

## **FEE WAIVERS AND FINANCIAL ASSISTANCE**

When students and families are in need of financial assistance, provisions are available for the waiver of student fees. In addition a number of funds have been established to assist students and families with medical, clothing, and counseling needs to help students participate fully in school. These funds assist students in all grades, K-12. Parents and students may make inquiries to teachers, counselors, or building principals. [Refer to page 7 for additional information.]

## **WAIVERS OF INTERMEDIATE DRIVER'S LICENSE HOUR RESTRICTION**

Iowa's Graduated Driver Licensing System requires that holders of an intermediate license obtain a waiver to drive without a parent/guardian, family member over 21, or designated adult over 25 between the hours of 12:30 a.m. and 5:00 a.m. due to **(1) returning from a school activity or (2) work**. Waiver forms are available from the principal. Waivers for school activities are issued per activity not for a semester or year and apply only to those times when students would be returning home after 12:30 a.m.

## **JUNIORS AND SENIORS**

### **COLLEGE CREDIT OPPORTUNITIES WHILE IN HIGH SCHOOL**

Juniors and Seniors are encouraged to explore opportunities that will allow them to begin their college or vocational careers during high school. Our community is fortunate to have a community college located in Keokuk and students should take advantage of programs that might be available. Your guidance counselor will assist you in evaluating individual options available. For a more detailed description of the PACE and Dual Credit Programs refer to the Advanced Learning Opportunities section. This section also describes the Iowa On-Line AP Academy. [Refer to pages 68-69]

## **ACCREDITATION**

Keokuk High School is operated under the authority of the Keokuk Community School District and is accredited by the Department of Education of the State of Iowa and the North Central Association of Colleges and Schools.

## **COMPLIANCE STATEMENT**

The Keokuk Community School District is an equal opportunity educational institution and will not discriminate on the basis of age, race, creed, color, sex, national origin, religion or disability in its activities, programs or employment practices as required by Title IX, Section 504 and others. Any person having inquiries regarding these procedures, civil rights or appeals (grievances) shall contact, Superintendent, Dr. Lora Wolff Title VI, IX, Section 504 at the Affirmative Action Compliance Office at 727 Washington Street, Keokuk, IA 52632, (319) 524.1402 or the Human Rights Officer.

Dear Students, Parents, and Staff of the Keokuk High School

This booklet has been developed as a key component to our new career development program. As a part of a nation wide high school reform movement, we will attempt to change our traditional course registration process that exists in many high schools across the country. Many students have traditionally taken classes based on a number of less than appropriate reasons: what their friends are taking, which teacher they like the most, which classes are said to be the easiest, or as some requirement either for graduation or college admissions.

The change we wish to make will be to focus students on selecting a career area that will satisfy and challenge them as adults. Students will register for classes as part of an educational investment they are making in attaining this goal. We are not advocating for the selection of a specific career, but rather an area of interest. Looking at the job trends over recent years we realize that many of the jobs students will be competing for in the future do not even exist today. We want to assist them in establishing a focus on what type of career will be most satisfying to them as adults and then explore all of the wonderful opportunities that exist in this career area.

In the past, high schools have attempted to guide students to careers based on perceived academic performance potential. Traditionally, students were grouped into college bound and non college bound. We feel that post-secondary training is for everyone. We will focus on providing students with information on what educational investments both in high school and beyond are necessary to obtain a job in their chosen area of interest. It is our hope that their chosen career will provide them with the challenges and rewards that will make them a productive, well-balanced, successful citizen in the society of tomorrow.

David Wendt  
Director of Student Services

Larry Frakes  
Principal

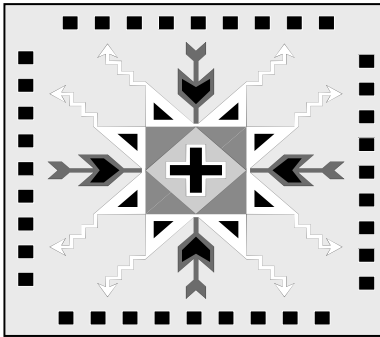
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# Education Planning Guide



**SCHOOL YEAR 2011-12**

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## **FORWARD**

Please make a special effort to study the sections titled: Career Decision-Making and Planning Your High School Program; Course Selection Checklist; and Connecting High School Courses with Occupations in the **2011-2012 Education Planning Guide**.

What a student takes in high school does influence what roads one can follow after high school.

It will always be impossible for every student to take all the courses one wants to at a given time. This booklet is titled an **Education Planning Guide**. The school's goal is to design a schedule that will allow the greatest number of students to meet their requests.

The schedule is developed from the course requests of students. Courses are placed in a particular time period on the basis of the fewest conflicts. Hundreds of students cannot make six or seven requests each from more than one hundred courses, taught by fifty staff members in a seven period day without conflicts. When you make your requests, be sure to plan alternative courses. Since seniors are in their final year of high school, they are given priority in most subjects. Underclassmen will have two or more years to work the courses they want into their schedules.

## **GENERAL INFORMATION**

### **I. IMMUNIZATION CERTIFICATE**

Iowa law requires parents to assure their children are adequately immunized against polio, diphtheria, tetanus, whooping cough, measles and rubella before enrolling them in a school. A certificate of immunization must be filed with the school.

### **II. COURSE LOAD**

In addition to credit requirements all students must meet a minimum course load requirement. Students shall be enrolled for a minimum of seven (7) credits including physical education each semester they are in school.

### **III. GRADE LEVEL RESTRICTIONS**

The availability of a course to a student is subject to the grade level restrictions placed on each course. It is not general practice to allow a student to take a course before the appropriate grade level.

### **IV. SPECIAL STUDENT STATUS**

The principal may grant a special student status in cases of extraordinary circumstances. The granting of this special status allows a student to enroll for a limited schedule. (Less than five subjects plus physical education.)

Examples of extraordinary circumstances:

1. Extreme illness - mental/physical
2. A mother returning to school
3. A father working and/or returning to school
4. A student granted a certificate of attendance and returning to complete graduation requirements.

### **V. TRANSFER STUDENTS**

Students transferring to Keokuk High School will have their transcripts evaluated by the Guidance Center. Recommendations will then be made to the principal regarding the course of study and requirements needed for graduation.

### **VI. HOME STUDY**

Home study is an educational option when extreme health or social problems prevent students from attending regular classes. Students seeking a home study program should confer with their counselor, however, all home study placements must be approved by the principal. (Lab courses do not qualify for home study. Students will be required to arrange regular appointments for conferences with teachers.)

### **VII. EARLY GRADUATION/CERTIFICATE OF ATTENDANCE**

#### EARLY GRADUATION

Early graduation (completion of all high school requirements in less than 8 semesters) is not a practice that is promoted or discouraged. It is viewed as a possibility that may exist for those particular students who have special needs or abilities that may be met by such a course of action.

Any student anticipating early graduation is required to discuss the intention and purpose for a request with the principal and guidance counselor. Students anticipating early graduation should file a Mid-Year/Early Graduation form with their counselor by the end of the first quarter of the student's last semester. Parental involvement is imperative. Any student graduating early (meeting all graduation requirements) will be awarded a diploma at the next regular commencement exercise. Upon request, the school will provide the student with a letter attesting to fulfillment of requirements as soon as they have been satisfied.

## CERTIFICATE OF ATTENDANCE

Students enrolled in high school for eight semesters who are deficient two or fewer credits may elect to receive a certificate of attendance. The student may then elect to enroll in school the following semester to complete the requirements for a diploma. When the requirements have been met, a diploma will be issued to the student. If requirements are not completed within the additional calendar year, the student may pursue a diploma or equivalency certificate from any adult program available. All requirements for a high school diploma from KHS must be met by the time the student reaches his or her twenty-first (21<sup>st</sup>) birthday.

## **VII. FEES**

Registration fees are set annually by the Board of Education. Special course fees may also be established. These fees will be collected in each course. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, who are in foster care or whose families are experiencing temporary financial complications are eligible to have their student fees waived or partially waived. Parents or students should contact the building principal for a waiver form. This waiver does not carry over from year to year and must be completed annually. Students in need of financial assistance for class fees, medical conditions, counseling, activities, or clothing may consult with teachers, counselors, or the building principal. At the high school level the principal may authorize the use of the Aldrich Trust or other funds to assist students in need.

## **IX. SPECIAL PROGRAMS**

In accordance with North Central Association Standard (42.08) and State Standards, the principal may consider the granting of credit towards graduation by examination, independent study, extension or correspondence courses. The principal may also authorize special programs for students in career exploration or community service. Waivers for special programs originate with the Guidance Center and require the approval of the principal.

## **X. SEMESTER EVALUATIONS**

Semester evaluations serve as the focal point of what is most important in each course. Each course offered provides skills or knowledge that a student should learn or retain. Semester evaluations will be given the last two days of each semester.

## **XI. GRADES/GRADE POINT AVERAGE--CLASS RANK**

Grades are an evaluation of the level of learning that a student has acquired in a course. They become part of a permanent record. Institutions of higher learning, potential employers, and the various military services are all interested in a student's high school records. Students are evaluated according to scholastic performance at the end of each semester. Courses awarding letter grades and meeting for one period, five times a week for a semester will award one credit for all letter grades of "D" and above. A 4.0 scale (A-4.0, B-3.0, C-2.0, D-1.0, F-0.0) will be used to calculate grade point average (GPA) for all courses awarding credit. The calculated grade point average (GPA) will be used for the official permanent transcript, class rank, extra-curricular eligibility, honor rolls, all local academic awards, and membership in the National Honor Society for Keokuk High School.

## **XII. WEIGHTED GRADES**

Students have the option of requesting a weighted scale transcript for postsecondary admissions applications. Courses designated Advanced Placement (AP), the regular chemistry course and the regular physics course will use an optional weighted scale of A-5.0, B-4.0, C-3.0, D-2.0, F-0.0. This transcript is used only for the purpose of postsecondary admissions and is not used for the student's official permanent transcript, class rank, extra-curricular eligibility, honor rolls, academic awards or membership in the National Honor Society for Keokuk High School.

### **XIII. HONOR ROLL**

To be eligible for the Honor Roll a student must have a 3.0 grade point average or above. Students enrolled in three (3) or more general subjects will be eligible for quarter and/or semester honor rolls. Grades earned in courses taken under the PACE guidelines are included in the honor roll, grade point average, and class rank. Course work taken outside the regular program does not apply to the honor roll, grade point average, and class rank. A student receiving an incomplete grade or an "F" in any subject is not eligible for inclusion on the honor roll. The grade point average (GPA.) is calculated by dividing the total grade points by the number of courses that have letter grades (A, B, C, D, F). Unweighted grades will be used for calculating the grade point average (GPA) for the honor roll.

### **XIV. ACADEMIC HONORS**

#### **Society for Academic Achievement [Note: To earn 21 grade points a student needs to take six courses.]**

SAA is a recognition program underwritten by the Keokuk Kiwanis Club. SAA Scholarship Letters and Certificates or Seals are granted annually to students in secondary schools upon the basis of the A and B grades earned. These awards are given at the end of the 1st, 3rd, 5th, and 7th semesters. **The minimum semester requirement is 21 grade points** with four points for an A and three points for a B. For Advanced Placement Courses or college courses, 4½ points will be given for an A; 3½ points for a B; and 2½ points for a C grade. College courses are to be taken only in the junior and senior year. In awarding point scores, full credit will be given for only those courses which meet 5 periods per week. No credits are given for physical education, driver education, work start or pass/fail courses.

