

Fresh Start Learning Center  
Holton, Kansas  
USD 336

Student Handbook



501 Dakota Avenue  
Holton, Kansas 66436

Phone 785-364-5664 Fax 785-364-5672

Email [freshstart@holtonks.net](mailto:freshstart@holtonks.net)

General Information

## **USD 336 District Mission Statement**

"With the fundamental belief that every student can learn, the primary purpose of Holton School District #336 is to provide each student with learning opportunities in order to establish a foundation for success, both now and in the future."

**The Program:** Fresh Start offers adult students, 18 years or older, whose high school class had graduated the opportunity to complete the courses lacking to qualify for a Holton High School diploma.

Forms including the USD 336 enrollment form, data card, home language survey, household survey, and transcript request form will be filled out at enrollment. Records are requested from the last attended high school for the student, then one of the Holton High School counselors will review the transcript to determine the classes a student needs to be enrolled in order to fulfill Holton High School requirements.

At enrollment time, the student receives an orientation of the online curriculum and attendance requirements.

**Attendance:** Students should take attendance seriously in order to successfully work toward a high school diploma. Upon enrolling, each student is required to work on the first assigned course on-site in order to feel comfortable and proficient at navigating the online program, Odysseyware. After completing this time on-site, the students may continue to work on-site, virtually, or a combination of both. Students are encouraged to complete a unit a week.

Students receive notifications after two weeks of inactivity. If the account continues to be inactive, the login will be unavailable to the student until a visit to work on-site is arranged.

**Special Permission Students:** Jackson county area principals may refer high school students to the Fresh Start program for a senior for credit program. The student participates in a meeting with the diploma completion director, principal, and high school counselor to arrange the details of requirements for that student and the class. The student signs a contract and has the option of working on the required class at the high school or at Fresh Start. A fee of \$150 per half credit is required at enrollment.

**Hours of Operation:** The Fresh Start facility is open to walk in enrollment or computer use on Mondays from 2:00 pm until 9:00 pm, and Tuesdays through Fridays from 8:00 am until 3:00 pm. The USD 336 district calendar is followed for professional development days and holidays. Enrollment and work times may be arranged by appointment with the director outside of regular operating hours. The website is accessible to work on anytime.

**School Closing Announcement:** Tune in to the area radio and television stations for frequent closing announcements. Fresh Start follows the USD 336 emergency weather closing. The texting service Remind is used by the director to relay any announcements.

**On-line Access:** Our students may work on their coursework via the internet with 24/7 access once they have completed the required on-site attendance. Coursework can be accessed at any time of the day or night. Our teachers attend to the grading during off hours as they are able. A messaging system within the program is available, as well as staff emails for questions or concerns. Messages will be returned at the earliest possible convenience.

**Special Education Students:** The district IEP team will meet with the Fresh Start director to address the specific needs of any special education students. Intervention plans are devised for any virtual students for academic or attendance issues as needed.

**Fees:** A fee of \$20 each year is requested at enrollment. Computers are available to borrow with an insurance fee of \$50. However, the director may opt to waive the fee based on individual hardships. That will be reviewed on a case by case basis.

**Virtual Student Activities:** Students are given a district calendar and are encouraged to attend district events. Events include sporting events, concerts, and theatrical performances. Students and families are also invited to attend semi-monthly mixers at the Fresh Start facility for food, activities, and social interaction. Google classroom is utilized to provide a sharing space for course discussion and work, as well as the app Group Me for class communication.

**Communication:** It is important that a two-way communication system is maintained with students, so please notify 785-364-5664 with any address or phone number changes. Routine contact with students is a priority, and that may

be done using phone calls, email, texting, messaging through Odysseyware, face to face, and social media.

## NONDISCRIMINATION STATEMENT

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. USD #336 Holton does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Superintendent and/or Assistant Superintendent has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

### WEAPONS (JCDBB)

- A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. **DO NOT carry pocketknives at school.**
- Possession of a Firearm
  - Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis (see "Expulsion" and "Probationary Status"). Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified employees of the school, in which the pupil is enrolled or a hearing officer appointed by the board.

- Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and, if a juvenile, to SRS.

- Definition of Firearms and Destructive Devices

- As defined in district policy, the term “firearm” means any weapon which will, or is

designed to, or may readily be converted, to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device.

