



# **BALTIC SECONDARY SCHOOL REGISTRATION HANDBOOK**

**FOR THE 2017-2018 SCHOOL YEAR**

SOUTH DAKOTA BOARD OF EDUCATION MINIMUM SCHOOL GRADUATION REQUIREMENTS,  
 SOUTH DAKOTA BOARD OF REGENTS ENTRANCE REQUIREMENTS  
 and BALTIC HIGH SCHOOL GRADUATION REQUIREMENTS  
 All numbers are given in Carnegie Units of Credit

	BOARD of REGENTS	BALTIC SCHOOL DISTRICT
ENGLISH	3.5	4.5
SPEECH	.5	.5
SCIENCE	3 Labs	3 Labs
MATHEMATICS	3 Advanced Math	3
SOCIAL SCIENCES	3	3
COMPUTER SCIENCE		1
FINE ARTS	1	1
PE/HEALTH	1	1
PERSONAL FINANCE	.5	.5
REQUIRED CREDITS	15.5	17.5
ELECTIVE CREDITS	6.5	6.5
<b>Total</b>	<b>22</b>	<b>24</b>

\* At the time of admission to a South Dakota Board of Regents University, it is expected that students will have basic keyboarding skills and have had experience in using the Internet or other wide area networks. These expectations may be met by high school course work or demonstrated by some other means. Incoming students assessed and found deficient in this area may be required to complete specific computer skills course.

\*\* Students must accumulate 24 credits listed among the required courses above.

\*\* All Seniors are required to take Senior Projects.

\* Registration for classes at the Career Tech Academy is limited to current sophomores and juniors. The number of available seats at the Academy is limited. Final determination of which students will be selected to attend the Academy will be decided by the administration.

## EARLY GRADUATION

Early graduation is defined as graduating prior to the completion of 8 consecutive semesters of high school beginning with the first semester of a student's freshman year in high school. These are the guidelines that pertain to early graduation:

1. Early graduation is only allowed at the end of the sixth or seventh semester.
2. All requirements for graduation of the student's freshman class cohort must be met.
3. Students who are interested in early graduation are required to meet with the principal, counselor and at least one parent/guardian to develop a plan for early graduation.
4. Diplomas are awarded at the end of the school year, and then only to students who completed their last semester as a full-time Baltic High School student.
5. Students who complete their work and are eligible for early graduation are allowed to participate in traditional graduation exercises at the end of the school year. There are no separate graduation exercises provided for early graduates. Early graduates are included in the class rank of the class with which they are eligible to participate in graduation exercises.
6. Early graduates are not eligible for valedictorian and salutatorian honors.
7. Early graduates lose all student privileges upon graduation such as participation in homecoming, prom, sports, and fine arts activities.
8. Students who graduate in six semesters are eligible to apply for the State of South Dakota "Jump Start" Scholarship program. This state sponsored program awards money to students who graduate in three years. For more information about this program, visit the S.D. Department of Education website at [doe.sd.gov](http://doe.sd.gov).

## Virtual High School (VHS)

Baltic High School will accept credits from on-line courses approved by South Dakota Virtual High School (VHS) or correspondence courses that have been approved in advance by the Baltic High School administration.

- VHS courses and correspondence courses may be taken by juniors and seniors.
- VHS courses will be based on a limited enrollment including space, availability, and facilities.
- Students enrolling in VHS courses are required to meet with the high school principal, guidance counselor, and parents/guardians prior to acceptance into the class.
- Students are not allowed to participate in a VHS course if the same class is offered in the secondary schedule.
- Students must pay all fees at the outset of a VHS class. The Baltic School District will reimburse a student for one VHS class per semester if the student receives a C (or percentage equivalent) average for the semester.
- The Baltic School District will not reimburse students for VHS courses that the administration deems as similar to or as a substitute for classes offered in the Baltic secondary schedule or for courses used to improve a student's academic standing through class retakes.
- Students are allowed to take VHS courses for dual credit at the expense of the student and not the school district.
- The school district will not cover any expenses for any correspondence course or a course that is used for credit recovery.
- Students are required to follow all guidelines of the VHS program.

## DUAL CREDIT COURSES

Dual credit is an opportunity for high school students who meet admissions standards to enroll in public technical institutes in South Dakota and simultaneously earn credits for both their high school diploma and postsecondary degree. The following rules govern Dual Credit at Baltic High School:

- Students applying for a Dual Credit course must be a junior or senior.
- The student requesting dual enrollment must receive permission from the administration prior to applying for a dual credit course.
- The student may request withdrawal from the course in conjunction with the drop/add time frame of the corresponding post-secondary institution. Students who drop a dual enrollment class during the drop/add time frame are required to enroll in another on-line class or a class in the regular schedule. Students will not be allowed to withdraw from a Dual Credit class after the drop/add period ends at the institution
- Students interested in taking dual credit courses from one of the six South Dakota Board of Regents institutions must:
  - Meet ACT college-ready benchmarks in all subtests; or
  - Meet undergraduate admissions requirements (ACT or coursework); or
  - If a high school senior, rank in the upper one-half of their class or score at or above the 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT; or
  - If a high school junior, rank in the upper one-third of their class or score at or above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT.
- Each approved Dual Credit course must be equivalent to at least a 2 credit post-secondary credit course.
- The student enrolled in a Dual Credit course may request to be excluded from the minimum class load requirement at Baltic High School.
- Students are required to follow the class start and end dates as deemed by the distance provider.
- Students enrolled in a Dual Credit course will have their grade weighted in accordance with the Honors Course weighted grading scale and will be figured into the student's cumulative grade point average. The grading scale of the institution providing the instruction will be used for the course.
- Each unit of college credit earned will be equivalent to 1/6 high school credit.
- Students enrolled in a Dual Credit course are classified as full-time high school students.
- Students are expected to participate in the Dual Credit course in a manner conducive to completing work when assigned by the coordinating instructor.
- All fees and costs associated with a Dual Credit course are the responsibility of the student and parent/guardian including transportation to and from the site of the course.
- If a student fails a Dual Credit course, they are no longer eligible to participate in any future Dual Credit courses.