SAA Award Memberships are granted to the top 10% of the graduating class upon the basis of the "A" and "B" grades earned for the seven semester periods immediately preceding the last semester of the senior year. The minimum requirement is 125 grade points with four points for an A and three points for a B. Students who earn 145 or more grade points will have CUM LAUDE inscribed on their Award Certificates. Refer to the PACE section regarding how college classes are calculated. The criteria for these awards is established by the SAA and Keokuk Kiwanis Club and not the school.

#### **Kilbourne Prize**

The Kilbourne Prize was established by a trust fund in 1887. The first Kilbourne Prize is awarded to the student in the graduating class who receives the highest grade point average and the second Kilbourne Prize is awarded to the student in the graduating class who receives the next to the highest grade point average. In the event of a tie for the highest honors no second prize is awarded. Only those students attending Keokuk High School three full years shall be eligible to receive either of these awards

#### **Maud Marshall Hassall Award**

The Maud Marshall Hassall Award is supported by a trust fund. The award was established December 12, 1955 by the Board of Directors. The Maud Marshall Hassall Award is given to the graduating senior who has maintained the highest grade point average while enrolled for four years at Keokuk High School.

#### **Honor Students**

Students earning a 3.0 grade point average or higher for their high school career will be designated Honor Students. These students will be recognized at Class Day and Commencement.

#### **President's Award For Educational Excellence**

Keokuk High School participates in the President's Award for Educational Excellence when sponsored by the United States Department of Education. This award may not exceed five (5) percent of the enrollment at the exit grade.

Presidential awards will be made to graduating seniors who meet the following criteria:

Attained an A- average or equivalent accumulated over grades 9, 10, 11, and the first semester of grade 12.  
The A- average is defined as equivalent to 3.5 on a 4 point scale or a 90 on a 100 point scale.

Received a score in the 11<sup>th</sup> and 12<sup>th</sup> grade, placing them at or above the 85<sup>th</sup> percentile on any nationally standardized college admissions examination such as the SAT or ACT. (The school may decide which composite norm to utilize.) Test must be taken by end of first semester of senior year.

Earned 24 credits in the following five subjects: English, math, science, history, and geography. Students must take 24 credits in any of these areas, but need not take a course in each area. All graduates will now meet this criteria.

## XV. STUDENT RIGHTS

### FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (PL93-380)

This act provides for access by parents to permanent school records and an opportunity to challenge any contents which may be inaccurate, misleading or inappropriate.

#### POINTS OF LAW IN BRIEF:

- A guaranteed parental right to review children's records on request. Right to inspect and review ANY and ALL records, files, and data DIRECTLY related to their children.
- Includes ALL material incorporated into the cumulative record folder.
- Each school district must establish appropriate procedures for granting access to a child's records within reasonable time...not to exceed 45 days from the request. Parents shall have an opportunity for a hearing to insure that the contents of records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of a student.
- Parents may request a hearing for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in records.
- School records will be released to natural parents of minor children unless the legal rights of a parent have been severed. Guardianship, foster home placement or divorce does not automatically sever parental rights. If parental rights of one parent have been severed, it is the responsibility of the parent retaining rights to provide the school with documentation, otherwise records could be released to both parents.

#### PROHIBITS SCHOOL RELEASE OF STUDENT RECORDS EXCEPT:

- To local school officials including teachers within the (same) education unit or agency who have LEGITIMATE EDUCATIONAL INTERESTS.
- To officials of other secondary schools or school systems to which the student intends to transfer, upon condition that parents be notified of the transfer, RECEIVE a copy of the record IF DESIRED and have an opportunity for a hearing to challenge record contents.
- NO information may be furnished IN ANY FORM to any other persons than listed above, unless...in compliance with a judicial order or subpoena, there is written parental consent specifying records to be released, the reasons for such release and to whom and an opportunity for parents to receive a copy, if desired. Any persons, agencies, or organizations desiring access to records SHALL be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or student indicating specifically the legitimate educational or other interest each has in seeking information (such forms shall be available to parents and to school officials responsible for record maintenance as a means of auditing the system).
- The person seeking access to the records must agree not to transfer information to another person without WRITTEN CONSENT OF PARENTS. Whenever a student has attained EIGHTEEN years of age, the permission or consent required of and the rights accorded to the parents of a student SHALL therefore ONLY be required of and accorded to the student.
- Parents or students (if 18 or older) must be informed of their rights under this law.
- Prohibits use of students' or parents' names (or social security numbers) for reporting purposes in statistical gathering programs without written consent of parents, except in a case of students' application for financial aid and compliance with a judicial order or subpoena.
- Further information and forms are available at the office of the principal.

## **ATTENTION**

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each year.

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student other similar information.

An organization requesting a student directory will be charged a five dollar fee to cover the cost of production. Organizations for which a charge is to be waived include: Military Recruiters, PTA, Booster Clubs, Parent Council.

## **XVI. COURSE AUDIT REQUEST**

A student may request to audit a course by completing a "Course Audit Request" form in the Guidance Center. The student will receive neither credit nor a grade, but the audit status will be recorded on his/her permanent record with the symbol "N". A student must declare his/her intention to audit a class by completing this form not later than the first day of class attendance. An audited class must be taken as a seventh (7th) subject exclusive of Physical Education and will not apply toward any KHS graduation requirements or grade point average and class rank computations.

## **XVII. TRANSCRIPTS**

Students desiring transcripts should make their requests in the Principal's office or with the Guidance Center Secretary. There is no charge for transcripts while the student is in school. After graduation there is a charge of \$2.50 for each transcript. All official transcripts are mailed to a designated party; official transcripts are not given to students or graduates directly.

## **XVIII. SECTION 504 of the AMERICAN WITH DISABILITIES ACT (ADA)**

A student who has a mental or physical impairment which substantially limits one or more of his/her major life activities may qualify for special help in school. "Major life activities" may include caring for one's self, walking, seeing, speaking, learning, hearing, breathing, working or performing manual tasks. Such help as an eligible student might receive in school does not fall within the realm of special education. Students within a special education program receive services provided from a certified special education teacher.

Parents who feel that their child may qualify for school assistance under Section 504 should contact their child's counselor and provide professional documentation of the child's disabling condition. Eligibility for and the nature of such assistance would be determined by a staffing group, which might include all or some of the following: student, parent, counselor, administrator, the student's classroom teachers and/or a representative of AEA 16.

### **WHAT IS CAREER FOCUS PLANNING?**

Career Focus Planning is an educational approach which helps students focus their education toward career development while allowing flexibility. The six career pathways identified within this Academic and Career Planning and Course Description Guide are clusters of occupations or careers that have been grouped based on similar interests that people share. Each career pathway includes a sequence of courses which have common foundational skills (core academic, thinking, personal qualities) and varying specific occupational skills.

### **WHY CAREER FOCUS PLANNING?**

Career Focus Planning provides a plan for all students, regardless of their interests, abilities, talents, or desired levels of education. All pathways have equal dignity.

### **IS CAREER FOCUS PLANNING REALLY FOR ME?**

Career Focus Planning is for ALL STUDENTS. By selecting a career pathway you are taking your first step in preparing yourself for the future, regardless of your interests, abilities, or talents.

### **WHAT ARE THE BENEFITS OF CAREER PLANNING?**

- You'll have assistance from parents/guardian(s) and adults as careers and course selections are discussed.
- You'll develop higher skills needed in the future.
- You'll have a road map for the future.
- You'll see relevance in your selected courses, making high school more meaningful.
- You'll be able to better compete in a global economy.

### **CAN I CHANGE MY MIND?**

Career focus planning is not a permanent commitment. As you mature and gain new experiences, it will become necessary to make the appropriate changes in your career focus planning. Discuss your changes with your parents/guardian(s) and your advisor, so course selections will align with your new career interests.

#### **Agriscience and Natural Resources**

Careers in this pathway are related to the environment and natural resources, and include occupations in agribusiness, agriculture, animal science, forestry, horticulture, and wildlife management. Careers include those from agricultural procedure to veterinarian.

#### **Arts and Communications**

Careers in this pathway are linked to the humanities and include performing, visual and literary arts as well as the communication media. Some occupations include those in creative writing, dance, editing, film, fine arts, graphic arts, journalism, modeling, music, photography, radio, telecommunications, theater and translating.

#### **Business/information Management and Marketing**

Careers in this pathway are in the fields of business and marketing. Some occupations include those in accounting, administrative support staff, advertising, computer science, distribution, finance, insurance, international business, management, marketing research, merchandising, personnel, purchasing, real estate, sales and tourism.

#### **Engineering/Industrial and Technological Sciences**

Careers in this pathway are related to engineering, science, technology, construction, manufacturing, and transportation. Some occupations include airline pilots, archeologists, architects, assemblers, carpenters, drafters, engineers of all types, machinists, mechanics, scientists, tool and die makers, and truck drivers.

#### **Family and Human Services**

Careers in this pathway are linked to family/consumer, economics, political and social systems. Some occupations in this career focus area include those in hospitality and recreation, public and community service, and the broad field of social services. Careers such as those in child care, cosmetology, economics, education, fire protection, food service, government, history, hotel and restaurant services, law, law enforcement, the military, and recreation may be found in this career pathway.

#### **Health Sciences**

Careers in this pathway are part of the health services field. They include occupations in hospital services, medical technology, medicine, nursing, optometry, pharmacy, psychiatry, psychology, therapy and others.

## **WHICH CAREER PATHWAY BEST FITS YOUR NEEDS?**

As you make career path decisions, the Academic and Career Planning/Course Description Guide is designed to help you. Consider careers in each pathway based on your interests, abilities, and talents. Once you find a career of interest, refer to the following career pathway pages and course descriptions or talk to your advisor, guidance staff, teachers, and other knowledgeable people about this career opportunity. You may even want to consider using resources in the Career Center.

Decide which career pathway seems to fit you best. It is not important to decide on specific occupations at this time. Decide which high school courses are related to your career pathway. Suggested course offerings for each focus area are listed on the following pages.

### **THE CRITICAL STEPS FOR PLANNING YOUR HIGH SCHOOL COURSE PROGRAM**

Career Pathways have a recommended list of required/elective classes from which you can choose. The proper selection of courses is the critical component of the career focus planning process.

- Get valuable insights and assistance from adult family members, Homeroom advisor, guidance staff, teachers and other knowledgeable adults.
- Refer to the next series of pages to find the career focus area/career pathway you have selected.
- Review possible careers/occupations under professional careers, skilled careers, and entry-level careers.
- Look at the **Required Courses** section and review the academic courses that are required of all students in the Keokuk High School.
- Review the **Career Choice Courses** section and review the academic courses that are recommended for your chosen pathway.
- Review **Course Descriptions** to ensure the courses you choose are right for you. Determine which high school courses are in your career pathway and begin your course selection.

### **GRADUATION REQUIREMENTS FOR KEOKUK HIGH SCHOOL**

To ensure that all students have a sound education in fundamentals, the Board of Education requires that certain courses be taken for graduation. Other courses may be chosen to fit individual needs and plans. Students' programs of study should be the result of cooperative planning by the students with their parents, teachers, and the School-to-Career advisor.

A total of forty (40) credits are required to graduate. One credit is given for each subject satisfactorily pursued five days a week for a semester. Classes meeting less than one semester are credited proportionately. Credits in grades 9-12 are included in computing graduation requirements.

### **ALL GRADUATION REQUIREMENTS MUST BE MET BEFORE A STUDENT IS PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONY AND RECEIVE A DIPLOMA. THOSE COMPLETING 38 CREDITS MAY PARTICIPATE AND RECEIVE A CERTIFICATE OF ATTENDANCE.**

The entire forty (40) credits required for graduation must be taken at the high school. However, courses taken away from the high school may, under certain circumstances, meet specific requirements. Courses taken under the Postsecondary Enrollment Options Act or courses taken at an approved alternative school may also count toward high school graduation.