- The term “destructive device” means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

## **BULLYING**

- HB 2261 (2013) states “bullying” is an intentional gesture or threat creating an intimidating environment for a student or staff member. The bill clarifies the definition of bullying to mean any threat by a student, staff member, or parent toward a student or by any student, staff member, or parent toward a staff member.
- The bill defines “parent” to include a guardian, custodian, or other person with authority to act on behalf of a child. The bill defines “staff member” to mean any person employed by the school district.
- By HHS definition the intentional gesture may be written (including electronically transmitted), verbal, graphic, or a physical act or threat that is sufficiently severe, persistent, or pervasive.
- 

## **SEXUAL HARASSMENT (JGE)**

- Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

- It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.
- Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:
  - submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
  - submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
  - such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.
- Sexual harassment may include, but is not limited to:
  - verbal harassment or abuse;
  - pressure for sexual activity;
  - repeated remarks to a person, with sexual or demeaning implication;
  - unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.
- Specific examples of sexual harassment include:
  - making sexual comments or jokes;
  - looking or gesturing in a sexual manner;
  - touching, grabbing, pinching in a sexual way;
  - brushing up against;
  - flashing or mooning;
  - spreading sexual rumors about an individual;
  - pulling clothing in a sexual manner;
  - blocking passage in a sexual way;

- calling someone gay or lesbian;
  - possessing, showing or giving sexual pictures, messages or notes
- 
- When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.
  - Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.
  - The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT (JDDA)**

- Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

## **TECHNOLOGY USE POLICY**

### **Appropriate Use of Technology Equipment and Supplies**

- Use of technology equipment and supplies (including cameras) is for the performance of  
  
official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the teacher. Students shall handle all school equipment and supplies carefully. Students shall be responsible for any damage they cause to school equipment or supplies.
- Students shall not waste technology resources, including printers and space on network and mail servers.

- **Laptop Computers - School Computers - Network Facilities**

USD 336's network facilities, and school computers, including laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 336. Access to the USD 336 computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

**Searches of Property:** Administrators are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches will be carried out in the presence of another adult witness.

**Searches of Property by Law Enforcement:** If a law enforcement officer desiring to search a student's property has a search warrant, the director shall permit the search, which shall be made in the presence of the director. Prohibited items found during the search shall remain in the custody of either the director or the law enforcement officer. If any items are turned over to the law enforcement officials, the director shall receive a receipt for the items.

**Student Responsibilities:** Enrollment in Fresh Start Learning Center carries with it the presumption that the student will conduct himself as a responsible member of the school community, and, in accord with his level of maturity, the student is expected to accept responsibility for his conduct. A responsible student should: obey the law; adhere to the policies of the school district; comply with the policies and regulations of the school; safeguard the property of the school; respect the rights and privileges of others in the school community.

**Use of Electronic Equipment:** Cell phones should be set to "vibrate" or "silent" settings in the classroom. Students will leave the classroom to receive or make calls. Students may listen to music with ear buds or headphones.

**Fighting:** Fighting at Fresh Start classroom, the building, or on the school grounds will subject a student to automatic suspension from school and/or from the program.

**Emergency drills:** Emergency drills will be held at different times during the day throughout the school year. When the alarm sounds, students should proceed to the designated exit as quickly as possible.

## ACADEMIC INFORMATION

**Credits for Graduation:** Twenty-seven credits must be completed to graduate. These credits may be subject to change if a student has had an affiliation with juvenile and/or social services under the age of 18. They must provide valid proof of the affiliation, and if they are able to, they will be permitted to complete twenty-one credits for graduation requirements. The six credit difference will be subtracted from elective credits only.

Below are the twenty-seven credit requirements:

English Language Arts (4 credits)

Social Studies (3 credits)

Mathematics (3 credits)

Science (3 credits)

PE/Health (1 credit)

Fine Arts (1 credit)

Financial Literacy (.5 credit)

Electives (11.5 credits)

# COURSE LISTING BY SUBJECT

## ENGLISH LANGUAGE & LITERATURE

English 1 (A & B)  
English 2 (A & B)  
English 3 (A & B)  
English 4 (A & B)  
Creative Writing (A & B)

## MATHEMATICS

Essentials of Mathematics (A & B)  
Exploring Mathematics (A & B)  
Consumer Mathematics (A & B)  
Pre-Algebra (A & B)  
Algebra 1 (A & B)  
Geometry (A & B)