<b>BALTIC SECONDARY SCHOOL COURSE OFFERINGS</b>	
<b><i>English</i></b>	<b><i>Agriculture Education</i></b>
English I: Literature & Grammar/Composition	Intro to Ag, Food and Natural Resources CTE
English II: World Literature and Composition	Ag Metal Fabrication Technology CTE
English III: American Literature and Composition	Advanced Ag Metal Fabrication Technology CTE
English IV: Grammar, Literature and Composition	Fundamental Ag Structures Technology CTE18403 & Advanced CTE 18406
Speech I	Landscaping Design and Maintenance CTE
Senior Experiences	Fundamental Animal Science CTE
Publication Production I	Advanced Animal Science CTE
Publication Production II	Ag Business Sales CTE
Strategic Reading	Natural Resources CTE
<b><i>Math</i></b>	Horticulture CTE
Algebra I	Fundamental Agriculture Mechanics (Ag Power I) CTE
Geometry	Ag Power Technology (Ag Power II) CTE
Integrated Math	Leadership and Personal Development CTE
Algebra II	Ag Processing Technology CTE
Pre-Calculus and Trigonometry	<b><i>Family and Consumer Science</i></b>
Statistics and Probability	Foundations of CTE
Calculus	Textiles and Interiors CTE
<b><i>Science</i></b>	Skills for Parenting CTE
Physical Science	Human Development: Birth Through School Age CTE
Biology	Serving Families and Communities CTE
Earth and Space Science	Nutrition and Wellness CTE
Chemistry	Employability/Careers CTE
Physics	Consumer Services and Product Development CTE
Anatomy	Personal Finance
Applied Biology and Chemistry	<b><i>Business Education</i></b>
Biology Advanced Studies	Accounting I
Chemistry Advanced Studies	Accounting II
Science, Technology, and Society (STEM)	Intro to Business
<b><i>Social Studies</i></b>	Macroeconomics
World History	Microeconomics
World Geography	Business Law
US History	International Business
US Government	Business Management
Psychology	Principals of Marketing
Economics	Sports Entertainment and Marketing
Law Studies	Entrepreneurship
Contemporary World Issues	<b><i>Fine Arts</i></b>
<b><i>Computer and Technology</i></b>	Introduction to the Theater
Computer Applications	Exploration in Drama
Advanced Computer Applications	Art I – Creative Art Comprehensive
Computer Hardware and Software	Art II – Art Portfolio
Digital Media Technology	Art Directed Studies – Advanced Art Portfolio
Digital Music Production	Band
Network Technology	Chorus
Web Development	Chorus and Ensemble
Computer Programming I and II	Music Appreciation
<b><i>Foreign Language</i></b>	Physical Education and Health
Spanish I	<b><i>Physical Education</i></b>
Spanish II	Physical Education and Health
Spanish III	Fitness for Life
Spanish IV	High School Physical Education

## GRADING SYSTEM

The following grading scale will be used in grades 6 - 12:

A+	100%	To receive an A+, a student must have a perfect score for that grading period.
A	95% - 99%	
A-	93% - 94%	
B+	91% - 92%	
B	88% - 90%	
B-	86% - 87%	
C+	84% - 85%	
C	79% - 83%	
C-	77% - 78%	
D+	75% - 76%	
D	72% - 74%	
D-	70% - 71%	
F	0% - 69%	Failing work not up to standards
I		Incomplete

## 4.0 GRADING SCALE

The following scale will be used to compute grade point average (GPA's)

A	4.00
A-	3.66
B+	3.33
B	3.00
B-	2.66
C+	2.33
C	2.00
C-	1.66
D+	1.33
D	1.00
D-	.66
F	0

Academic letter marks will be used to compute GPA's for the Honor and Merit Rolls. Marks in non-academic classes such as athletics will not be used to compute GPA's. A GPA from 3.5 to 4.0 will qualify a student for Honor Roll. A GPA from 3.0 to 3.49 qualifies a student for the Merit Roll.

## DISTANCE LEARNING

We have been presented with opportunities for distance learning via both the DDN and through the Internet. DDN courses are can be taken through various locations throughout the state at large. Internet courses are usually Advanced Placement courses, and are offered through a variety of industry resources. There are a wide variety of Advanced Placement course options for students. If students would like to take courses using these technologies, speak with the Principal who will make an effort to secure distance learning opportunities. Students and parents must understand that the use of the DDN could be limited based on the number of students who need the course, scheduling conflicts, course availability, and time conflicts with other courses. Internet coursework is not limited to a certain time or place, but parents and students must understand that AP internet courses will be very rigorous.

Possible Distance Learning courses include: Calculus, Physics, Foreign Language, Business courses, Visual Basic, Exploring Art, journalism, AP biology, Business Law, AP chemistry, AP physics, AP Calculus, AP Statistics, AP Microeconomics, and AP Macroeconomics. Other courses may be available as well upon request.

# ENGLISH

## ENGLISH I – Literature & Grammar/Composition

Grade 9

1 Year

Required

Students will study grammar, including parts of speech, phrases, clauses, and capitalization/punctuation and basic writing and research skills. Literature will include short stories, drama, and American folklore. Other areas of study include vocabulary, spelling, and history of English.

## ENGLISH II – World Literature & Composition

Grade 10

1 Year

Required

Students will study examples of world literature, including mythology, epics, drama, and short stories. They will learn vocabulary, literary terms, and background material from all areas of literature. Written assignments will include short researched reports and essays.

## ENGLISH III – American Literature & Composition

Grade 11

1 Year

Required

Students will study examples of American literature, including historical literature, drama, short stories, poetry, and novels. They will learn vocabulary, literary terms, and background material from all areas of American literature. Written assignments will include short research papers and essays. Independent reading, grammar, and vocabulary usage will be developed throughout each week of the course.

## ENGLISH IV – Grammar, Literature and Composition

Grade 12

1 Year

Required if not taking AP English

Students will apply and build upon previous language arts instruction through a variety of writing projects, including a research paper of 8-10 pages and other compositions, including reflection papers, analysis papers, technical communications, and creative writing. Students will read and examine British and American Literature (including poetry, plays, essays, short stories, and novels). Senior students may choose between English IV and AP to fulfill their graduation requirement.

## ADVANCED PLACEMENT ENGLISH

Grade 12

1 Year

Required if not taking English IV

It is recommended students have a "B" average in English I, II, III

This course is for college-bound students and concentrates on writing skills. Students will review grammar and usage, write many types of compositions, and learn research skills culminating in a research paper. They will study literature Advanced Placement English and English IV to fulfill their graduation requirement. Course content will be aligned with standards tested by the AP exam. Students will be prepared to take the AP exam if they would like to earn college credit for the course.

## SPEECH

Grade 10

1 Semester

Required

Students will prepare and present many types of speeches including informative, persuasive, demonstration, and impromptu. They will learn organization skills and outlining. Library and research skills will be reviewed and used in preparing speeches.