Be especially alert to the requirements of the three state universities in Iowa. These are listed on page 13-14.

A student's high school schedule must include six courses or combination of courses and credited activities which occupy the student each day for each semester in which they are enrolled in school. Each student is also urged to participate in the extra-curricular activity program of the school. However, no student should be overloaded with classes and extra-curricular activities to the detriment of his or her physical and mental health and/or scholarship.

### **TRANSFER STUDENTS**

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district. The school district reserves the right to deny admission to any nonresident student unless the student is complying with open enrollment procedures. The school district shall request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, Administration will make the grade level determination. Administration may require testing or other information to determine the grade level.

Student services shall determine the amount of credits to be transferred based on the transcripts of the previous district. If the student has not previously attended an accredited school, it is within the Superintendent's discretion to accept or reject credits or grades. The Board may deny admission if the student is not willing to provide the Board with the necessary information.

If a student has been suspended or expelled from his/her former school and has not met the conditions of the suspension or expulsion, such student may not enroll in this district, even though the student or his/her parent or guardian changes residence to this district, until the Board by majority vote approves such enrollment.

## HIGH SCHOOL DIPLOMA

<b>English</b>	8 semester credits are required. These include Literature/Composition I (9), Literature/Composition II (10), Literature/Composition III (11), Electives within Department. It is recommended that these credits be distributed among reading, speaking, and writing courses.
<b>Mathematics</b>	6 semester credits are required.
<b>Science</b>	6 semester credits are required.
<b>Social Science</b>	6 semester credits are required. These include Civics, American History, World Geography, U.S. Government and Politics.

**Basic Computer Skills** Required

**\*Physical Education**

**Electives** In addition to the above required course work a student will have to take enough electives to fulfill the remainder of the 40 semester credits required for graduation. Any course that is not used to meet a requirement above is considered an elective. All electives are listed on the pages named "Career Choice Courses (Electives)" in each of the six Pathway sections. Electives are listed according to that particular pathway. If you have any questions, please contact your counselor.

\*Department of Education Standards shall be followed. A student excused by a doctor's statement or exempt by approved activity participation will receive a designation (EX) and will not earn credit. One (1) credit will be awarded for each semester of physical education/health passed with a grade of D or better. Physical education-health letter grades are calculated in a student's grade point average (GPA) and the credit is applied toward the forty (40) credits required for graduation.

### POLICIES RELATING TO COURSES AT KEOKUK HIGH SCHOOL

Written below are several policies relating to such things as the number of courses you must take and when you may add or drop courses. These policies are in effect for the 2011-2012 school year.

#### MINIMUM COURSE LOAD

All Students are required to take a minimum of seven (7) classes each of the two semesters of the school year. Physical Education may count as one of the seven courses. For the remaining period in the school day a student may select an additional class or choose to have a study hall.

#### POLICY RELATING TO CHANGING/DROPPING COURSES

Students will be given multiple opportunities to change their schedule prior to the first day of both semesters. Once the semester begins, a student will not be allowed to change this schedule without a meeting between student, parent, and administrator.

A student who is taking seven (7) classes (Physical Education may count as a class) in a term (quarter of semester) may drop one non-required academic class without grade penalty so long as the drop is agreed upon between the teacher, parent, and administrator within the first week of class.

A student who is taking seven (7) classes (Physical Education may count as a class) in a term (quarter or semester) may drop one non-required academic class with a grade of "W" so long as he/she presents a note from a parent requesting the change no later than the midpoint of the term of the class.

A student who is taking seven (7) classes (Physical Education may count as a class) in a term may drop a class after the midpoint of the term of the class with a grade of "F" so long as he/she presents a note from a parent requesting the change and clearly stating the parent understands that a grade of "F" will result.

A student who is taking seven (7) or fewer classes in a term may drop a class with a grade of "F" so long as he/she presents a note from a parent requesting the change and clearly stating the parent understands that a grade of "F" will result.

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**MY HIGH SCHOOL COURSE OF STUDY PLANNING FORM**

You are required to be in six classes each semester during your high school career (grades 9 through 12). Use this "Four Year Course Request Planning Form" as a guide in determining your schedule. Courses listed below in **bold face** are required courses. You need to complete six semesters of Science, six semesters of Social Studies, six semesters of Math, 8 semesters of English one semester of Microsoft Office are required. You must demonstrate proficiency in Technology through course work or assessment. You need an additional eight elective credits to meet graduation requirements. Be sure to review the graduation requirements for the Keokuk High School and also keep in mind the admissions requirements for the postsecondary college/university or technical school you are interested in attending after graduation. Remember this is only a guide for your future course study. Changes in your course selection can be made at registration time.

**Four Year Course Request Planning Form**

Career Pathway

Post Secondary Training Plan:

Four Year University    Community College    Technical School    Armed Services    Apprenticeship/Employment

<b>9<sup>th</sup> GRADE</b>		<b>10<sup>th</sup> GRADE</b>		<b>11<sup>th</sup> GRADE</b>		<b>12<sup>th</sup> GRADE</b>	
<b>Lit/Comp I</b>		<b>Lit/Comp II</b>		<b>Lit/Comp III</b>		<b>English Elective</b>	
<b>Civics</b>		<b>American History</b>		<b>World Geography</b>		<b>Gov't/Politics</b>	
<b>Earth Science</b>		<b>Biology</b>		<b>Science Elective</b>			
<b>Math</b>		<b>Math</b>		<b>Math</b>			
<b>Phys. Education</b>		<b>Phys. Education</b>		<b>Phys. Education</b>		<b>Phys. Education</b>	
<b>Electives</b>		<b>Electives</b>		<b>Electives</b>		<b>Electives</b>	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring

**CAREER PLANNING SECTION  
POST HIGH SCHOOL TRAINING  
\*COLLEGE CORE ADMISSIONS REQUIREMENTS**

<b>COURSES FOR ENTERING/ College Liberal Arts</b>	<b>College Science/Math</b>	<b>Vocational/ Technical Training</b>	<b>University of Iowa Liberal Arts</b>	<b>University of Iowa, College of Engineering</b>
<b><u>ENGLISH</u></b> 4 Years Literature/Comp I Literature/Comp II Literature Comp III Speech Journalism	<b><u>ENGLISH</u></b> 4 Years Literature/Comp I Literature/Comp II Literature/Comp III Speech Journalism	<b><u>ENGLISH</u></b> 4 Years Literature/Comp I Literature/Comp II Literature/Comp III Speech Journalism	<b><u>ENGLISH</u></b> 4 Years Literature/Comp I Literature/Comp II Literature/Comp III Creative Writing Mass Communications Speech I & II Journalism Advanced Journalism Publications (1 Yr)	<b><u>ENGLISH</u></b> 4 Years Literature/Comp I Literature/Comp II Literature/Comp III Speech I & II Creative Writing Mass Communications Journalism Advanced Journalism Publications (1 Yr)
<b><u>SCIENCE</u></b> 3 Years Earth Science Biology Chemistry Physics	<b><u>SCIENCE</u></b> 4 Years Earth Science Biology Chemistry Physics	<b><u>SCIENCE</u></b> 3 Years Earth Science Biology Chemistry Physics	<b><u>SCIENCE</u></b> 3 Years Earth Science  Biology Chemistry Physics	<b><u>SCIENCE</u></b> 3 Years Biology Chemistry Physics
<b><u>MATH</u></b> 3 Years Algebra I Geometry Algebra II/Trig	<b><u>MATH</u></b> 4 Years Algebra I Geometry Algebra II/Trig Pre-Calculus / Calculus	<b><u>MATH</u></b> 3/4 Years Algebra I Geometry Algebra II/Trig Pre-Calculus	<b><u>MATH</u></b> 3 Years Algebra I Geometry Algebra II/Trig Pre Calculus Calculus I & II	<b><u>MATH</u></b> 4 Years Algebra I Geometry Algebra II/Trig Pre Calculus Calculus I & II
<b><u>SOCIAL STUDIES</u></b> 3 Years American History Civics Geography US Government World History	<b><u>SOCIAL STUDIES</u></b> 3 Years American History Civics Geography US Government World History	<b><u>SOCIAL STUDIES</u></b> 3 Years American History Civics Geography US Government World History	<b><u>SOCIAL STUDIES</u></b> 3 Years American History Civics, Geography US Government World History I & II Sociology	<b><u>SOCIAL STUDIES</u></b> 2 Years American History Civics, Geography US Government World History I & II Sociology
<b><u>FOREIGN LANG</u></b> 4 Years of same Language	<b><u>FOREIGN LANG</u></b> 2 Years of same Language		<b><u>FOREIGN LANGUAGE</u></b> 2 Years of same Language	<b><u>FOREIGN LANGUAGE</u></b> 2 Years of same Language
<b><u>OTHER</u></b> Basic Computer Skills Adv Computer Skills	<b><u>OTHER</u></b> Basic Computer Skills Adv Computer Skills	<b><u>OTHER</u></b> Industrial Technology, Business Classes, Family/Consumer Science		

\*These listings represent the most recent information provided by the college. Students should annually consult their counselor or specific college for the most recent recommendations. Individual departments or colleges may specify additional high school courses.

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**CAREER PLANNING SECTION  
POST HIGH SCHOOL TRAINING  
\*COLLEGE CORE ADMISSIONS REQUIREMENTS**

<b>COURSES FOR ENTERING</b>  Iowa State University, College of Liberal Arts & Sciences	Iowa State Univ. Colleges of Agric., Design, Education, Engineering, Family & Cons Science, Business	University of Northern Iowa, Liberal Arts	Western Illinois University
<u><b>ENGLISH</b></u> 4 Years Literature/Comp I Literature/Comp II Literature Comp III Creative Writing Speech I & II Journalism Adv Journalism	<u><b>ENGLISH</b></u> 4 Years Literature/Comp I Literature/Comp II Literature/Comp III Creative Writing Speech I & II Journalism Adv Journalism	<u><b>ENGLISH</b></u> 4 Years Literature/Comp I Literature/Comp II Literature/Comp III Creative Writing Speech I & II Journalism (1 semester)	<u><b>ENGLISH</b></u> 4 Years Literature/Comp I Literature/Comp II Literature/Comp III Creative Writing Speech I & II Journalism Adv Journalism
<u><b>SCIENCE</b></u> 3 Years Earth Science Biology Chemistry Physics	<u><b>SCIENCE</b></u> 3 Years  Biology Chemistry Physics	<u><b>SCIENCE</b></u> 3 Years Earth Science Physical Science Biology Chemistry, Physics Anatomy/Physiology Environmental Science	<u><b>SCIENCE</b></u> 3 Years Earth Science Physical Science Biology Chemistry, Physics Anatomy/Physiology Environ. Science
<u><b>MATH</b></u> 3 Years Algebra I Geometry Algebra II/Trig Pre Calculus / Calculus I & II	<u><b>MATH</b></u> 4 Years Algebra I Geometry Algebra II/Trig Pre Calculus Calculus I & II	<u><b>MATH</b></u> 3 Years Algebra I Geometry Algebra II/Trig Pre-Calculus Calculus I & II	<u><b>MATH</b></u> 3 Years Algebra I Geometry Algebra II/Trig Pre Calculus Calculus I & II
<u><b>SOCIAL STUDIES</b></u> 3 Years American History Civics, Geography US Gov't, World History I & II Sociology	<u><b>SOCIAL STUDIES</b></u> 2 Years American History Civics, Geography US Gov't, World History I & II Sociology	<u><b>SOCIAL STUDIES</b></u> 3 Years American History Civics, Geography US Gov't, World History I & II Sociology	<u><b>SOCIAL STUDIES</b></u> 3 Years American History Civics, Geography US Gov't, World History I & II Sociology
<u><b>FOREIGN LANG</b></u> 2 Years of same Lang.			
		<u><b>OTHER</b></u> 2 Years of Electives from above list or Art I & II, Art Problems, Instrumental Music, Mixed Choir, Spanish	<u><b>OTHER</b></u> 2 Years of Electives: Art I & II, Art Problems, Instrumental Music, Choir, Photography, Spanish I-IV, Publications, Mass Comm, Any Voc Classes

\*These listings represent the most recent information provided by the school. Students should annually consult their counselor or specific college for the most recent recommendations. Individual departments or colleges may specify additional high school courses.