## LIFE & PHYSICAL SCIENCES

General Science (A & B)  
Earth & Space (A & B)  
Environmental Science (A & B)  
Biology 1 (A & B)

## SOCIAL SCIENCES & HISTORY

World History (A & B)  
US History (A & B)  
Social Studies (A & B)  
Government (A)  
Economics (A)

## PHYSICAL, HEALTH & SAFETY ED.

Physical Education (A)  
Health (A)

## FINE & PERFORMACE ARTS

Music Appreciation (A & B)  
Art 1 (A & B)  
Art 2 (A & B)  
Art History (A & B)  
Movie Explorations (A & B)  
Arts & Crafts (A & B)

## COMPUTER & INFORMATION SCIENCES

Computer Applications (A & B)

## BUSINESS & MARKETING

Financial Literacy (A)

## OTHER ELECTIVE COURSES

Life Skills 1 (A & B)  
Life Skills 2 (A & B)  
Career Development 1 (A & B)  
Career Development 2 (A & B)  
Job Skills 1 (A & B)  
Job Skills 2 (A & B)  
Food & Nutrition (A & B)  
Personal & Family Living (A & B)  
Journalism (A & B)  
Study Hall (A & B)

## Staff Information

Contact	Subject	Phone	Email Address
School Line		785-364-5664	freshstart@holtonks.net
Carolyn Cochren	Course Monitor	785-851-7234	<a href="mailto:c.cochren@holtonks.net">c.cochren@holtonks.net</a>
Alex Bartell	Biology/Science	785-817-2422	<a href="mailto:a.bartel@holtonks.net">a.bartel@holtonks.net</a>
Debbie Harshaw	English I-IV	785-364-0258	<a href="mailto:dharrow@holtonks.net">dharrow@holtonks.net</a>
Rick Hummel	Comp Tech/Fin Lit	785-364-3414	<a href="mailto:rhummel@holtonks.net">rhummel@holtonks.net</a>
Cullen Jackson	Art	785-851-8339	<a href="mailto:c.jackson@holtonks.net">c.jackson@holtonks.net</a>
Kurt Haussler	Social Studies/Hist/Govt	785-364-4988	k.haussler@holtonks.net
Jamie Doran	Math	785-364-2181	j.doran@holtonks.net
Traci Frasier	Counselor	785-364-2181	t.frasier@holtonks.net

Website for Odysseyware: [www.holtonks.owschools.com](http://www.holtonks.owschools.com)

Website for USD 336: [www.holtonks.net](http://www.holtonks.net)

Fresh Start Fax: 785-364-5672

Holton High School: 785-364-2181

USD 336 District Office 785-364-3650

# **COURSE DESCRIPTION GUIDE**

## **ENGLISH LANGUAGE & LITERATURE**

English 1 (A & B): Word meanings, spelling, speech, prepositions, interjections, conjunctions, common errors, verb tenses, plagiarism, complex projects, persuasion, the world of business, arguments bias, contrast and comparing, SOAP, poetry, short story, Homer Odysseus, Elizabethtown drama, Shakespeare, novels, Twenty thousand Leagues, plots and perspective, the novel.

English 2 (A & B): Language in motion, plurals, infections, demonstrative pronouns, antecedents, infinitives, adverb phrases, punctuation, exposition, technical instruction, analogies, roots and affixes, compositions, biographies, regional dialects, experience, critical essay, diction and form, Greek drama, Roman drama, and Pygmalion.

English 3 (A & B): Standard and nonstandard English, lexicography, appositives subordinate clauses, Greek and Roman roots, measurement in poetry, Annabel Lee, nonfiction journals, Our Town, essay, thesis, bibliography, analyzing words, expository theme, critical analysis, Old man and the Sea.

English 4 (A & B): Elizabethan poetry, Shakespeare, Hamlet, Bunyan, Pope, Swift, Johnson, Goldsmith, Shelley, Keats, Wordsmith, Milton, Puritan literature, Sensibility literature, Romantic literature, Medieval literature, Poetry Hamlet, Canterbury Tales, 17th-19th century, English literature.

Creative Writing (A & B): Any writing, fiction, poetry, or non-fiction, that goes outside the bounds of normal professional, journalistic, academic, and technical forms of literature. Works, which fall into this category, include novels, epics, short stories, and poems. Writing for the screen and stage, screenwriting and playwriting respectively, typically have their own programs of study, but fit under the creative writing category as well.