## SENIOR EXPERIENCE

Grade 12

1 Year

Required

Students will choose an area of interest and complete a year-long independent study of their chosen topic. Included in Senior Projects is a formal research paper, journal reflections, a portfolio, mentoring hours, a physical project/product, and an oral presentation. With the exception of the research paper, which is taught in conjunction with AP English and English IV, students will be responsible for completing the course requirements independently (with the help of the faculty advisor/coordinator and mentor).

## PUBLIC PRODUCTION I

Grades 11-12

1 Year

Elective

Formerly known as School Publications, the students will study newspapers, advertising, movies, radio, and television. Students in the class also write the Bulletin newspaper page every other week as well as put together the school yearbook.

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## PUBLIC PRODUCTION II

1 Year

(Pre-Requisite – Public Production I)

Students will explore the rhetoric of writing and design by examining publications such as yearbooks, magazines, and newspapers, and students will demonstrate their understanding of principles of writing and design by producing the school newsletter and school yearbook. By engaging in the creative process, planning, and execution of these projects, and by collaborating throughout creation of these projects, students will learn to balance leadership skills with negotiation.

Grades 11-12

Elective

## STRATEGIC READING

1 Year

Reading is designed to improve reading ability, fluency and comprehension. This class will help students enjoy reading through a variety of assessments and genres. We will investigate class chosen novel, analyze through lit circles, and we will also have times of free reading where students chose their own books to read for enjoyment.

Grades 11-12

Elective

# MATHEMATICS

## ALGEBRA I

1 Year

Prerequisite for 8<sup>th</sup> Graders: Pass Algebra I Entrance Exam

This course covers mathematical concepts of basic computation, solving equations involving 1 or 2 variables, inequalities, systems of equations, graphing in the coordinate plane, and problem solving. Any student taking Algebra I should have a good background in Junior High math. It is recommended that Algebra I be taken during the ninth grade, but any student who can fit it into their schedule may take the course.

Grade 9

Required

## GEOMETRY

1 Year

Prerequisite: One Credit of Algebra I

Investigates the relations, properties, and measurements of solids, surfaces, lines, and angles. The use of deductive reasoning is required for mathematical proofs. Geometry is helpful, but not necessary for trigonometry.

Grades 10-12

Required

## TRANSITION ALGEBRA

1 Year

Pre-Requisite: Algebra I

Formerly known as Advanced Algebra I, Transition Algebra is an extension of Algebra I and must be taken prior to Algebra II. It will cover quadratic equations, expressions and equations involving roots, basics of trigonometry, rational expressions and functions, and the basics of discrete mathematics. This class is intended for those who would like to take another math class after Geometry but feel that they are not yet ready for the material that is learned in Algebra II. **This course is not eligible for the Opportunity Scholarship.**

Grades 11-12

Elective

## ALGEBRA II

1 Year

Pre-Requisite: Algebra I

This course builds on the concepts of simplifying expressions, statistics, graphing and the use of graphing calculators, plus the introduction of matrices, functions, and logarithms. Algebra II combined with Geometry forms an excellent foundation for students interested in pursuing upper level math classes.

Grades 10-12

Elective

## PRE-CALCULUS AND TRIGONOMETRY

1 Year

It is recommended students have taken Algebra I, Algebra II, and Geometry. This course includes the study of functions, graphs, applications, and trigonometry. Topics covered include linear and quadratic functions, polynomial functions, inequalities, exponents, and logarithms. Topics in trigonometry include trigonometric functions, equations and applications, and triangle trigonometry. It is required that a student have a "C" average or better in the prerequisites, and that the student is interested in advanced math.

Grade 11-12

Elective



## STATISTICS AND PROBABILITY

Grades 11-12

1 year

Elective

Prerequisite: Algebra II

Students will go beyond the basic conceptual ideas of statistics. They will analyze information and trends and create supported conclusions based upon the support of their research. Students will be able to find validity in sources, read different types of scores and effectively display information in various types of graphs. Students will be able to determine types of sampling errors, and how those errors can impact the outcome of a study. This class offers an alternative for those advanced math students. It is a class that will be beneficial to most students who plan on attending a post-secondary school.

## CALCULUS

Grade 12

1 Year

Elective

Pre-requisite: Pre-Calculus & Trigonometry

In this class we review basic functions, learn about what a limit is and how it relates to derivatives of any function. We learn to find the derivative of a function and how to apply it to any instantaneous rate of change. In the second semester of this class we analyze a function and learn to calculate the integral of a function and how it relates to the derivative of a function. This class is designed to prepare seniors for their first semester of college calculus.

# SCIENCES

## PHYSICAL SCIENCE

Grade 9

1 Year

Required

Students learn the fundamentals of physics and chemistry. Units of study include energy and motion, the nature of matter, kinds of substances, interactions of matter, waves, light and sound, and electricity and energy resources. This is a lab science.

## BIOLOGY

Grade 10

1 Year

Required

Students continue with topics from 7th grade Life Science including the world of life; cells, genes and heredity, classification and evolution, plants, invertebrate and vertebrate animals, human biology, and ecological interactions. This is a lab science.

## EARTH AND SPACE SCIENCE

Grades 10-12

1 Year

Elective

This course continues the study that was learned in 8<sup>th</sup> grade Earth science and combines some chemistry in earth's cycles. The students will learn the water, hydrogen, nitrogen, and carbon cycles in this class. The students will be able to understand the atmosphere and its properties, recognize weather patterns, structure of the universe, and understand the effect of human life on the environment. This is a lab science course. It is recommended that students take physical science and pass with a minimum "C-" average.

## CHEMISTRY

Grades 11-12

1 Year

Elective

It is recommended students have taken Algebra I and a "C" average in Physical Science. Chemistry is a lab science that focuses on the study of matter and its changes. Topics covered will include lab work and numbers, introduction to matter, intermolecular and intra-molecular forces, gas laws, chemical reactions, stoichiometry, solutions and models. This class is a college prep class.

## PHYSICS

Grades 11-12

1 Year

Elective

It is recommended students have taken Algebra I, Geometry, and a minimum "C" average in Physical Science. Physics is a college prep course focusing in more detail on topics from freshman Physical Science including graphs; Newton's Laws; force and pressure; work, energy and power; flight; thermal energy; sound; light; and electricity. Physics is a lab course.

## ANATOMY

1 Year

It is recommended that students have a minimum of a "C" average in both 9<sup>th</sup> Physical Science and 10<sup>th</sup> Biology. Students will study human anatomy and physiology. This is a lab course. Dissection is required.

Grades 11-12  
Elective

## APPLIED BIOLOGY/CHEMISTRY

1 Year

Students learn how Biology and Chemistry are applied to everyday life. Units of study include plants, animals, continuity of life, disease and wellness, micro-organisms.