@ Limit one year in Science from classes designated "@".

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## PACE GUIDELINES

1. Students physically attend PACE (Postsecondary Accelerated Credit Experience) classes at the SCC campus or here at our high school. PACE classes are also completed via computer or through a correspondence format from the KHS campus. Students receive both high school and college credit for both kinds of classes.
2. Eligibility: All KHS juniors and seniors plus freshmen or sophomores who have previously been identified for a Talented and Gifted (TAG) program are eligible to take SCC PACE classes with the following stipulations. A student must have an overall minimum high school grade point average of 2.5 or have scored at or above the 50%ile (IA norms) on the most recent ITED. The principal may waive this requirement in the case of a student wishing to take a SCC class in which the student has displayed a special talent. It is required that the student complete the ACT, the COMPASS, or the ASSET test prior to registering for certain SCC classes. Any student who has not taken one of these tests should contact student services or Guidance to arrange to take the COMPASS on the SCC campus. When test results are available the student can proceed with the registration steps detailed below.
3. Course Load: A student must enroll in a minimum of 7.0 credits and a maximum of 8.0 total credits which can be a combination of SCC and KHS classes. The law states that a student must be considered "part time" at both institutions. SCC defines part time as fewer than 12.0 semester hours. KHS defines part time as fewer than 5.0 credits. SCC semester hours are converted to KHS credits by dividing SCC hours by three (3). For example 3.0 SCC hours = 1.0 KHS credit.
4. Interscholastic Activity Eligibility: Students must be passing at least four classes, two of which must be KHS classes.
5. If a desired PACE class is offered at a time that conflicts with a desired KHS class, the student must choose between the classes. He/she may not "negotiate" missing class time to attend the other class. If a student elects to take a PACE class that is offered for high school or dual credit, the student will be responsible for payment of that class.

Cost: KHS will pay the actual cost of tuition and fees for all PACE classes in which the student enrolls. The student may be required to pay for books, uniforms, project materials or equipment that becomes the student's property. The student is responsible for all transportation costs to and from SCC for PACE classes.

### Procedures to enroll in SCC PACE classes

1. Carefully read the information above to insure understanding of eligibility requirements and policies.
2. Examine the list of classes offered to determine interest in taking a class(es).
3. Meet with your KHS counselor to seek advice about classes, determine how your schedule would be affected and receive the necessary paperwork to complete. You may also wish to talk to a SCC counselor about collegiate issues (such as Transferability) in regard to classes.
4. Complete all required paperwork and return it to your counselor. At that time your schedule will be adjusted and paperwork will be returned to you with the authorizing KHS signatures in place.
5. Schedule an appointment with a SCC counselor to register for your class(es). **SCC will not register you for a class(es) without paperwork containing authorizing KHS signatures.**

# **Agriscience and Natural Resources**

## Career Focus Planning

### Agriscience/Natural Resources

**Professional Careers\***  
 Agricultural Business/Law  
 Biological Science  
 Education/Extension  
 Environmental Science  
 Forestry  
 Horticulture  
 Resource Management  
 Soil & Crop Science  
 Veterinary Medicine  
 Wildlife Management

**Skilled Careers\***  
 Agribusiness/Natural Resources  
 Agricultural Mechanics  
 Dairy Herd Management  
 Fire Protection Technician  
 Horticultural Aide  
 Landscape Management  
 Natural Resources Technician  
 Production Agriculture  
 Taxidermy  
 Veterinary Technician

**Entry-Level Careers\***  
 Animal Groomer-Caretaker  
 Dispatcher  
 Equipment Handler & Assembler  
 Equipment Operator  
 Farm Worker  
 Grader & Sorter  
 Groundskeeper & Gardener  
 Inventory Control Clerk  
 Meat, Poultry & Fish Processor  
 Greenhouse Worker

\*Not an inclusive list. For more information, contact your counselor for additional career choices.

### Keokuk High School Graduation Requirements

<b>SCIENCE</b> (6 Semesters)	<b>SOCIAL STUDIES</b> (6 Semesters)	<b>MATH</b> (6 Semesters)	<b>ENGLISH</b> (8 Semesters)
<b>EARTH SCIENCE (2 sem)</b>  <b>BIOLOGY (2 sem)</b>  <b>Two additional semesters of Science must come from the courses listed below:</b>  ANATOMY/PHYSIOLOGY CHEMISTRY Environmental Science PHYSICS Bio-Technology PHYSICAL SCIENCE	<b>WORLD GEOGRAPHY (2 sem)</b> <b>AMERICAN HISTORY (2 sem)</b> Civics (1 sem) U.S. Government and Politics (1 sem)	<b>Six semesters of Math are required from the choices below:</b>  ALGEBRA I ALGEBRA II/TRIG GEOMETRY SCC PRE-CALCULUS SCC CALCULUS I & II MATHMETICAL IDEAS	<b>LIT/COMP I - 9 (2 sem)</b> <b>LIT/COMP II - 10 (2 sem)</b> <b>LIT/COMP III - 11 (2 sem)</b>  <b>Two additional semesters of English are required from the choices listed below:</b>  Journalism Advanced Journalism Publications Speech I Speech & Drama Creative Writing Mass Communications Reading Improvement Multi-Cultural Literature  ALL CAPS = FULL YEAR COURSE Lower Case = Semester Course <b>Boldface = Required for all students</b>
	<b><u>PHYSICAL EDUCATION</u></b>		
	<b><u>Basic Computer Skills</u></b>		

**In addition to the above required course work a student will have to take enough electives to fulfill the remainder of the 40 credits required for graduation.**

**Career Focus Planning**

**Agriscience/Natural Resources  
Career Choice Courses (Electives)**

Career choice courses are those elective courses that best fit the needs of students interested in pursuing the Agriscience/Natural Resources career pathway.

**CAREER CHOICE COURSE ELECTIVES**

12 or 11	<b>Anatomy &amp; Physiology</b> <b>Physics</b> <b>Environmental Science</b> <b>Chemistry</b> <b>AP Chemistry</b> <b>Bio-Technology</b> <b>Physical Science</b>	<b>Manufacturing Tech</b> <b>Welding Fabrication</b> <b>AC/DC Electricity</b>  <b>Foods I &amp; II</b> <b>Health</b>  <b>Sociology</b>	<b>Spanish</b>  <b>Instrumental Music</b> <b>Mixed Choir</b> <b>Art Problems</b> <b>Art I &amp; II</b> <b>Photography</b>  <b>Physical Education</b>
		<b>Manufacturing Technology</b> <b>Woods I &amp; II</b> <b>Carpentry</b>	<b>Spanish</b>  <b>Instrumental Music</b> <b>Mixed Choir</b> <b>Art I &amp; II</b>  <b>Physical Education</b>
	10		<b>Manufacturing Technology</b> <b>Woods I &amp; II</b>
9	<b>Basic Computer Skills</b> <b>Business Leadership</b>	<b>Manufacturing Technology</b> <b>Woods I &amp; II</b>	<b>Spanish</b>  <b>Instrumental Music</b> <b>Mixed Choir</b>  <b>Physical Education</b>

**Agriscience/Natural Resources Pathway  
Available Careers**

<u>Professional</u>	<u>Skilled</u>	<u>Entry-Level</u>
<p>Careers that require experience, apprenticeships, community college, and/or university training)</p> <p>Agriculture            Ag Engineer            Ag Extension Educator            Ag Inspector            Ag Marketing            Ag Teacher            Agri.-Business Person            Agronomist            Aqua-Cultural Engineer            Banker            Biotechnology Engineer            Botanist            Conservationist            Farm Manager            Farm Products Purchasing Agent            Financial Manager            Livestock Buyer            Master Brewer            Nursery Owner            Seed Analyst            Water Resource Director</p> <p>Natural Resources            Environmental Analyst            Fish Hatchery Manager            Forester/Conservation Science            Operations Manager            Park Historian            Park Ranger            Program Administrator            Naturalist            Range Manager            Recreation Resource Specialist            Soil Conservationist            Wildlife Manager</p> <p>Natural Sciences            Anatomist            Biological Scientist            Entomologist            Horticulturist            Landscape Architect/Sports            Fields/Golf Course Design            Geneticist            Veterinarian            Zoologist</p>	<p>(Careers that require experience, apprenticeships, and/or community college or Technical School)</p> <p>Agriculture            Ag Engineer Technician            Diesel Mechanic            Welder/Machinist</p>	<p>(Careers that require on-the-job training and or specialized training)</p> <p>Agriculture            Farm Equip.            Salesperson/Mechanic            Farm Machine Operator            Fam Supply Salesperson            Farmer, General,            Field Worker            Grader            Grain Elevator Superintendent            Harvester            Product Inspector            Sorter, Ag Products            Tester</p>

# **ARTS & COMMUNICATIONS**

## Career Focus Planning

### Arts and Communication

#### Professional Careers\*

Art History  
 Art and Music Therapy  
 Broadcast Tech Management  
 Communication & The Arts  
 Education  
 Foreign Language  
 Graphic Arts Management  
 Humanistic Studies  
 Journalism  
 Theater & Drama

#### Skilled Careers\*

Commercial Art  
 Computer Graphics  
 Court & Conference Reporting  
 Industrial Screen Printing  
 Interior Design  
 Marketing Communications  
 Printing & Publishing  
 Radio Broadcasting  
 Technical Communications  
 Visual Communications

#### Entry-Level Careers\*

Camera Operator  
 Directory Assistance Operator  
 Dispatcher  
 Printing Press Setter  
 Telephone & TV Line Installer  
 Photographer  
 Photographic Process Worker  
 Screen Printing Machine Setter  
 Switchboard Operator

\*Not an inclusive list. For more information, contact your advisor for additional career choices.

### Keokuk High School Graduation Requirements

<u>SCIENCE</u> (6 Semesters)	<u>SOCIAL STUDIES</u> (6 Semesters)	<u>MATH</u> (6 Semesters)	<u>ENGLISH</u> (8 Semesters)
<p><b>EARTH SCIENCE</b> (2 sem)  <b>BIOLOGY</b> (2 sem)</p> <p>Two additional semesters of Science must come from the courses listed below:</p> <p>ANATOMY/PHYSIOLOGY                      Environmental Science                      CHEMISTRY                      PHYSICS                      Bio-Technology                      PHYSICAL SCIENCE</p>	<p><b>WORLD GEOGRAPHY</b> (2 sem)</p> <p><b>AMERICAN HISTORY</b> (2 sem)</p> <p>Civics (1 sem)</p> <p><b>U.S. Government and Politics</b> (1 sem)</p> <hr/> <p style="text-align: center;"><b><u>PHYSICAL EDUCATION</u></b></p> <hr/> <p><b><u>Basic Computer Skills</u></b></p>	<p>Six semesters of Math are required from the choices below:</p> <p>ALGEBRA I                      ALGEBRA II/TRIG                      GEOMETRY                      SCC PRE-CALCULUS                      SCC CALCULUS I &amp; II                      MATHMETICAL IDEAS</p>	<p><b>LIT/COMP I - 9</b> (2 sem)  <b>LIT/COMP II - 10</b> (2 sem)  <b>LIT/COMP III - 11</b> (2 sem)</p> <p>Two additional semesters of English are required from the choices listed below:</p> <p>Journalism                      Advanced Journalism                      Publications                      Speech I                      Speech &amp; Drama                      Creative Writing                      Mass Communications                      Reading Improvement                      Multi-Cultural Literature</p> <p style="text-align: right; font-size: small;">ALL CAPS = FULL YEAR COURSE                      Lower Case = Semester Course  <b>Boldface = Required for all students</b></p>

**In addition to the above required course work a student will have to take enough electives to fulfill the remainder of the 40 credits required for graduation.**

**Career Focus Planning**

**Arts and Communications  
Career Choice Courses (Electives)**

Career choice courses are those elective courses that best fit the needs of students interested in pursuing the Arts and Communications career pathway.