## **MATHEMATICS**

Essentials of Mathematics (A & B): Rational numbers, absolute value and integers, fractions, decimals, percent, factors and factoring, exponents in scientific notations, whole number exponents, powers and roots, central tendency measures, statistics, outcomes, probabilities, independent and dependent variables, operations, exponents and roots, polynomials, inverse operations, two step equations, inequalities, measurements systems, scale drawings, surface area, volume, geometric shapes, scale factors, Pythagorean theorem, congruent figures, analyzing problems, estimations, graphs, date, linear functions, multi step word problems and linear inequalities.

Exploring Mathematics (A & B): Mathematical properties, multiplying and dividing polynomials, area of polygons, coordinate geometry, linear functions, and systems of inequalities and probability.

Consumer Mathematics (A & B): Brings real world application of mathematics to the development of important life skills. The course covers topics, which fall within the content strands outlined below. Numeracy skills: Lessons review non-algebraic topics such as decimal, fraction, and percentages. Statistics: Specific areas treated include sets and probability, measures of variation and distribution (such as standard deviation and z-scores), accurate sampling and confidence intervals, data interpretation, and graph creation and interpretation. Geometry: Topics include measurement and its application to the construction/building trades. Specific topics include ration and proportion, perimeter, area and volume of two and three dimensional figures (including pyramids, cones, cylinders, a spheres) and indirect measurement using similarity and right triangle relationships (including sine, cosine, and tangent). Personal Finance: Topics include job acquisition, payroll deduction, commissions and tips, buying/leasing/renting goods and equipment, health insurance, depreciation of assets, vacation and travel costs, retirement, life insurance, and wills and estate planning. A discussion of taxes includes federal, state, and local taxes, along with FICA and miscellaneous taxes. Banking and Investing: Topics include savings and checking accounts, interest rates, stocks, bonds, and mutual funds, financing through loans, credit cards, and mortgages.

Pre-Algebra (A & B): Expands on algebra preparation by formally introducing rules for handling variables in different types of equations, combining terms, FOIL-ing, and using equations to solve word problems.

Algebra 1 (A & B): Covers such topics as inequalities, polynomials, factoring expressions, radical expressions, and systems of equation, graphing and quadratics.

Geometry (A & B): Incorporates the formal study of logic and proof and is equivalent to a standard high school Geometry course. Topics discussed include: sets, lines, theorems and postulates, proofs, transversals and special angles, proving triangles congruent, parallelograms, independent triangles, overlapping triangles, 30, 60, 90 degree triangles, sine's, cosines, tangents, areal of circles, solids, perpendicular lines, congruence and similarity, inverse and identity transformations, polygons, coordinates and proofs, arcs, cones, prisms, isometric, graphs, algebraic sentences, circle equation, midpoint formula.

## **LIFE & PHYSICAL SCIENCES**

General Science (A & B): Radioactivity, atomic nuclei, reactors, metric system, area, volume, mass, density, earth structures, buoyancy, oceanography, turbidity, sedimentation, chemistry of the ocean, photosynthesis, biosphere, industry, transportation, space, telescopes, astronomy, and populations.

Earth & Space (A & B): Doppler effect, Newton Laws, planetary motion, geological time, earth and its interior, earthquakes and volcanoes, minerals and types of rocks, erosion, water cycle, oceans, lakes and rivers, atmospheric structure and properties, climate and weather and our solar system.

Environmental Science (A & B): Environmental Science is an interdisciplinary course covering a wide variety of topics including biology, physics, geology, ecology, chemistry, geography, astronomy, meteorology, oceanography, and engineering. The course also considers ways in which human populations affect our planet and its processes. Of special emphasis is the concept of sustainability as a means of using resources in a way that ensures they will always be around us.

Biology 1 (A & B): Topics range from the basis of life to cellular and genetic biology and also include taxonomy, binomial nomenclature, molecular basis of life, static electricity, covalent bonding, organic compounds, lipids, carbohydrates, enzymes, microscope, microbiology, protozoa, amoeba, algae, cell design, osmosis, anatomy and morphology of plants, sexual reproduction in animals and plants, anatomy and physiology, systems of the body, chromosomes, diseases, probability, cell division, meiosis, mitosis, asexual and sexual reproduction, food chains, ecology, biomes, quadrants.