Grades 11-12  
Elective

## BIOLOGY ADVANCED STUDIES

1 Semester

It is recommended students have a minimum of a "C" average in both 9<sup>th</sup> Physical Science & 10<sup>th</sup> Biology. This course is a continuation of Sophomore Biology and also covers some Sophomore Biology topics more in depth. Students will study concepts including cellular biology, genetics, metabolism, ecology, and other topics. This is a lab science.

Grades 11-12  
Elective

## CHEMISTRY ADVANCED STUDIES

1 Semester

It is recommended students have a minimum of a "C" average in Chemistry. This course is a continuation of Chemistry and covers additional topics or topics from 1st year Chemistry in more detail. Students have more opportunities for lab experience through more detailed experiments and special projects/demonstrations. Topics include chemical kinetics, acids and bases, solubility's, thermodynamics, oxidation-reduction and electrochemistry.

Grade 12  
Elective

## SCIENCE, TECHNOLOGY, AND SOCIETY (STEM)

1 Year

STEM is a class that is designed to challenge the critical thinking skills of the students. The main components of this class will be problem and project based learning activities. The course will not have the same set guideline of materials that will be covered each year, but instead the class is continually evolving to meet the demands of the high paced technical world. The course will focus on math, science and technology projects as well as fulfilling expectations of college and career readiness. Topics that may be covered include Lego-botics, robotics, math based problem solving, science based problem solving, and exploring career fields in math and science.

Grades 11-12  
Elective

# **SOCIAL STUDIES**

## WORLD HISTORY

1 Semester

The course will inform students about the origin and development of the world's major civilizations. It will provide a global perspective on the forces and movements that have made the past continuous with a relevancy to the present. Emphasis will be placed on studying the ancient Greeks and Romans, Islam, Medieval Europe, the Reformation, and the modern era.

Grade 10  
Required

## WORLD GEOGRAPHY

1 Semester

Geography teaches students about the world in which they live. It focuses on space, resources and people. It introduces important geographic themes, population distribution, transportation, communication, impact of people on the environment, and the interactions of people globally.

Grade 10  
Required

## US HISTORY

1 Year

The course covers American History from early colonial times to modern times with special emphasis placed on the era from 1900 to today.

Grade 11  
Required

## US GOVERNMENT

1 Year

American Government is the study of the foundations of the American governmental system, the politics of American democracy, and the politics and economy of the world. Students will study the three branches of American government and how each one is organized and how they function.

Grade 12

Required

## PSYCHOLOGY

1 Year

Want to learn about the human mind? Psychology is all about human behavior and what dictates it. Why do people react the way they do? What can make people happy or sad, and how can we use that in today's world? Learning psychology will teach you all about the behavior of people, yourself and how minds work. Topics covered include the history and field of psychology, the lifespan, altered states of consciousness, stress, psychological testing and psychological disorders.

Grades 11-12

Elective

## ECONOMICS

1 Semester

Economics is a course designed to help students understand the economy of the United States and the impact the global economy has on our country. Students will be able to discuss how the impact of trade, oil, embargos, and other global decisions affects the incomes and life styles of United States citizens. Students will also be introduced to micro and macro economics as an introduction to college level business courses.

Grade 12

Elective

## LAW STUDIES

1 Semester

Formerly known as Street Law, Law Studies is a course where students will receive a better understanding of citizen's practical rights. Students will cover topics such as civil and legal rights with emphasis on the first 10 amendments of the constitution. Students will also cover economic legal topics such as renting, owning, banking, purchasing, and other consumer rights. The main concept of Street Law is to answer basic legal questions students may have about their rights as citizens in all areas of their lives.

Grade 12

Elective

## CONTEMPORARY WORLD ISSUES

1 Semester

Formerly known as Global Relations, Contemporary World Issues is a semester class that will be dictated by current events in the United States and around the world and how they directly and indirectly affect our lives. Students will be required to stay up-to-date on current events and be ready to discuss them on a daily basis. Students can stay informed on current issue via several trusted resources; daily TV news, newspapers, the internet, etc. Students will be graded on a participation basis, and their ability to bring in current events for class discussion.

Grade 12

Elective

# **COMPUTER AND TECHNOLOGY**

## COMPUTER APPLICATIONS

1 Year

The student will learn to identify the general usage of technology, software, and applications. Utilizing that knowledge, this course will cover topics such as, but not be limited to, word processing, spreadsheets, presentations, operating systems, Internet browsers, search engines, databases, preventive maintenance and security, digital literacy, netiquette and citizenship. This course expands the student's skills, knowledge and confidence in various forms of software platforms and applications (e.g. PC, Mac, Google Apps, smart phone, apps, etc.)

Grade 9

Required

## ADVANCED COMPUTER APPLICATIONS

1 Year

Advanced Applications is a continuation of Computer Applications covering advanced uses of Microsoft Office 2007 Access and Microsoft Front Page for World Wide Web publishing, Internet research and basic programming concepts. In addition, Graphic design elements and animation will be covered by utilizing Photoshop and Flash. A strong math background is recommended as well as proficiency in English.

Grades 10-12

Elective

## COMPUTER HARDWARE AND SOFTWARE

Grades 11-12

1 Year

Elective

The Computer Hardware & Software course will prepare students to become more knowledgeable about the integral components of a computer system. Topics covered in the class include individual hardware components, upgrading and troubleshooting a computer, installing operating systems, and configuring basic network services.

## DIGITAL MEDIA TECHNOLOGY

Grade 11-12

1 Year

Elective

Pre-requisite: Computer Applications

This course is designed to give students the skills necessary to support and enhance their learning about digital media technology. Topics covered in the course may include Web 2.0, internet research, and copyright laws relating to digital and audio media sites, web publishing such as blogs and wikis, social networking, use of digital imagery, electronic forums, presentation tools, and project planning.

## NETWORK TECHNOLOGY

Grade 12

1 Year

Elective

Network Technology is a hands-on application of the topics studied in Computer Systems. A computer aide must be able to set up systems and install and configure workstation computers and operating systems. Printer setup, maintenance and troubleshooting will also be involved as aide duties. A computer aide will also need to work with staff members to answer questions involving hardware and software issues.

## WEB DEVELOPMENT

Grade 10-12

1 Year

Elective

Web Development I is a course designed to guide students in a project-based environment implementing web development techniques. Through the use of hypertext markup language (HTML5) coding, Cascading Style Sheets (CSS), and JavaScript students will plan, design, develop, deploy, and maintain website projects. Students will learn fundamentals for a career in web development as they complete projects and create their own website. Web Development II reviews and builds on the concepts introduced in Web Development I including live production and scripting.

