

GENERAL INFORMATION

PLEASE read the next several pages of information carefully. This section covers general topics with regard to scheduling, graduation requirements, and guidance information. You should have an understanding of these policies and concepts before you begin to select courses for your schedule for the next school year.

Each student is assigned to a specific area from the time he or she arrives at school through the end of the school day. The assignments include classes, homeroom, lunch, and activity periods.

LUNCH

Each student is scheduled automatically for one lunch period at the High School. (Students may NOT leave school during the lunch/activity period.)

A student who wishes to give up his or her lunch/activity period in order to take a class must submit a request form signed by the parent to his or her school counselor.

EARLY RELEASE FROM SCHOOL

Horseheads High School offers a wide selection of courses and encourages students to take full advantage of course offerings and, therefore, does not encourage early release from school.

However, seniors may petition for an early release from school for employment or alternate learning opportunities. Requests will be honored only if approved by the parent and principal and are conditional upon a student's individual schedule. Seniors who need to be on school grounds after school hours for activities such as sports practices, to attend meetings as club officers, etc. are not eligible for an early release. Seniors who request this privilege must follow the part day pass procedure and must be able to complete the courses required for graduation.

Deadlines for early release requests are: 1st semester - July 31; 2nd semester - last day of classes prior to the January Regents Exam period.

MINIMUM NUMBER OF COURSES

As there are no studyhalls at Horseheads High School, every student must have a full schedule. The only exception is for seniors who petition for an early release.

COURSE WEIGHTING

Course weighting is a system of establishing final weighted class rank for each graduating senior.

Course weighting is NOT reflected in a student's individual course grades in determining eligibility for honor roll nor is it used in computing a student's cumulative average. Course weighting rewards students for successfully completing the more rigorous ACE and AP courses specifically identified in this catalog.

RESCHEDULING OF COURSES FAILED

Every attempt should be made on a student's part to successfully pass each course and seek out resources for help when they have difficulty. A student who fails a course which is required for graduation must repeat the same course or comparable course to meet the requirement. Courses may be repeated through an area summer school program, if available, or during the following academic semester ONLY if there is a space available in the class(es). We encourage completion of a failed course in a summer school program if possible in order to avoid scheduling issues in the student's remaining high school years. If a student does not meet the necessary requirements of each grade level (see promotion guidelines), he or she will be retained in the current grade level until those requirements are met.

PROMOTION GUIDELINES

In order to achieve SOPHOMORE status, a student must earn four (4) credits.

In order to achieve JUNIOR status, a student must earn nine (9) credits.

In order to achieve SENIOR status, a student must be in a position to graduate by August of the current school year.

SCHEDULE CHANGES/NO DROP POLICY

Annually, students meet with their counselor to select courses for the following school year. Course selection is based on courses required for graduation, student interests, career goals, and post-secondary plans. A course selection sheet is then mailed home to parents. Factors such as the student's past achievement, teacher recommendations, and the availability of classes have an impact on student schedules.

Deadlines for requesting to change a class are: 1st semester – July 31st; 2nd semester – last day of classes prior to the January Regents Exam period.

Students will not be able to drop any courses beyond the deadlines above (unless there is an error, in which case the student should see his/her counselor). Therefore, careful consideration of course selection is necessary. If problems arise, the student and parent need to work together with the teacher and counselor toward a resolution. If a student is misplaced in a course, they may petition for a level change before the end of the first marking period. Level changes are only for courses within the same curricular area and are subject to course availability and principal approval.

GUIDANCE SERVICES

Counselors meet individually and in groups with their students throughout the high school years. Students are encouraged to initiate additional contacts with their counselor on an as-needed basis. A comprehensive four-year guidance program is in place which offers a holistic approach to student services. The program includes academic planning and advising, career exploration and planning, college and future planning, and personal counseling.

SPECIAL PROGRAMS

CAREER & TECHNICAL EDUCATION

Horseheads High School offers occupational education for students to prepare for employment or further technical and occupational training. There are successful students in the GST BOCES CTE programs at all ability levels.

The CTE courses at BOCES are designed to meet a broad range of interests and abilities. The aims of these courses are:

- To develop a positive work ethic.
- To develop decision-making and problem-solving skills.
- To explore a student's ability and interest in an occupation.
- To acquire skills for employment.
- To promote appreciation for the world of work.
- To provide practical experience while learning.
- To provide high school credit.

Students enrolled in a CTE program attend the BOCES campus for several periods of each school day. Students then take academic and other required subjects at Horseheads High School during the remainder of the day. Transportation to the BOCES campus is provided by the Horseheads Central School District. Students are prohibited from driving their personal vehicles to BOCES.

NEW VISIONS PROGRAMS FOR SENIORS

- Education & Human Services
- Innovation, Leadership, & Business
- Health Careers

These one year programs offered through GST BOCES allow seniors to spend half of the school day at an actual work site exploring a variety of program specific careers while working toward senior academic credit.

New Visions students will have classroom instruction supplemented with local on-site rotations. Classes meet each school day either in the morning or the afternoon. New Visions integrates ACE English, ACE First Year Experience, Economics/Participation in Government, and career exploration for a total of 4 credits (1 credit English; 1 credit First Year Experience; ½ credit Economics; ½ credit Participation in Government; and 1 credit in Occupational Education).

New Visions students develop career plans and integrated projects based on knowledge acquired and documented through experiential learning. They learn to use proper terminology, relate academic subjects to professions studied, and conduct themselves in the safe, professional manner expected in their chosen field.

Space is limited and the application process is competitive. In order to apply students need to have the following:

- All graduation requirements met by the end of the junior year except for senior English, Economics, and Participation in Government.
- A grade point average of 85% or higher.
- A complete New Visions application and TEC Center application.
- Three years of Regents math and science.

- Recommendations from three academic teachers (or two teachers and one employer or volunteer supervisor).
- An essay that describes personal, academic, and career goals as well as strengths and challenges.
- The ability to provide their own transportation to the various sites.
- Excellent attendance records of 90% or better (reviewed on an individual basis).
- A personal interview to aid in the selection process.

Interested students should see their High School Counselor for details.

CORNING COMMUNITY COLLEGE DUAL ENROLLMENT PROGRAM (ACE)

Through an agreement between Horseheads High School and Corning Community College, students may enter into a dual enrollment arrangement. That is, students may take certain courses at the High School, pay a tuition fee to Corning Community College, and receive both high school and college credit. Please note that students who elect to enroll in ACE courses at the High School will be *automatically* enrolled in the course for college credit through Corning Community College. Students may elect to enroll in an ACE level course for high school credit only and not receive college credit. It is vital for students and parents to be aware of and to follow the proper procedure at the beginning of each semester to indicate to the teacher and college that they do not wish to pay for college credit. If the college does not receive proper notification, parents may still be responsible for course tuition.

ADVANCED PLACEMENT COURSES (AP)

AP courses are college level courses which follow a nationally standardized curriculum developed by the College Board. Students who enroll in AP courses are expected to take the corresponding AP examination in May. Depending on the AP exam score, the college in which the student chooses to attend may grant college credits or advanced placement to the student. AP courses are available to all students who meet the academic criteria. See your school counselor for more information about this program.