## **SOCIAL SCIENCES & HISTORY**

World History (A & B): Traces the development of civilizations, including key historical personalities and cultural distinctive. Items covered in this class include: Hominids, populating regions, agricultural communities, River Valley, Pastoral Studies, trade and commerce, Judaism, Hellenic period, Athens, Persian civilization, Robe, Gutpas of India, Tang Dynasty, Islamic, Byzantine, Bartus, Mesoamerica, China, Japan, Mongol, Chinese Dynasty, Empires of Eurasia, Ottoman Empire, transformation, Reformation, Portuguese, Spanish, Latin America, French, Russia, England, Slavery, abolition, Industrial Revolution, World War II, reconstruction, cold war, United Nations, Africa, Pandemics, and Capitalism.

US History (A & B): Traces the development of American civilization, including key historical personalities and cultural distinctive. Items covered in this class include: the colonies, birth of the nation early US administrative policies-Monroe, Jackson, sectionalism, Articles of Confederation, The Constitution, Lincoln, Douglas, slave codes, industry, isolationism, Global Conflict, The Great Depression, World War II communist threat, Korean and Vietnam War, Kennedy, Martin Luther King, Carter-George Bush presidencies.

Social Studies (A & B): Climatic regions, picture and model form of Earth, annexations and acquisitions, maps, religions, the constitution, government, executive, legislative and judicial branches of government, citizenship, water users,

food additives, drug abuse, commitment to the future and environment, as well as how one interfaces with the world-job prep-careers.

Government (A): Explores the Impact of historical and modern governmental systems and peoples' cultural relationships. Topics covered in the class include: Philosophy behind Aquinas, Aristotle, Engles, Machivelli, Marx, Milton, Greek, and Roman government, Feudalism, Fascism, Nazism, US Constitution, Bill of Rights, executive, judicial, legislative branches, passing bills, political parties and getting involved.

Economics (A): International finance, unions, labor, free enterprise, banking, savings, loans, personal finances, credit cards, IRA, stock market, purchasing cars, budgeting, trading stocks, monopolies, running a business, and deregulation.

### **PHYSICAL, HEALTH, & SAFETY ED.**

Physical Education (A): This course is designed to provide the basic skills and information needed to begin a personalized exercise program and maintain an active and healthy lifestyle. Topics include fitness and pre- and post-assessments to measure and analyze fitness, fitness logs, exercise techniques, brain exercises, goal setting, around the internet for fitness articles, fitness fundamentals, cool down, proper posture, safety, muscle soreness and minor injuries, nutrition, weight management, calorie intake, athletes and drugs.

Health (A): Health is the general condition of a person in all aspects. it is also a level of functional and/or metabolic efficiency of an organism, often implicitly human. This course teacher's student's ways to enjoy a healthy lifestyle while understanding the workings of the human body.

### **BUSINESS & MARKETING**

Financial Literacy (A): This course helps students measure their career interests, skills, work values, and explore occupations. In addition, the FDIC Money Smart training covers topics such as: bank services, managing a checking account, budgeting, credit card management, credit reports, borrowing money, home ownership, and consumer rights.

### **FINE & PERFORMCE ARTS**

Music Appreciation (A & B): This course requires no prior instrumental, vocal, or music theory study. Using the piano keyboard as a visual basis for comprehension, the course materials explore the nature of music. Integrating concepts of rhythm and meter, written music notation, structure of various scale types, interval qualities, melody and harmony, building chords and transposition. Throughout the series of assignments, ear training exercises are interspersed with the bones of

composition technique, building in students the ability to not only hear and appreciate music, but step-by-step, to create it in written form as well.

Art 1 (A & B): The product or process of deliberately arranging symbolic elements in a way that influences and affects one or more of the senses, emotions, and intellect. It encompasses a diverse range of human activities, creations, and modes of expression, including music, literature, film, photography, sculpture, and painting. The meaning of art is explored in a branch of philosophy known as aesthetics, and even disciplines such as history and psychoanalysis analyze its relationship with humans and generations.

Art 2 (A & B): The product or process of deliberately arranging symbolic elements in a way that influences and affects one or more of the senses, emotions, and intellect. It encompasses a diverse range of human activities, creations, and modes of expression, including music, literature, film, photography, sculpture, and painting. The meaning of art is explored in a branch of philosophy known as aesthetics, and even disciplines such as history and psychoanalysis analyze its relationship with humans and generations.