## COMPUTER PROGRAMMING I AND II

Grades 11-12

1 Year

Elective

Computer Programming I introduces students to the fundamentals of computer programming. Students will learn to design, code, and test their own programs while applying mathematical concepts. Teachers introduce concepts and problem solving skills through a programming language such as C, C++, C#, Java, Python, or Visual Basic. Computer Programming II reviews and builds on the concepts introduced in Computer Programming I and introduces students to more complex data structures. Topics include sequential files, arrays, and classes.

## DIGITAL MUSIC PRODUCTION

GRADE 10-12

YEAR

ELECTIVE

The Digital Music Production course provides students with the basic knowledge and technical skills needed to prepare them for post-secondary study or entry-level employment in the Digital Music Production industry. Students will develop knowledge of the business of music, music copyright, studio recording and the creation and use of electronic music in the Entertainment Business, Computer Gaming, Internet Technology and Music Production. They will also develop the technical skills to operate the equipment necessary to produce a finished audio production.

# **FOREIGN LANGUAGE**

## SPANISH I

Grades 9-12

1 Year

Elective

Students will learn basic Spanish vocabulary and structure through homework and interactive classroom activities that focus on reading, writing, speaking, and listening skills. Each unit is built around a theme such as hobbies, food, school, etc., and student learning is evaluated within these units through homework, tests, quizzes, and a variety of individual and/or group projects. Students also explore the geography and cultural variety of Spanish speaking countries through music, video, and other sources.

## SPANISH II

1 Year

Pre-Requisite: Spanish I

Students will build upon the basic Spanish vocabulary and structure learned in Spanish I, adding new vocabulary and grammatical structures with each unit. Language skills are acquired through homework and interactive classroom activities that focus on reading, writing, speaking, and listening skills. Each unit is built around a theme such as hobbies, food, school, etc., and student learning is evaluated within these units through homework, tests, quizzes, and a variety of individual and/or group projects. Students also explore the geography and cultural variety of Spanish speaking countries through music, video, art, and other sources.

Grades 10-12

Elective

## SPANISH III

1 Year

Pre-requisite: Spanish II

Students will learn intermediate to advanced Spanish vocabulary and structures through homework and interactive classroom activities that focus on reading, writing, speaking, and listening skills. At this level, students will revisit many of the topics studied in Spanish I and II, reviewing previous learning and adding new vocabulary, fluency, and structures. Student learning is evaluated within these units through homework, tests, quizzes, and a variety of individual and/or group projects. Students also explore the geography and cultural variety of Spanish speaking countries through music, video, literature, and other cultural activities.

Grades 11-12

Elective

## SPANISH IV

1 Year

Pre-Requisite: Spanish III

Students will learn intermediate to advanced Spanish vocabulary and structures through homework and interactive classroom activities that focus on reading, writing, speaking, and listening skills. At this level, students will revisit many of the topics studied in Spanish I and II, reviewing previous learning and adding new vocabulary, fluency, and structures, with an emphasis on fluency and advanced communication skills. Students will be required to write at a more advanced level, with greater fluency and at a higher level of complexity. Student learning is evaluated within these units through homework, tests, quizzes, and a variety of individual and/or group projects. Students also explore the geography and cultural variety of Spanish speaking countries through music, video, literature, and other cultural activities.

Grade 12

Elective

# **AGRICULTURE EDUCATION**

## INTRO TO AG, FOOD AND NATURAL RESOURCES CTE18001

1 Year

The areas covered in class include learning general FFA knowledge and associated activities. The students will also learn a broad range of topics including animal science, environmental science, plant/soils science, GPS, CAD and drafting. Wood construction and welding will teach students proper tool usage and shop safety. Students will complete individual projects.

Grades 9-12

Elective

## AG METAL FABRICATION TECHNOLOGY CTE18404

1 Year

Students will be introduced to the basics of metallurgy. Students will learn to use oxy-acetylene welding equipment, shielded metal arc, metal inert gas, and plasma cutting. All students must learn the basic welds before they are allowed to do a small to medium sized project.

Grades 10-12

Elective

## ADVANCED AG METAL FABRICATION TECHNOLOGY CTE18404

1 Year

Students will continue to build on their knowledge of metallurgy acquired in the prerequisite of a C+ in Welding I. Students will refine their skills with metal inert gas welding, tungsten inert gas welding, stainless steel welding, aluminum welding and plasma cutting. Students will design and lay out a large project and form a list of materials and blueprints, and produce welds in the form of a final project of their choosing.

Grades 10-12

Elective

## FUNDAMENTAL AG STRUCTURES TECHNOLOGY CTE18403 & ADVANCED CTE 18406

1 Year

This course will introduce and cover many aspects of the construction enterprise. This course will also allow students the opportunity to participate in the National FFA Organization, and to gain valuable work experience through the SAE

Grades 11-12

Elective

program. Instructional topics to be covered in this area will include identification and proper use of hand and power tools, correct use of measuring instruments, identification and purpose of nomenclature of a building, use of hand and power tools, correct use of measuring instruments, correct procedure of heating torches and braise soldering. The class size is limited to 12 students with priority given to students who have completed at least 4 semesters of other agriculture education courses.

LANDSCAPING DESIGN AND MAINTENANCE CTE18054

Grades 10-12

1 Semester

Elective

Students will experience landscaping and turf grass management techniques. Various hands-on experiences will be utilized. Use of math skills will be reinforced in landscape design. Instructional topics to be covered in this area will include identification and proper use of hand and power tools, correct use of measuring instruments, identification and purpose of nomenclature of landscaping plants.

FUNDAMENTAL ANIMAL SCIENCE CTE18101

Grades 10-12

1 Semester

Elective

Students will learn breed differences in the main livestock species and poultry. Instructional topics to be covered in this area will include identification and mastery of animal breeds, cuts of meat, and the production methods used in modern animal production. Students will be introduced to livestock digestion, nutrition, and reproduction. Students will have the opportunity to work with meat products and the preservation of food products.

ADVANCED ANIMAL SCIENCE CTE18107

Grades 10-12

1 Semester

Elective

Instructional topics to be covered in this course will include identification and mastery of companion animals, meat processing techniques, dairy production, swine production and the production methods used in modern companion animal care. Students who have passed Animal and Food Science with a C or better are eligible to enroll in Animal Science II.

AG BUSINESS SALES CTE18201

Grades 11-12

1 Semester

Elective

Students will gain a basic understanding of setting up a successful business, record keeping, maintaining records, budgeting and balancing finances, obtaining credit, insurance, marketing techniques, cooperatives filing for taxes, record keeping, money management, and partnerships.