**CAREER CHOICE COURSE ELECTIVES**

<b>12 or 11</b>	<p>Publications</p> <p>Speech I Speech &amp; Drama Journalism</p>	<p>Computer Aided Drafting Welding/Metal Fabrication Woods I &amp; II</p> <p>Sociology World History I &amp; II</p>	<p>Spanish</p> <p>Instrumental Music Mixed Choir Art Problems Art I &amp; II Photography</p> <p>Physical Education</p>
<b><u>10</u></b>	<p>Advanced Journalism Journalism</p> <p>Speech &amp; Drama</p>	<p>Engineering Technology</p>	<p>Spanish</p> <p>Instrumental Music Mixed Choir Art I &amp; II</p> <p>Physical Education</p>
<b><u>9</u></b>	<p>Basic Computer Skills Business Leadership</p> <p>Journalism Speech I</p>		<p>Spanish</p> <p>Instrumental Music Mixed Choir Art I &amp; II</p> <p>Physical Education</p>

**Arts and Communications Pathway  
Available Careers**

<p align="center"><b>Professional*</b> (Careers that require experience, apprenticeships, community college, and/or university training.)</p>	<p align="center"><b>Skilled*</b> (Careers that require experience, apprenticeships, and/or community college.)</p>	<p align="center"><b>Entry-Level*</b> (Careers that require on-the-job training and/or specialized training.)</p>
<p><b>Performing Arts</b> Sign Language/Oral Interpreter Translator/Interpreter</p> <p><b>Applied Arts</b> Architect Choral/Instrumental Director Graphic Arts Management Library &amp; Theatrical Agent Music Director Public Relations Specialist</p> <p><b>Creative Arts</b> Art Director Choreographer Composer Consumer Critic Desktop Publisher Director Fashion Designer Fiction Writer Graphics Designer Industrial Designer Landscape Architect Playwright Producer Production Designer Sculpture</p> <p><b>Communications</b> Advertising Copywriter Art Restorer Cable Television Engineer Copy Writer Desktop Publisher Director Editor Journalist Producer Production Designer Publisher Recording Engineer Reporter Screen Writer Script Writer Speech Writer Technical Writer Translator</p>	<p><b>Performing Arts</b> Actor/Actress Dancer Interpreter for Hearing Impaired Musician Radio/TV Announcer</p> <p><b>Creative Arts</b> Artist Cartoonist Ceramist Commercial Artist Computer Artist Costumer Fabric Artist Fashion Designer Graphic Artist Interior Designer Textile Designer</p> <p><b>Applied Arts</b> Dance Studio Manager Graph/Commercial Artist Interior Designer Jeweler/Silversmith</p> <p><b>Communications</b> Broadcast Technician Cable Television Technician Communications Manager Communications Technician Computer Artist Color Scanner Operator Data Communications Analyst Electronic Pagination System Worker Film Dubber Film Editor Graphics Artist Layout/Pate-up Artist Lighting Technician Make up Artist Music Instrument Repair/Tuner Music Video Producer Newscaster Photographer Private Music Teacher Proofreader Recording Engineer Sound Technician</p>	<p><b>Performing Arts</b> Announcer Comedian Disc Jockey Magician Model Musician Professional Athlete</p> <p><b>Creative Arts</b> Floral Designer Merchandise Displayer Photo Journalist Photographer Seamstress</p> <p><b>Applied Arts</b> Movie/TV Camera Operator Telemarketer Telephone Service Representative</p> <p><b>Communications</b> Audio-Visual Specialist Camera Operator Classified Ad Writer Composing Room Worker Darkroom Technician Engraver Guide Job Printer Lighting Technician Merchandise Displayer Motion Picture Projectionist Movie/TV Camera Operator Music Copier Photo Journalist Photoengraving Machine Operator Radio Operator Sound Technician Stagehand Telephone Installer/Repairer Telephone Operator Telephone Technician Telegraph Repairer</p> <p>Please see your advisor for more available careers.</p> <p>*Not an inclusive list.</p>

**Business/**  
**Information**  
**Management/**  
**Marketing**

## Career Focus Planning

### Business/Information Management and Marketing

#### Professional Careers\*

Accounting/Finance  
 Administrative Management  
 Business Administration  
 Computer Science & Statistics  
 Education  
 Hospitality/Tourism Management  
 Information Systems  
 International Business  
 Personnel/Human Resources

#### Skilled Careers\*

Accounting Assistant  
 Administrative Assistant  
 Business Support Specialist  
 Banking & Financial Services  
 Computer Programmer/Analyst  
 Data Processing  
 Information Processing  
 Hotel/Motel Management  
 Medical Records Technician  
 Small Business Management

#### Entry-Level Careers\*

Adjustments Clerk  
 Billing and Posting Operator  
 Dispatcher  
 File Clerks  
 Food Service & Lodging Manager  
 General Office Clerks  
 Letterpress Setters  
 Mail Clerks  
 Receptionist  
 Warehouse Stock Clerk

\*Not an inclusive list. For more information, contact your advisor for additional career choices.

### Keokuk High School Graduation Requirements

<b><u>SCIENCE</u></b> (6 Semesters)	<b><u>SOCIAL STUDIES</u></b> (6 Semesters)	<b><u>MATH</u></b> (6 Semesters)	<b><u>ENGLISH</u></b> (8 Semesters)
<b>EARTH SCIENCE (2sem)</b> <b>BIOLOGY</b>  <b>Two additional semesters of Science must come from the courses listed below:</b>  ANATOMY/PHYSIOLOGY Environmental Science CHEMISTRY PHYSICS Bio-Technology PHYSICAL SCIENCE	<b>WORLD GEOGRAPHY</b>  <b>AMERICAN HISTORY</b>  <b>Civics</b>  <b>U.S. Government and Politics (1 sem)</b>	<b>Six semesters of Math are required from the choices below:</b>  ALGEBRA I ALGEBRA II/TRIG GEOMETRY SCC PRE-CALCULUS SCC CALCULUS I & II MATHMETICAL IDEAS	<b>LIT/COMP I - 9 (2 sem)</b> <b>LIT/COMP II - 10 (2 sem)</b> <b>LIT/COMP III - 11 (2 sem)</b>  <b>Two additional semesters of English are required from the choices listed below:</b>  Journalism Advanced Journalism Publications Speech I Speech & Drama Creative Writing Mass Communications Reading Improvement Multi-Cultural Literature
	<b><u>Physical Education</u></b>		
	<b><u>Basic Computer Skills</u></b>		
			ALL CAPS = FULL YEAR COURSE Lower Case = Semester Course <b>Boldface = Required for all students</b>

**In addition to the above required course work a student will have to take enough electives to fulfill the remainder of the 40 credits required for graduation.**

**Career Focus Planning**

**Business/Information Management and Marketing  
Career Choice Courses (Electives)**

Career choice courses are those elective courses that best fit the needs of students interested in pursuing the Business/Information Management and Marketing career pathway.

**CAREER CHOICE COURSE ELECTIVES**

<b>12 or 11</b>	<p>Speech I Speech &amp; Drama</p> <p>Work Place Readiness</p>	<p>Manufacturing Tech AC/DC Electricity</p> <p>Foods I &amp; II</p>	<p>Spanish</p> <p>Instrumental Music Mixed Choir Art Problems Art I &amp; II Photography</p> <p>Physical Education</p>
<b>10</b>	<p>Publications Advanced Journalism Speech &amp; Drama</p>	<p>Manufacturing Technology</p> <p>Foods I</p>	<p>Spanish</p> <p>Instrumental Music Mixed Choir Art I &amp; II</p> <p>Physical Education</p>
<b>9</b>	<p>Basic Computer Skills Business Leadership</p> <p>Speech I Journalism</p>		<p>Spanish</p> <p>Instrumental Music Mixed Choir Art I &amp; II</p> <p>Physical Education</p>

**Business/Information Management and Marketing Pathway  
Available Careers**

<u>Professional*</u> (Careers that require experience, apprenticeships, community college, and/or university training)	<u>Skilled*</u> (Careers that require experience, apprenticeships, and/or community college)	<u>Entry-Level*</u> (Career that require on-the-job training and/or specialized training)
<b>Administrative &amp; Administrative Support</b> Business Education Instructor General Manager Labor Relations Specialist Management Analyst Medical/Health Service Manager Medical Records Administrator Office Planner Personnel Recruiter  <b>Marketing and Sales</b> Advertising Account Executive Advertising Manager Distribution Manager Import/Export Worker Information Marketing Specialist Insurance Claim Examiner Marketing Research Worker Media Buyer Media Time Sales Purchasing Agent Sales Manager  <b>Computer Operations</b> Computer Consultant Computer Database Manager Computer Network Engineer Computer Programmer Data Processing Manager Information Scientist Management Information Systems Professional Systems Analyst  <b>Financial Transactions</b> Accountant Actuary Auditor Bank Officer Claim Examiner Controller Credit Official Financial Analyst Financial Planner Investment Banker Loan Officer Securities Broker Statistician Underwriter	<b>Administrative &amp; Administrative Support</b> Administrative Service Manager Budget Analyst Court Reporter Human Resource Manager Legal Secretary Medical Transcriptionist Paralegal Secretary Union Business Agent Utilities Manager  <b>Marketing &amp; Sales</b> Auctioneer Buyer (Wholesale/Retail) Hotel Manager Insurance Agent/Broker Manufacturer's Sales Worker Marketing Instructor Real Estate Sales/Broker Restaurant Manager Sales Engineer Sales Representative Small Business Owner Store Manager Title Examiner Travel Agent  <b>Computer Operations</b> CAD, CAM, & CNC Operator Computer Aided Design Technician Computer Operator Computer Programmer Computer Repair Technician Computer Software Documentation Writer Data communication Technician Desktop Publisher Digitizer Operator Peripheral Equipment Operator  <b>Financial Transactions</b> Bookkeeper Budget Analyst Claim Adjuster Tax Preparer Title Examiner	<b>Administrative &amp; Administrative Support</b> Cost Clerk Correspondence Clerk Court Clerk Dispatcher File Clerk Hospital Admitting Clerk Insurance Claim Clerk Library Assistant Mail Clerk Mail Service Worker Messenger Meter Reader Office Clerk Order Clerk Payroll Clerk Personnel Clerk Postal Mail Carrier Production clerk Receptionist Secretary Shipping/Receiving Clerk Stenographer Stock Clerk Typist Weigher/Checker  <b>Computer Operations</b> Computer Assembly Computer Testing Data Entry File Clerk Information Clerk Word Processor  <b>Marketing &amp; Sales</b> Advertising Clerk Cashier Comparison Shopper Counter Clerk Direct Sales Distributor Equipment Rental Agent Interview Clerk Personal Shopper Postal Clerk  Please see the School-to-Career advisor for more available careers. *Not an inclusive list.