Art History (A & B): Art History is a yearlong elective designed to enable students to develop knowledge of the history and theory of art and the relationship between artist, artwork, and society. Students will research and critique periods, styles, and works of art from early civilizations through modern and contemporary art. Throughout the course, students may be asked to answer questions or to reflect on what they've read in their notes. The notes are not graded. Rather, they are a way for students to extend their thinking about the lesson content. Students may keep handwritten or typed notes.

Movie Explorations (A & B): Film/Videotape courses expose students to the materials, processes, and artistic techniques involved in film, television, or videotape. Students learn about the operation of a camera, lighting techniques, camera angles, depth of field, composition, storyboarding, sound capture, and editing techniques. Course topics may also include production values and various styles of filmmaking (documentary, storytelling, news magazines, animation, and so on). As students advance, the instruction becomes more refined, and students are encouraged to develop their own artistic style. Students may also study major filmmakers, cinematographers, and their films and learn about film, television, and video and their relationships to drama and theater.

Arts & Crafts (A & B): Arts and Crafts courses teach the same lessons as Creative Art—Comprehensive courses, but do so with a focus on crafts. These courses may survey a wide range of crafts, or they may focus on only one type of craft; possibilities include calligraphy, quilting, silk-screening, cake-decorating, tole-painting, mask making, knitting, crocheting, paper-making, and so on.

## **COMPUTER & INFORMATION SCIENCES**

Computer Applications (A & B): Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

## **OTHER ELECTIVE COURSES**

Life Skills 1 (A & B): Personal mission statement, values, distinguishing personal gifts and talents, personality, hierarchy of needs, types of personality tests, 5 Stages of Change, coping and healthy ways to cope, social health, family health, marriage-communication and forgiveness, responsibilities of being a parent, abstinence, citizenship and community, stress and emotional management, time management, creating balance, healthy eating, weight management, creating a meal plan and workout plan, money management, budget, bank account fraud, advertising techniques, grocery shopping, college and career planning.

Life Skills 2 (A & B): Personal mission statement, values, distinguishing personal gifts and talents, personality, hierarchy of needs, types of personality tests, 5 Stages of Change, coping and healthy ways to cope, social health, family health, marriage-communication and forgiveness, responsibilities of being a parent, abstinence, citizenship and community, stress and emotional management, time management, creating balance, healthy eating, weight management, creating a meal plan and workout plan, money management, budget, bank account fraud, advertising techniques, grocery shopping, college and career planning.

Career Development 1 (A & B): Career Development courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.

Career Development 2 (A & B): Career Development courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.

Job Skills 1 (A & B): Job Skills courses help students match their interests and aptitudes to career options with a focus on using employment information

effectively, acquiring and improving job-seeking and interview skills, composing job applications and resumes, and learning the skills needed to remain in and advance within the workplace. Course content may also include consumer education and personal money management topics.

Job Skills 2 (A & B): Job Skills courses help students match their interests and aptitudes to career options with a focus on using employment information effectively, acquiring and improving job-seeking and interview skills, composing job applications and resumes, and learning the skills needed to remain in and advance within the workplace. Course content may also include consumer education and personal money management topics.

Food & Nutrition (A & B): Food and Nutrition courses provide students with an understanding of food's role in society, instruction in how to plan and prepare meals, experience in the proper use of equipment and utensils, and background on the nutritional needs and requirements for healthy living. Some classes place a heavier emphasis on the nutritional components of a balanced diet, while others concentrate on specific types of food preparation. Although these courses may present career opportunities in the food service industry, their emphasis is not career-related.

Personal & Family Living (A & B): This course is a yearlong elective for high school students. Interactive and multi-enriched, Personal and Family Living is designed to teach and foster practical life skills, as they relate to personal development, positive communication, home and family life, health and safety practices, financial responsibility, and career preparation. Helping students become independent and well-rounded individuals, this course focuses on the development of skills necessary for a successful transition to adulthood.

Journalism (A & B): Journalism courses (typically associated with the production of a school newspaper, yearbook, or literary magazine) emphasize writing style and technique as well as production values and organization. Journalism courses introduce students to the concepts of newsworthiness and press responsibility; develop students' skills in writing and editing stories, headlines, and captions; and teach students the principles of production design, layout, and printing. Photography and photojournalism skills may be included.

Study Hall (A & B): Study Hall courses provide students with the opportunity and time to complete classroom assignments or school projects. Students typically work on their own, without the help of a tutor; however, they are supervised and usually remain in the classroom.