NATURAL RESOURCES CTE 18504

Grades 10-12

1 Semester

Elective

Students will have hands on opportunity to work with natural resources such as soils, water, forestry, wildlife, and fish management, including soil evaluation, wildlife species, water resources, recreational resources, and lumber resources. Individuals will learn the art of taxidermy.

HORTICULTURE CTE18053

Grades 10-12

1 Semester

Elective

Students will get an overview of the fast – growing career of horticulture activities including growing plants, experimenting with lights, fertilizers and moisture control. Students will be given the responsibility of working in the greenhouse. Gardening, landscaping, and lawn care will be addressed. The students will learn about types of soil needed for optimum growth.

FUNDAMENTAL AGRICULTURE MECHANICS (AG POWER 1) CTE18401

Grade 10-12

2 Semesters

Elective

This course will build the basic knowledge and fundamental skills required in the area of Agricultural Mechanics. Topics covered: students will receive instruction in the areas of basic small engine principles, power trains, hydraulics, fuels and electrical systems. Students will also be instructed in detailed maintenance, troubleshooting and repair of agricultural equipment systems and components. This course offers an intensive study of the operation, maintenance, and repair of small gasoline, diesel engines, and electric motors. Instructional topics include principles of operation of gasoline and diesel engines, tune-up and maintenance procedures, and disassembly, overhaul, and reassembly. Instruction may also include the operation of two cycle and four-cycle engines commonly found on lawn mowers, garden tractors, snow blowers, rotary tillers,

chainsaws, and other equipment. Emphasis is placed on the development of an understanding of principles and theories of small gasoline engine operations

AG POWER TECHNOLOGY (2) CTE18402

Grade 10-12

2 Semesters

Elective

**Prerequisite:** A grade of C or better in Agriculture Power I is a prerequisite for this class. This course will cover specific aspects of the Agricultural and Automotive repair enterprise. Ag Power Technology is designed to give students a background in the career cluster area of automotive repair and the many career opportunities available. Topics covered: During this course, students will receive instruction in the areas of advanced engines principles, automatic and manual power trains, hydraulics, fuels and electrical systems. Students will also be instructed in detailed maintenance and troubleshooting. This course offers an intensive study of the operation, maintenance, and repair of gasoline, diesel engines, and electric motors. Instructional topics include principles of operation of gasoline and diesel engines, tune-up and maintenance procedures, and disassembly, overhaul, and reassembly. Emphasis is placed on the development of an understanding of principles and theories of automotive repair. Students will be responsible for two major projects at the approval of the instructor. Projects will be specifically directed at every step.

LEADERSHIP AND PERSONAL DEVELOPMENT CTE18203

Grade 12

1 Semester (Fall Semester Only)

Elective

This course will focus on improving student's leadership skills in the following areas: public speaking, job interviewing, ag communications, salesmanship, ag related issues, conduct of formal meetings, and marketing plans for ag related products.

AG PROCESSING AND TECHNOLOGY CTE18302

Grades 11-12

1 Semester

Elective

Formerly known as Precision Ag, students will be introduced to geospatial technologies and their applications to agriculture. This course will offer an investigation into Global Positioning Systems, Global Imaging Systems, Geographic Information Systems, variable rate control systems, yield monitoring and sensing, computer aided drafting software, computer controlled tool systems and ERSI software. Some of the projects the students will work on include ArcView Exercise, GPS accuracy, measuring field variability strategies, Multi-Spectral Imagery, yield data and CAD software designs.

## FAMILY AND CONSUMER SCIENCE

FOUNDATIONS OF CTE

Grades 9-12

1 Semester – Career Exploration and Leadership

Elective

1 Semester – Nutrition and Wellness

The key to developing a happy future, whether it is in the home, workplace or community, depends on ethics, perspective, character, and group interaction. People need to understand the processes for creating an environment that values health, wellness, relationships and results. Productive adults need to be able to maintain a healthy lifestyle, lead, accomplish goals, and effectively work with others. Foundations of FACS is an introductory course designed to introduce students to topics such as careers, leadership, nutrition, wellness and family.

TEXTILES AND INTERIORS

Grades 10-12

1 Semester

Elective

Textiles will focus on the significance, history, social and psychological aspects of textiles and clothing in our culture including an in-depth look at the fashion industry and related careers. Also covered are topics including meeting the clothing needs of various life cycles, laws, regulations, and understanding how to get the most for your clothing dollar will be discussed.

Interiors is designed to help students understand the needs and wants of their future homes. Topics covered include housing and human need, influences on housing, exterior design, housing plans and construction, elements and principles of design.

SKILLS FOR PARENTING CTE

Grades 10-12

1 Year

Elective

Families today face many challenges in raising children to function successfully in society. Effective parenting is important in nurturing children to become healthy, caring contributing citizens. Parenting involves meeting the basic physical, emotional, intellectual, and social needs of the child. Skills for Parenting will help students examine readiness, roles, responsibilities, influences, practices, and support related to the parenting process from conception through infancy.

### HUMAN DEVELOPMENT: BIRTH THROUGH SCHOOL AGE CTE

Grades 10-12

1 Year

Elective

Prerequisite: Skills for Parenting is suggested. Human Development birth through school age is designed to expand skills necessary to understand the development of children from birth through age 6. This course helps students learn about the development of a child and apply those skills in raising their own children and in careers dealing with children. Students will participate in onsite childcare observations, choose age appropriate activities, plan lessons and present them to children at our local daycare and preschool. Students will also design their own daycare – from marketing to final design.

### SERVING FAMILIES AND COMMUNITIES CTE

Grades 10-12

1 Semester

Elective

Serving Families and Communities is a semester course design to help youth understand the challenges of adulthood and introduce them to career options relating to contemporary social problems and human relationships. Topics covered will include interpersonal relationships, stress, violence, depression and suicide, dating, engagement, marriage and divorce, the family lifecycle, child abuse and aging. Students will use critical thinking skills to investigate helping techniques, services available, ethical issues, and laws related to social problems.

### NUTRITION AND WELLNESS CTE

Grade 10-12

1 Semester

Elective

Nutrition and Wellness is a semester course that addresses nutrition and wellness practices to help students develop eating behaviors that will have a positive effect on their current and future lifestyles. Topics covered include food choices, nutrients and food guidelines, physical health and fitness, food safety and sanitation, preparing and serving nutritious foods, cultural foods and using resources effectively. Course includes time in the food laboratory preparing a variety of dishes.