# **Engineering/Industrial & Technological Sciences**

## Career Focus Planning

### Engineering/Industrial and Technological Science

#### Professional Careers\*

Applied Math & Physics  
 Applied Science  
 Applied Technology  
 Computer Science  
 Education  
 Engineering  
 Genetics  
 Geology  
 Paper Science  
 Scientist

#### Skilled Careers\*

Auto Body Repair/Paint Technician  
 Air Conditioning & Heating  
 Appliance Service  
 Architectural Drafting  
 Bricklaying/Masonry  
 Cabinetmaker/Millwork  
 Carpentry  
 Electronic Design Technician  
 Engine Technology  
 Industrial Engineering Technician

#### Entry-Level Careers\*

Mason & Tile Assistant  
 Carpet Installer  
 Drywall Installer  
 Excavating Machine Operator  
 Grader & Dozer Operator  
 Hoist & Winch Operator  
 Mechanic & Repair Helper  
 Painter & Pipe Fitter Helper  
 Welding Machine Tender

\*Not an inclusive list. For more information, contact your advisor for additional career choices.

### Keokuk High School Graduation Requirements

<u>SCIENCE</u> (6 Semesters)	<u>SOCIAL STUDIES</u> (6 Semesters)	<u>MATH</u> (6 Semesters)	<u>ENGLISH</u> (8 Semesters)
<b>EARTH SCIENCE (2sem)</b>  <b>BIOLOGY (2 sem)</b>  <b>Two additional semesters of Science must come from the courses listed below:</b>  ANATOMY/PHYSIOLOGY Environmental Science CHEMISTRY PHYSICS Bio-Technology PHYSICAL SCIENCE	<b>WORLD GEOGRAPHY</b>  <b>AMERICAN HISTORY</b>  Civics (1 sem)  U.S. Government and Politics (1 sem)	<b>Six semesters of Math are required from the choices below:</b>  ALGEBRA I ALGEBRA II/TRIG GEOMETRY SCC PRE-CALCULUS SCC CALCULUS I&II MATHMETICAL IDEAS	<b>LIT/COMP I - 9 (2 sem)</b> <b>LIT/COMP II - 10 (2 sem)</b> <b>LIT/COMP III - 11 (2 sem)</b>  <b>Two additional semesters of English are required from the choices listed below:</b>  Journalism Advanced Journalism Publications Speech I Speech & Drama Creative Writing Mass Communications Reading Improvement Multi-Cultural Literature   ALL CAPS = FULL YEAR COURSE Lower Case = Semester Course <b>Boldface = Required for all students</b>
	<b><u>Physical Education</u></b>		
	<b><u>Basic Computer Skills</u></b>		

In addition to the above required course work a student will have to take enough electives to fulfill the remainder of the 40 credits required for graduation.

**Career Focus Planning**

**Engineering/Industrial and Technological Sciences  
Career Choice Courses (Electives)**

Career Choice courses are those elective courses that best fit the needs of students interested in pursuing the Engineering/Industrial and Technological Sciences career pathway.

**CAREER CHOICE COURSE ELECTIVES**

<b>12 or 11</b>	<p>Calculus Pre-Calculus Mathematical Ideas Physics Chemistry Speech &amp; Drama</p>	<p>CAD Welding Fabrication Carpentry</p>	<p>Spanish  Instrumental Music Mixed Choir  Physical Education</p>
<b>10</b>	<p>Geometry Algebra II/Trigonometry  Speech &amp; Drama</p>	<p>Advanced Drafting AC/DC Electricity  Woods I &amp; II</p>	<p>Spanish  Instrumental Music Mixed Choir  Physical Education</p>
<b>9</b>	<p>Algebra I Geometry  Speech I</p>	<p>Engineering Technology Manufacturing Technology Woods I</p>	<p>Spanish  Instrumental Music Mixed Choir Art I &amp; II  Physical Education</p>

**Engineering/Industrial and Technological Sciences Pathway  
Available Careers**

<u>Professional*</u>	<u>Skilled*</u>	<u>Entry-Level*</u>
<p>Careers that require experience, apprenticeships, community college, and/or university training)</p> <p>Engineering &amp; Related Technologies            Anthropologist            Ceramic Engineer            Chemical Engineer            Electrical/Electronic Engineer            Industrial Hygienist            Manufacturing Engineer            Marine Architect            Nuclear Engineer            Plant Manager            Quality Control Engineer            Robotics Engineer            Systems Engineer</p> <p>Vehicle Operation &amp; Repair            Air Traffic Controller            Airline Dispatcher            Flight Engineer            Helicopter Pilot            Merchant Marine Purser            Ship Engineer            Traffic Engineer            Transportation Engineer</p> <p>Construction &amp; Maintenance            Architect            Air Conditioning/Heat Contractor            Building Inspector            Civil Engineer            Construction Manager            Highway Contractor            Highway Engineer            Landscape Engineer</p> <p>Technological Science            Anatomist            Anthropologist            Biochemist            Biomedical Engineer            Chemical Engineer            Entomologist            Forensic Scientist            Geophysicist            Mathematical Engineer            Metallurgical Engineer            Nuclear Engineer            Oceanographer            Petroleum Engineer            Pollution Control Engineer</p>	<p>(Careers that require experience, apprenticeships, and/or community college)</p> <p>Engineering &amp; Related Technologies            Biomedical Equipment Repairer            CAD Specialist            Chemical Technician            Die Setter            Drafter/Design Technician            Electric Motor Repair            Electronics Drafter            Electronics Technician            Gunsmith            Industrial Machinery Repairer            Industrial Truck Operator            Letter Press Setup Operator            Mathematical Technician            Mechanical Engineering Technician            Nuclear Technician            Printer            Production Supervisor            Robotics Technician            Surveying Technician            Watch Repairer</p> <p>Vehicle Operation &amp; Repair            Aircraft Engineer Mechanic            Airline Flight Attendant            Ambulance Attendant            Automobile Body Repairer            Avionics Technician            Diesel Mechanic            Electrical Repairer            Merchant Marine            Railroad Conductor            Steward/Cook            Traffic Technician            Transportation Manager            Truck Terminal Manager</p> <p>Construction &amp; Maintenance            Architectural Drafter            Carpenter            Construction Electrician            cost Estimator            Drywall Finisher            Electro Mechanical Technician            Expediter            Lumberyard Manager            Plumber/Pipe Cleaner            Specification Writer</p> <p>Please see your advisor for more available careers.</p>	<p>(Careers that require on-the-job training and/or specialized training)</p> <p>Engineering &amp; Related Technologies            Appliance Repairer            Bindery Worker            Boilermaker Welder            Chemical Equipment Operator            Crane Operator            Drilling Machine Setup Oper5ator            Crane Operator            Drilling Machine Setup Operator            Electronics Assembler            Electronic Semiconductor Processor            Freight Handler            Hydraulic Maintenance Technician            Industrial Machinery Operator            Lathe Operator            Lithographic Press Operator            Machine Cutter            Mechanic/Repairer            Paint Mixer            Precision Aircraft Assembler            Precision Woodworker            Press Operator            Production Supervisor            Soldering Machine Operator            Textile Machine/Setup Operator            Tool/Die Maker            Treatment Plant Worker            Upholster            Welder</p> <p>Vehicle Operation &amp; Repair            Airline Reservation Agent            Airline Ticket Agent            Bicycle Repairer            Bus Driver            Car Rental Agent            Chauffeur            Equipment Cleaner            Highway Maintenance Worker            Motorboat Operator            Motorcycle Operator            Railroad Maintenance Worker            School Bus Driver            Service Station Attendant            Small Engine Specialist, Truck Driver,            Tractor Operator            Tire Repairer/Changer</p> <p>*Not an inclusive list</p>

# **Family and Human Services**

## Career Focus Planning

### Family Human Services

#### Professional Careers\*

Apparel Design Manufacturing  
 Behavior Science  
 Communications Disorders  
 Criminal Justice  
 Education  
 Hospitality/Tourism  
 Management  
 Law  
 Nutritional Science  
 Psychology  
 Public Administration

#### Skilled Careers\*

Barber/Cosmetologist  
 Chef  
 Child Care Services  
 Clothing Design & Sales  
 Corrections Services  
 Facility Maintenance Service  
 Food Technician  
 Interior Design  
 Paramedic  
 Police Science

#### Entry-Level Careers\*

Cashier  
 Counter & Rental Clerk  
 Custodian & Cleaner  
 Dining & Cafeteria Attendant  
 Food Service 7 Lodging  
 Manager  
 General Office Clerk  
 Postal Service Clerk  
 Private Child Care Worker  
 Refuse Collector  
 Welfare Eligibility Worker

\*Not and Inclusive list. For more information, contact your advisor for additional career choices.

### Keokuk High School Graduation Requirements

<b><u>SCIENCE</u></b> (6 Semesters)	<b><u>SOCIAL STUDIES</u></b> (6 Semesters)	<b><u>MATH</u></b> (6 Semesters)	<b><u>ENGLISH</u></b> (8 Semesters)
<b>EARTH SCIENCE</b> (2 sem)  <b>BIOLOGY</b> (2 sem)  <b>Two additional semesters of Science must come from the courses listed below:</b>  ANATOMY/PHYSIOLOGY Environmental Science CHEMISTRY PHYSICS Bio-Technology PHYSICAL SCIENCE	<b>WORLD GEOGRAPHY</b>  <b>AMERICAN HISTORY</b>  Civics (1 sem)  U.S. Government and Politics (1 sem)	<b>Six semesters of Math are required from the choices below:</b>  STRATEGIC MATH ALGEBRA I ALGEBRA II/TRIG GEOMETRY SCC PRE-CALCULUS SCC CALCULUS I&II MATHEMATICAL IDEAS	<b>LIT/COMP I - 9 (2 sem)</b> <b>LIT/COMP II - 10 (2 sem)</b> <b>LIT/COMP III - 11 (2 sem)</b>  <b>Two additional semesters of English are required from the choices listed below:</b>  Journalism Advanced Journalism Publications Speech I Speech & Drama Creative Writing Mass Communications Reading Improvement Multi-Cultural Literature   ALL CAPS = FULL YEAR COURSE Lower Case = Semester Course <b>Boldface = Required for all students</b>
	<b><u>Physical Education</u></b>		
	<b><u>Basic Computer Skills</u></b>		

**In addition to the above required course work a student will have to take enough electives to fulfill the remainder of the 40 credits required for graduation.**

**Career Focus Planning**

**Family and Human Services  
Career Choice Courses (Electives)**

Career choice courses are those elective courses that best fit the needs of students interested in pursuing the Family and Human Services career pathway.

