering for classes?

It is always our goal to put our students in a position to experience a comfortable challenge yet be successful. It is our belief that students must choose their courses carefully and with the intent of committing to the courses they selected at the time of scheduling/registration.

The ripple effect of mass numbers of students changing their schedules is immense. The Marshfield High School administration uses those course numbers to determine staffing for the upcoming school year. Those numbers must be solid in order to set the best course for our high school. In the past, in the months leading up to the new school year- students changed their schedules often- to the point that for some, the student's original schedule was unrecognizable. The problem was we had based our plans on the student's original selections. All of these changes made certain classes overcrowded and overall staffing shaky at best! This year will be different.

Parents, please assist your child in carefully selecting their courses for the following year. Information is available in the course guide book which is found online. Students, our guidance counselors will be meeting with each class to assist in selection. If you are not sure about a certain class, ask the teacher who is teaching it this year if this would be a good choice for you. Finally, it may help to speak to some of your peers who have had the class. In any case, be sure that the courses you initially select are the courses you want.

## REGISTRATION TIMELINE

### January

- Parents and students should begin to look at the courses they might select for the 2017-2018 school year
- Week of January 30<sup>th</sup> Counselors visit MHS & MMS classrooms.
- January 30<sup>th</sup>, registration opens online at 4 p.m. for everyone!
- January 30<sup>th</sup>, Parochial school/homeschool presentation 6:00-7:00 in Room 10

### February

- February 6<sup>th</sup>, Tiger Course Hunt 4:00-8:00 p.m. in Fieldhouse; Registration opens at 4 p.m.
- February 10<sup>th</sup>, Registration closes for current grades 9-11 at 3:00 p.m.
- February 17<sup>th</sup>, Counselors go to Marshfield Middle School to register current grade 8 students
- February 11<sup>th</sup> -March 10<sup>th</sup>, counselors & teachers review course requests.

### ADDING/DROPPING A COURSE

Prior to the start of a semester, students may drop any course and add another course in their schedule for one or more of the following reasons:

- For medical reasons
- Due to significant changes to a student's post high school plans
- There is a computer error on the student's schedule
- There are two study halls in one semester and none in another
- The student is in a Co-op, Health Career Connections or Youth Apprenticeship and needs to be free at certain times for his/her job.
- The student IEP requires that modification be made.
- The class needs to be added as it is a graduation requirement. After the semester has begun:
- Students have 5 days to add a course
- Students have 4 weeks to drop with a "W" if they have maintained enough credits (usually 6.5)
- After 4 weeks, the teacher determines whether the student receives a final grade of "F" or "W".

# REGISTRATION TIMELINE CONTINUED

## **DROPPING DOWN FROM: AP TO HONORS; OR HONORS TO A REGULAR SECTION**

Students may drop down from an honors section to a regular section of a course only after the first quarter of a new semester. At the end of the first term of the course, students may drop down if they have a grade of “D” or lower in the higher-level class. The student may only drop down to a lower section of the same course. A student may only drop to a lower section after meeting with specified faculty and completing requisite paperwork. The student’s grade in the non-honors class will be determined by combining the grades earned in both the higher level and non-honors class. A conference with the guidance counselor and administration is required for this schedule change to be processed.

**\*PLEASE NOTE** that the initial selection of your child’s courses for a given school year is the key to avoiding any issues within their schedule. It is critical to choose those classes in a manner that best reflects your students ability and aptitude. It is strongly advised that you adhere to your teacher’s course recommendations. The teachers have taken the time to use a variety of sources and data points to recommend the class that will provide students with a comfortable challenge. Schedule changes have a great effect on class size and the staffing of our school. Any and all schedule changes are contingent upon seat availability. If a class change is an absolute necessity and a seat in the lower class is unavailable– the student may need to drop the class and take a study hall. If it is a class needed for graduation the student may need to take the course during summer school or pursue other less agreeable options.