### EMPLOYABILITY/CAREERS CTE

Grade 10-12

1 Semester

Elective

Careers is a semester course that enables the student to explore career interests and abilities, acquire a basic knowledge of the world of work and plan for life after high school. Career exploration and employability skills are an important part of students' learning and fundamental to creating an employable individual. Topics covered include work values, career interests, skills and abilities, postsecondary planning, professionalism and job seeking skills.

**\*Students must take this course in order to be eligible to job shadow and participate in internships.**

### CONSUMER SERVICES AND PRODUCT DEVELOPMENT CTE

Grades 10-12

1 Semester

Elective

**Personal Finance course is recommended as a prerequisite.** In Consumer Services and Product Development class students will compare products to make informed buying decisions – including major purchases such as transportation and housing. We will explore current buying trends, look at fraud in the marketplace, study the impact of advertising, explore the power of public relations and marketing, and create a product – including testing, marketing and promotion. Students will also explore a variety of career options in this field.

### PERSONAL FINANCE

Grades 10-12

1 Semester

Required

Personal Finance is a semester course designed to prepare students for successful management of their personal finances. It is a course that addresses the knowledge, skills, attitudes, and behaviors associated with the management of family economics and financial education. Throughout this course, students will learn how to: analyze needs versus wants, set financial goals, research the lifecycle of financial planning, invest in human capital, read paychecks and tax forms, manage cash, identify the value of saving and investing, develop a personal spending plan, avoid identity theft, and examine economic systems and consumer decisions. No pre-requisites are necessary for this course.



# BUSINESS EDUCATION

## ACCOUNTING I

1 Year

Grades 11-12

Elective

Accounting I teaches the complete account cycle, payroll records, and banking procedure. It develops a basic understanding of accounting principles, assets, liabilities, and owner's equity. Students will set up and record all transactions of a service and merchandising business through the use of a practice set.

## ACCOUNTING II (Automated Accounting)

1 Year (6.0 Windows Version)

Grade 12

Elective

Accounting I is recommended. This class will teach computerized accounting and accounting spreadsheet applications using a hand-on approach. Students will learn to operate the software by entering realistic accounting transactions for a variety of business applications and by generating financial statement, spreadsheets, and other management information reports.

## INTRODUCTION TO BUSINESS

YEAR

GRADES 10-12

ELECTIVE

Focuses on an introduction to business at an entry level in which students are introduced to all aspects of business: the domestic and international economies, financial principles, management strategies, administrative and information systems, ethics, and organizational and professional leadership. Students will analyze the elements of the business environment and focus on attitudinal and problem-solving skills inherent to success.

## ENTREPRENEURSHIP

YEAR

GRADES 10-12

ELECTIVE

Entrepreneurship education prepares students to carry out the entrepreneurial process and experience the entrepreneurial spirit. Developing an innovative idea is one of the first steps of a successful business.

## MACROECONOMICS

1 Year

Grades 10-12

Elective Course

Students learn why and how the world economy can change from month to month, how to identify trends in our economy, and how to use those trends to develop performance measures and predictors of economic growth or decline. They examine how individuals, institutions, and influences affect people, and how those factors can impact everyone's life through employment rates, government spending, inflation, taxes, and production.

## MICROECONOMICS

1 Year

Grades 10-12

Elective Course

Students study the behavior of individuals and businesses as they exchange goods and services in the marketplace. Microeconomics studies the economic way of thinking, understanding the nature and function of markets, the role of scarcity and competition, the influence of factors such as interest rates on business decisions, and the role of government in promoting a healthy economy.

## BUSINESS LAW

1 Year

Grades 10-12

Elective Course

Focuses on an understanding of the court system at the local, state, and national level. Students will gain an understanding of contract law, their rights and responsibilities as citizens, utilization of financial transactions, employment and agency relationships, and the understanding of the regulations governing different types of business organizations.

## INTERNATIONAL BUSINESS

1 Year

Grades 10-12

Elective Course

An introduction to globalization and the cultural, economic, political, and legal environments of international business including an overview of risks, challenges, and opportunities of competing in the global marketplace.

## BUSINESS MANAGEMENT

1 Year

Grades 10-12

Elective Course

Focuses on the process of management which is defined as planning, organizing, leading, and controlling the use of business resources to accomplish performance goals. Managers utilize resources for results in high performance outcomes and high levels of satisfaction among people doing the work in business. Managers use resources such as information, technology, raw materials, facilities, and money to produce the goods and services that the organization offers to its customers.

## PRINCIPALS OF MARKETING

1 Year

Grades 10-12  
Elective Course

This course provides a basic foundation for further study in marketing. Students study economic functions at work in the marketplace, marketing functions including purchasing, pricing, and distribution functions. This course is based on the business and marketing core that includes communication skills, economics, financial analysis, and promotion. Both marketing and employment skills learned will improve and increase the chance of successful transition into the world of work.

## SPORTS ENTERTAINMENT AND MARKETING

1 Year

Grades 10-12  
Elective Course

Sports and Entertainment Marketing is a unique and innovative course designed for students with an interest in the sports and entertainment industry. This course stresses the utilization of fundamental marketing concepts and will include an orientation to the sports and entertainment industry. Marketing strategies along with topics in sponsorship, pricing, marketing research, endorsements, and promotions will be part of this course. The course will develop critical thinking, decision making and communication skills through real world applications. Students will be prepared to handle specific tasks associated with either industry. This course offers students an edge if pursuing marketing or sports management degrees on the collegiate level.

## **FINE ARTS**

### INTRODUCTION TO THE THEATER

1 Year

Grades 9-12  
Elective

Formerly known as Theater I, this can be a year long class that fulfills a Fine Arts Credit. Introduction to the Theater is an introductory course designed to enhance students' enjoyment and understanding of theatre. This course will give students a broad based understanding of theatre and instill an appreciation of the arts. Topics to be covered include theatre warm up games, reading plays, parts of a stage, improvisation and oral interp.

### EXPLORATION IN DRAMA

1 Year

Grades 9-12  
Elective

Formerly known as Theatre II, this class will be an extension of Introduction to the Theater. Students can expect to take part in a one act play (for class purposes only). Students must have taken Introduction to the Theater or have participated in at least 2 seasons of a theatrical-type extra-curricular such as Oral Interp, One Act Play, or Spring Play.

### ART I – CREATIVE ART COMPREHENSIVE

1 Year

Grades 10-12  
Elective

Art I functions as an introduction to the basic principles of Art History, Studio Methods, Design, and Criticism. Students will be exposed to a variety of media including pencil, pen & ink, watercolor, acrylic, digital media, and ceramics. Art I will emphasize building basic drawing skills, incorporating the elements of design in a composition, and development of individual style and expression. Class size may be limited and enrollment granted on a seniority basis.