**CAREER CHOICE COURSE ELECTIVES**

<b>12 or 11</b>	<p>Mathematical Ideas</p> <p>Publications Multi-Cultural Literature</p>	<p>Woods I &amp; II</p> <p>World Foods II</p> <p>Sociology</p> <p>SCC Psychology</p>	<p>Spanish</p> <p>Instrumental Music Mixed Choir Art Problems Photography</p> <p>Physical Education</p>
<b>10</b>	<p>Advanced Journalism Speech &amp; Drama</p>	<p>Woods I &amp; II</p> <p>Foods I &amp; II Child Development Parenting</p>	<p>Spanish</p> <p>Instrumental Music Mixed Choir Art I &amp; II</p> <p>Physical Education</p>
<b>9</b>	<p>Basic Computer Skills Business Leadership</p> <p>Speech I Journalism</p>	<p>Health</p>	<p>Spanish</p> <p>Instrumental Music Mixed Choir Art I &amp; II</p> <p>Physical Education</p>

**Family and Human Services Pathway  
Available Careers**

<p align="center"><b>Professional *</b> (Careers that require experience, apprenticeships, community college, and or university training)</p>	<p align="center"><b>Skilled*</b> (Careers that require experience, apprenticeships, and/or community college)</p>	<p align="center"><b>Entry-Level*</b> (Careers that require on-the-job training and/or specialized training)</p>
<p><b>Social Services</b> Architect Buyer Cruise Director Hotel Executive Housekeeper Hotel Manager Interior Designer Parole/Probation Officer Political Scientist Social Services Manager Urban Regional Planner</p> <p><b>Personal/Customer Services</b> Athletic Trainer Business Home Economist Consultant Consumer Advocate Costumer Dietitian/Nutritionist Extension Agent Fashion Designer Fashion Photographer Food/Beverage Manager Food Photographer/Stylist Food Technician Marriage/Family Counselor Menu Planner Research Home Economist Restaurant Manager Retail Buyer Retail Store Manager</p> <p><b>Education &amp; Related Services</b> Archivist/Curator Child Care Director Coach College Administrator Family &amp; Consumer Educator Instructional Coordinator Librarian Mathematician Principal School Social Worker Social Psychologist Sociologist Teacher (Kindergarten, Elementary, Secondary) Technical Training Coordinator</p>	<p><b>Social Services</b> Appraiser Convention Specialist Director of Religious Activities Flight Attendant Head Housekeeper Human Service Technician Interior Designer Real Estate Agent Social Director Travel Agent Visual Display Specialist</p> <p><b>Personal/Customer Services</b> Barber Bridal Consultant Caterer Clothing Sales Representative Consumer Credit Counselor Cook/Chef (Institutional) Cosmetologist Dietetic Technician Embalmer Employment Interviewer Fashion Designer Flight Attendant Food Technician Funeral Director Head Waiter/Waitress Health/Fitness Worker Hotel/Motel Manager Massage Therapist Model Pastry Chef/Baker Personal Exercise Trainer Recreations Facility Manager Restaurant Manager Retail Jeweler Retail Sales Retail Sales Manager</p> <p><b>Education &amp; Related Services</b> Business/Group Nanny Child Care Director Child Care Worker Library Technician</p>	<p><b>Social Services</b> Hospitality Cashier Hotel Bellhop/Porter Hotel Desk Clerk Housekeeper, Domestic Janitor/Maid/Cleaner Recreation worker Rug &amp; Carpet Cleaner Tour Escort Window Cleaner</p> <p><b>Personal/Customer Services</b> Alterations Helper Baker Bellhop Bus Driver Butcher/Meat Cutter Car Wash Attendant Career Guidance Technician Chauffeur Custom Tailor Customer Service Clerk Dining Room Attendant Dishwasher Dry Cleaning Worker Food Service Worker Geriatric Aide Host/Hostess Hotel/Motel Clerk Laundry Worker Masseur/Masseuse Personal/Home Care Aide Photographer Retail Sales Restaurant Attendant Usher Waiter/Waitress Youth Organization Worker</p> <p><b>Education &amp; Related Services</b> Career Guidance Technician Child Care Worker (Private) Nanny Teacher Assistant/Aide</p> <p>Please see your advisor for more available careers.</p> <p>*Not an inclusive list</p>

# Health Sciences

## Career Focus Planning

### Health Sciences

#### Professional Careers\*

Art/Music Therapy  
 Clinical Laboratory  
 Education  
 Health Care Administration  
 Medical Science  
 Medicine  
 Microbiology  
 Nursing  
 Pharmacy  
 Physical Therapy

#### Skilled Careers\*

Dental Hygienist  
 Dispensing Optician  
 Emergency Medical Services  
 Health Unit Coordinator  
 Human Services Associate  
 Medical Laboratory Technician  
 Pharmacy Technician  
 Practical Nurse

#### Entry-Level Careers\*

Dental Assistant  
 Dental Laboratory Technician  
 Dietary Aide  
 Home Health Aide  
 Interviewing Clerk  
 Orderly and/or Attendant

\*Not and inclusive list. For more information, contact your advisor for additional career choices.

### Keokuk High School Graduation Requirements

<b><u>SCIENCE</u></b> (6 Semesters)	<b><u>SOCIAL STUDIES</u></b> (6 Semesters)	<b><u>MATH</u></b> (6 Semesters)	<b><u>ENGLISH</u></b> (8 Semesters)
<b>EARTH SCIENCE (2 sem)</b>  <b>BIOLOGY (2 sem)</b>  <b>Two additional semesters of Science must come from the courses listed below:</b>  ANATOMY/PHYSIOLOGY Environmental Science CHEMISTRY PHYSICS Bio-Technology PHYSICAL SCIENCE	<b>WORLD GEOGRAPHY</b>  <b>AMERICAN HISTORY</b>  <b>Civics (1 sem)</b>  <b>U.S. Government and Politics (1 sem)</b>	<b>Six semesters of Math are required from the choices below:</b>  ALGEBRA I ALGEBRA II/TRIG GEOMETRY SCC PRE-CALCULUS SCC CALCULUS I&II MATHEMATICAL IDEAS	<b>LIT/COMP I - 9 (2 sem)</b> <b>LIT/COMP II - 10 (2 sem)</b> <b>LIT/COMP III - 11 (2 sem)</b>  <b>Two additional semesters of English are required from the choices listed below:</b>  Journalism Advanced Journalism Publications Speech I Speech & Drama Creative Writing Mass Communications Reading Improvement Multi-Cultural Literature
	<b><u>Physical Education</u></b>		
	<b><u>Basic Computer Skills</u></b>		

ALL CAPS = FULL YEAR COURSE  
 Lower Case = Semester Course  
**Boldface = Required for all students**

**In addition to the above required course work a student will have to take enough electives to fulfill the remainder of the 40 credits required for graduation.**

**Career Focus Planning**

**Health Sciences  
Career Choice Courses (Electives)**

Career Choice Courses are those elective courses that best fit the needs of students interested in pursuing the Health Sciences career pathway.

**CAREER CHOICE COURSE ELECTIVES**

<b>12 or 11</b>	<p><b>Anatomy &amp; Physiology</b> <b>Chemistry</b> <b>Physics</b></p> <p><b>Accounting</b></p>	<p><b>Sociology</b></p> <p><b>SCC Medical Terminology</b> <b>SCC Certified Nurses Assistant</b></p> <p><b>Introduction to Health</b> <b>Occupations II</b></p>	<p><b>Spanish</b></p> <p><b>Instrumental Music</b> <b>Mixed Choir</b> <b>Art Problems</b> <b>Art I &amp; II</b> <b>Photography</b></p> <p><b>Physical Education</b></p>
<b>10</b>	<p><b>Speech &amp; Drama</b></p>	<p><b>Child Development</b> <b>Parenting</b> <b>Foods I &amp; II</b></p> <p><b>Introduction to Health</b> <b>Occupations I &amp; II</b></p>	<p><b>Spanish</b></p> <p><b>Instrumental Music</b> <b>Mixed Choir</b> <b>Art I &amp; II</b></p> <p><b>Physical Education</b></p>
<b>9</b>	<p><b>Basic Computer Skills</b> <b>Business Leadership</b></p> <p><b>Speech I</b></p>	<p><b>Foods I</b></p>	<p><b>Spanish</b></p> <p><b>Instrumental Music</b> <b>Mixed Choir</b> <b>Art I &amp; II</b></p> <p><b>Physical Education</b></p>

**Health Sciences Pathway  
Available Careers**

<u>Professional*</u> (Careers that require experience, apprenticeships, community college, and/or university training)	<u>Skilled*</u> (Careers that require experience, apprenticeships, and/or community college)	<u>Entry-Level*</u> (Careers that require on-the-job training and/or specialized training)
<p><b>Medical Specialist &amp; Technologies</b> Dietitian Hospital Administrator Medical Record Administrator Medical Scientist Mortician Occupational Therapist Ophthalmologist Pathologist Physical Therapist Podiatrist Psychiatrist Radio Pharmacist Recreation Therapist Speech Therapist Surgeon Toxicologist</p> <p><b>Health Assessment &amp; Treatment</b> Acupuncturist Allergist Anesthesiologist Audiologist Cardiologist Chiropractor Dentist Dermatologist Gynecologist Hematologist Medical Technician Obstetrician Ophthalmologist Optometrist Oral Surgeon Orthodontist Osteopath Physician/General Practitioner Plastic Surgeon Podiatrist Prosthetist/Orthotist Psychiatrist Psychologist Registered Nurse Urologist Veterinarian</p>	<p><b>Medical Specialist &amp; Technologies</b> Biomedical Equipment Technician Dental/Medical Secretary Dental Lab Technician Diagnostic Medical Sonographer Dialysis Technician Electrocardiograph Technician Electroencephalograph Technician Embalmer Inhalation Therapist Medical Record Technician Microbiology Technician Nuclear Medicine Technologist Occupational Therapy Assistant Physical Therapy Assistant Radiation Therapy Technologist Radiologic Technologist Respiratory Therapist Surgical Technician</p> <p><b>Health Assessment &amp; Treatment</b> Certified Medical Technician Dental Hygienist Licensed Practical Nurse Optometric Assistant Physicians Assistant</p> <p><b>Health Diagnostics</b> Biological Photographer Cardiology Technologist Clinical Laboratory Technician Cytotechnologist Diagnostic Medical Sonographer Histologic Technician Medical Technologist Veterinary Technician</p> <p><b>General Health Care</b> Emergency Medical Technician Paramedic Pharmaceutical Detail Representative Pharmacy Assistant Psychiatric Technician</p>	<p><b>Medical Specialist &amp; Technologies</b> Admitting Clerk Central Service Technician Dietetic Assistant EEG/EKG Technologist Ward Clerk</p> <p><b>Health Assessment Treatment</b> Dental Assistant Medical Assistant Nurse's Aide/Orderly Nursing Technician</p> <p><b>Health Diagnostics</b> Certified Laboratory Assistant Laboratory Animal Health Care</p> <p><b>General Health Care</b> Aerobics Instructor Ambulance Driver Home Health Aide Hospice Worker Psychiatric Aide</p> <p>Please see your advisor for more available careers.</p> <p><b>*Not an inclusive list.</b></p>

# ENGLISH - 1000'S

## LITERATURE/COMPOSITION I (Year)

9

Ninth grade language arts emphasize the basic skills of reading and writing. Included are paragraph development, correct usage, spelling and vocabulary development. Students are introduced to different types of literature: drama, short story, novel, and poetry. At least one semester of this course will concentrate heavily on writing and related skills.

## LITERATURE/COMPOSITION II (Year)

10

This course will focus on a survey of classic and contemporary American literature and expository writing. Equal emphasis will be placed on reading and writing skills. A research paper will develop both research skills and documentation techniques

## LITERATURE/COMPOSITION III (Year)

11

This course provides students the opportunity to improve their reading, writing, listening and speaking skills. Attention to basic skills is an important part of the course. A variety of selections from world literature provides numerous opportunities for critical thinking. There is a concentration on writing and related skills throughout the year. A research paper is required.

## JOURNALISM (1<sup>st</sup> or 2<sup>nd</sup> Semester)

9-10-11-12

The students study and practice the methods of journalistic writing. They also study the technical aspects of design, layout, interviewing, leads, copyediting, computer skills, and headlines needed for newspaper and yearbook production.

## ADVANCED JOURNALISM (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)

9-10-11-12

### Prerequisite - Journalism

This course is designed to train students to practice clear, concise, accurate written expression; to organize their thinking; to distinguish fact from propaganda; to exercise initiative, ingenuity, and good judgment; to utilize their talents through a worthy outlet; to develop an understanding of the true significance of journalism and free press; to explore journalism as a possible career. Students will publish the Smoke Signals. The work involves aspects of publications including writing, business management and desk top publishing skills. A student may elect to enroll for five semesters of credit.