### ART II – ART PORTFOLIO

1 Year

Grades 11 - 12  
Elective

Art II will build on the foundations set in Art I. Students will explore and develop a personal style in a variety of media including pencil, pen & ink, watercolor, acrylic, digital media, and ceramic. Art II will also include a vocational focus in graphic design and digital imaging.

### ART DIRECTED STUDIES – ADVANCED ART PORTFOLIO

1 Year

Grade 12  
Elective

Art III is a directed study course with students working independently. Students will explore and develop a personal style in a variety of advanced media that expresses creation and design. Students may also assist with the instruction of elementary students. The student must be self-motivated and responsible individuals. The instructor reserves the right to deny acceptance into the course based on these attributes.

### BAND

1 Year

Grades 9-12  
Elective

It is recommended students have taken Junior High Band or 1 year of private instruction. Individual lessons are offered to any student in grades 9-12 who wish to take them. Band members participate in marching band in the fall and spring including marching competition, and parades through the marching season. The Pep Band performs at most home athletic

events. The Concert Band currently plays a Christmas concert, a spring concert, and at graduation, as well as participating in large-group contest in the spring. Attendance at these events is mandatory. Students also have the option of performing at the region solo and ensemble contest and the school Fine Arts Night. They may audition for Jazz Band, All-State Jazz Band, All State Orchestra and All State Band. In addition to performance opportunities, the students will acquire basic knowledge of the music they read. They will also be exposed to music in other forms through video and audio recordings.

### CHORUS

1 Year

Grades 9-12

Elective

High School Chorus is open to any high school student. The year includes concerts, contest, and activities such as the Spring Vocal Festival, Christmas Concert, Regional Large Group Contest, Spring Concert, and Commencement Exercises. Possible individual awards include a music letter and Regional Contest Pins. **This class is worth ¼ credit per semester.**

### CHORUS AND ENSEMBLE

1 Year

Grades 9-12

Elective

High School Chorus and Ensemble is open to any high school student. Students can expect to participate in concerts, contests, and activities such as the Spring Vocal Festival, Christmas Concert, Fine Arts Night, Regional Solo and Ensemble Contest, Regional Large Group Contest, Spring Concert, and Commencement Exercises. Students will be required to participate in chorus as well as small group activities such as Show Choir, singing the National Anthem at athletic events, and participating at events outside of school. Participants will have the opportunity to audition for Honor's Choir and All-State Chorus. Possible individual awards include a music letter, All-State Chorus Pin and Regional Contest Pins. **This class is worth ½ credit per semester.**

### MUSIC APPRECIATION

1 year

Grades 9-12

Elective

The focus of this course will be to develop an appreciation for music as an art form. Units on the history of music and music theory will be included along with the study of various types of music such as romantic, classical, jazz, folk, country, and rock. The study of music from various parts of the world will also be included.

## **PHYSICAL EDUCATION**

### PHYSICAL EDUCATION & HEALTH

1 Year

Grade 9

Required

Physical education class will cover the Presidential Fitness Testing, flag football, tennis, basketball, volleyball, bowling, weight training, Frisbee golf, badminton, pickle-ball, golf, and softball. Health will introduce 9<sup>th</sup> grade students to the basic principles of health and provide students a foundation of knowledge from which to build a healthy life. This course will emphasize the importance of physical, mental, and social health as related to the individual and to society. We will examine contemporary issues in health based on current developments in the field.

### FITNESS FOR LIFE

1 Year

Grades 10-12

Elective

This course will expand on weight training and fitness programs that was introduced in Freshman Health and Physical Education. This course will also include fitness exercises designed to develop a full fitness program to include, but not be limited to, weightlifting, ply metrics, agility drills, stretching, running and conditioning.

### High School Physical Education

1 Year

Grades 10-12

Elective

High school students who choose to take High School PE will participate in a physical education program that will consist of a variety of lifelong activities and team sports. The physical education curriculum is an integral part of the total education program by emphasizing the importance of physical and mental well-being. A diversity of activities is offered to provide students with opportunities to develop leadership and cooperative skills. Each student will understand the components necessary in maintaining lifelong fitness.

# TEACHER AIDE

Grades 11-12

1 year

Elective

The objective of this class is to provide students interested in a career in education a meaningful, hands-on experience in the educational process. The class is open to students with a cumulative high school GPA of 3.00 or higher. Students may aide at the Baltic elementary school or Baltic junior high school. The basic responsibilities of a student aide include one-on-one tutoring, running copies, correcting papers, and any other duties assigned by the cooperating teacher. Students will be required to keep a daily journal in which they reflect on their experiences. Students will receive a letter grade based on their journal and the quality of their classroom performance. A maximum of one credit for being a student aide may be applied toward the 20 credits required for graduation. A student aide may apply to be a student aide for a second year, but the credit for the second year may not apply toward the 20 credits required for graduation.

## STUDENT EDUCATION RECORDS

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). These records may include, but not to be limited to, the following: date and place of birth, parent/guardian addresses, contacts in case of emergency; grades, test scores, courses taken, academic specialization's and activities, and official letters regarding a student's status in school; special education records; disciplinary records; medical and health records; documentation of attendance, schools attended, courses taken, awards conferred and degrees earned; personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Part of the student education record, known as Directory Information, may be released without the permission of parents. Directory Information will include the following:

- 1.) The student's name;
- 2.) The names of the student's parents;
- 3.) The student's address;
- 4.) The student's date of birth;
- 5.) The student's class designation(i.e., 1st grade, 10th grade etc.);
- 6.) The student's extracurricular participation;
- 7.) The student's achievement awards or honors;
- 8.) The student's weight and height if a member of an athletic team;
- 9.) The student's photograph;
- 10.) The school or school district the student attended before he/she enrolled in the Baltic School District.

Parents have the right to request that all or part of the information concerning their child be removed from Directory Information, and thus not be released without their consent. If parents wish to restrict the release of Directory Information they must notify the school in writing within two weeks of receipt of this policy.

FERPA gives both parents, custodial and non-custodial, equal access to student records unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at post secondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

Parents who believe records to be inaccurate may request, in writing, that changes or corrections be made. If the request is denied, parents have the right to a hearing. If the disagreement with the record continues after the hearing, the parent may insert an explanation of the objection in the record.

Parents with disabilities or those who have a primary home language other than English should contact the Baltic School District Civil Rights officer for further information or assistance.

FERPA requires schools to annually notify parents of their rights under FERPA. This section shall serve as the annual notification of parental rights as outlined in FERPA.