## PUBLICATIONS (1<sup>st</sup> or 2<sup>nd</sup> Semester)

9-10-11-12

Students enrolled in this class are all Chief staff members. Their common goal is to produce and distribute the school yearbook. This task will involve publications skills such as writing layout & design, copyediting, interviewing, photography, business management and desktop publishing skills. Students not enrolled in the class may still participate in Chief production. A student may elect to enroll for additional semesters of credit. Students are strongly urged to take Journalism or Photography prior to registration.

## SPEECH I (1<sup>st</sup> or 2<sup>nd</sup> Semester)

9-10-11-12

All types of communication are considered in this class. Students begin by looking at the process of communicating and examine communication in the world around them. Primary consideration is given to formal speaking for a group. Also covered is the informal speaking that is done each day. Besides speaking skills students learn about "body language," nonverbal communication and group communication. Every class member **is expected to participate in class activities** and to learn more about herself/himself through constructive feedback.

**SPEECH and DRAMA (1<sup>st</sup> or 2<sup>nd</sup> Semester)****10-11-12****Prerequisite - Speech I or Instructor Approval**

This class will include a variety of communication skills. Key areas of concentration will include interpretive reading and speaking, debate, persuasive speaking, acting, Student Congress and discussion skills. Students who wish to one their reading, writing, speaking and research skills will benefit from this course. Students may take this course for two semesters.

**MASS COMMUNICATIONS (1<sup>st</sup> or 2<sup>nd</sup> Semester)****9-10-11-12**

The course is designed to acquaint the student with a variety of media forms: radio, advertising, magazines, music, film, newspaper and television. Students might be asked to assist with the "Good Morning Senior High" morning video program. This is a project-oriented class dealing with commercial writing, news writing, film criticism and advertising campaign organization.

**READING IMPROVEMENT I (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)****9-10-11-12****READING IMPROVEMENT II (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)****10-11-12****READING IMPROVEMENT III (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)****11-12**

This course is designed to help students who experience difficulty with reading. The goal is to move each student from his/her present reading level to a higher level. Those who apply themselves should expect to advance more than one reading level in a year. Students may enroll in this course only with permission of the department and instructor.

**MULTI-CULTURAL LITERATURE (1<sup>st</sup> or 2<sup>nd</sup> Semester)****10-11-12**

Multicultural literature is a thematic course that will enable students to develop an understanding of their world through an examination of a variety of cultures and literature. This semester course will study literature by writers of cultures from North America, Central and South America, Europe, Asia, Africa, and the Middle East. By examining these cultures through reading, writing, speaking, and listening, students will gain an appreciation of the vast diversity of the human experience and the richness of human cultures.

**CREATIVE WRITING (1<sup>st</sup> or 2<sup>nd</sup> Semester)****10-11-12**

This course emphasizes imaginative and creative writing, primarily in such forms as poems, short stories, plays, and personal narratives. Students examine all types of creative writing in order to analyze the writers' style, tone, and other literary techniques employed. The writing process will also be examined and discussed. Group and individual conferences will be utilized to provide improvement and evaluation of student work. Students will be encouraged to publish their pieces in the Chief Literary Magazine and enter writing contests. A student editor is appointed for an independent study credit. The editor must have previously earned an [A] in the class.

**LITERATURE IN ACTION (1<sup>st</sup> or 2<sup>nd</sup> Semester)****11-12**

This independent reading class encourages students to develop an enjoyment of reading, and to recognize the power of literature to help them learn about themselves. Students will read a variety of reading genres, and evaluate and discuss setting, plot, characterization, theme and style within their selections. Students will reflect on their reading both orally and with a variety of writing responses. Current award-winning Young Adult literature will be stressed. The goal of this class is to encourage students to enjoy reading, and to develop a lifelong reading habit.

**AMERICAN STUDIES (2008-2009, 2010-2011)**

Students will study history through primary sources, nonfiction, fiction and film in an intensive reading and writing course. The political, social, economic, military, diplomatic and scientific history of each time period will be examined as well as how the arts (especially literature) reflect that era. The course will consist of classroom discussions, guest lectures, field trips, on-line assignments, and daily writing activities. For each unit students will complete and present for an audience a major project in their area of interest--the arts, the sciences, mathematics, and the social studies. The course meets the Lit/Comp II and U.S. History requirements.

## **WORLD STUDIES (2009-2010, 2011-2012)**

Description: Students will study history through primary sources, nonfiction, fiction and film in an intensive reading and writing course. The political, social, economic, military, diplomatic and scientific history of each time period will be examined as well as how the arts (especially literature) reflect that era. The course will consist of classroom discussions, guest lectures, field trips, on-line assignments, and daily writing activities. For each unit students will complete and present for an audience a major project in their area of interest--the arts, the sciences, mathematics and the social studies. This course meets World History (elective) or World Geography (required) and Lit/Comp III. Students are encouraged to enroll in a study period to assist in meeting the academic demands of this course.

Note: The course is open to students in the Talented and Gifted program and students that apply and meet the required academic criteria.

The course is intended to be for students who intend to go on to college and who are looking for opportunities to prepare for themselves for the next phase of their education. With that in mind the course is being developed and will:

1. have a syllabus that will be a "college-type" document.
2. have daily in-class writing activities.
3. have a novel as the core (e.g. The Grapes of Wrath) and supplemental readings.
4. have a considerable amount of outside of class reading (25 pages a day).
5. have guest lectures and presentations by "experts" in the field and local people interested in the topic.
6. have an online component where students will post their assignments and participate in online discussions.
7. have at least major paper for each "topic" (e.g. The Depression).
8. allow the students to determine the specific focus of a major project that will be presented to an audience (will include the class members and guests invited by the students).

## **TECHNICAL COMPOSITION & COMMUNICATION SKILLS (1 Semester)**

**11-12**

Pre-requisite: Lit/Comp I & Lit/Comp II, American Studies or World Studies

Students will learn to evaluate reading, writing, speaking, and listening skills connected with technological advances in trades and industry. Students will compose basic business writings and adapt communication through various means to audiences of experts, professionals and laypersons. Heavy emphasis will be placed on standard writing conventions and organizational skills.

## **SCC DUAL CREDIT OFFERINGS**

Keokuk High School offers students a variety of opportunities to earn college credit while attending high school. These include PACE classes (the student leaves the KHS campus to attend classes on the Southeastern Community College campus) and Dual Credit classes (college level classes taught on the KHS campus). Generally a student must have a 2.5 high school grade point average or have achieved at the 50th percentile (Iowa norms) on the most recent ITED test to qualify for most (but not all) of these classes. Some of the classes have additional requirements (see individual class listings). Any student who pre-registers for a PACE or Dual Credit class must take the ACT, COMPASS or ASSET test prior to the end of the school year preceding the class. Students may register to take the ACT either by completing a written registration form (available from the KHS Guidance Center) or by registering online at [www.act.org](http://www.act.org). Registration to take either the COMPASS or the ASSET is arranged by contacting the Guidance office. Students who desire to take advantage of these opportunities should meet with their counselor for more information and to complete the necessary enrollment procedures.

### **ENG-105 ENGLISH COMPOSITION I (1<sup>ST</sup> Semester) 12**

**Lecture: 3                      Lab: 0                      Credit: 3 hours SCC and 1 KHS sem credit**

**Pre-requisite: Achieve one of these test scores: ACT Writing = 20; COMPASS Writing = 81; ASSET Writing = 45**

A study of the principles of writing with emphasis on rhetoric, mechanics, and development of expository patterns: narration, description, illustration, comparison/contrast, classification, process and cause/effect. This course is required for AA and AS Degrees.

### **ENG-106 ENGLISH COMPOSITION II (2<sup>ND</sup> Semester) 12**

**Lecture: 3                      Lab: 0                      Credit: 3 hours SCC and 1 KHS semester credit**

**Pre-requisite: C- or above in EN:101 English Composition I**

A continuation of study of the principles of writing begun in ENG-105 with emphasis is placed on persuasive writing as well as literary analysis and the MLA research paper. Time will also be spent exploring the research sources available from the library. Required for AA and AS Degrees.

### **SPC-112 FUNDAMENTALS OF SPEECH (2<sup>ND</sup> Semester) 11-12**

**Lecture: 3                      Lab: 0                      Credit: 3 hours SCC and 1 KHS semester credit**

This course examines both the theoretical and practical basis of speech communication, particularly public speaking. Emphasis is on speech preparation, organization, support, delivery, and audience analysis. This course is required for AA and AS degrees.

# MODERN LANGUAGES 1000'S

## **SPANISH I (Year)**

**9-10-11-12**

**Pre-requisite: students wishing to enroll in Spanish I must have scored proficient in reading comprehension in the Iowa Norms of their last Iowa Tests of Basic Skills or Iowa Tests of Educational Development.**

Spanish I consist of a foundation in listening, speaking, reading and writing. Vocabulary for numbers, time, dates, and specific vocabulary related to the units are studied. In addition, cultural information and basic grammar structures are studied. In addition, internet resources immerse students in authentic language and culture.

## **SPANISH II (Year)**

**Pre-requisite: Spanish I**

This course continues the development of the four aspects of language learning: listening, speaking, reading and writing. More advanced vocabulary and grammar are emphasized. In addition, internet resources immerse students in authentic language and culture.

## **SPANISH III (Year)**

**Pre-requisite: Spanish I and Spanish II**

More stress is placed on speaking, reading and writing the language. Broader aspects of grammatical structures are introduced. In addition, internet resources immerse students in authentic language and culture.

## **SPANISH IV (Year)**

**Pre-requisite: Spanish I, Spanish II, and Spanish III**

Comprehension of spoken and written Spanish is stressed with the use of more advanced grammatical structure. Modern cultural aspects and historical aspects of the Spanish people and countries are studied. In addition, internet resources immerse students in authentic language and culture.

# **SOCIAL STUDIES - 2000'S**

## **CIVICS (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

Civics deals with skills and knowledge needed to assume the role of a productive citizen of the nation and the community. The United States Constitution will be studied. The nature and application of laws in our society will also be considered. Special attention will be given to the practical application of laws to everyday life. A community service project will be required each quarter. The accelerated class will include more in-depth study and the use of legal case studies. An out-of-class activity will be required each quarter.

## **AMERICAN HISTORY (Year)**

American History is the study of the history of the United States from the period after Reconstruction through the present time. In this course the student will study problems pertinent to the social, political, and economic life of people of the United States. These problems are studied and discussed in the light of their effect on our lives today, and their possible effect on the future. Topics discussed include: Industrial Revolution, Immigration, World War I, The Great Depression, World War II, The Cold War, The Modern Era, and Global Interactions. The course is designed to meet the state requirement for U.S. history. It is required of all ninth grade students. The accelerated class may include more in-depth study and possible research assignments.

## **WORLD GEOGRAPHY (Year)**

World Geography is designed to help students better understand the world in which they live. Emphasis will be placed on the fact that Americans are a part of a global society and that we are dependent on one another. This course looks at the world using a regional approach. The culture, history, topography, climate, natural resources, and economics of each region will be studied. Current events and the specific problems of each region will be included. Considerable map work will be required.

## **US GOVERNMENT AND POLITICS (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

US Government and Politics provides an overview of American constitutional government, federalism, political beliefs and behaviors, political parties, and the government of the State of Iowa.

It focuses considerable attention on how and why people behave politically to get what they want from individuals and institutions that have the ability to meet those desires.

Attention will be given to providing knowledge and skills that will allow individuals to participate fully in democratic government including instruction in voting procedures. A project will be required each quarter. Community service will be strongly encouraged. Each student will also study current events on a regular basis and apply knowledge gained in US Government and Politics to those current events.

## **PSYCHOLOGY (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**11-12**

This course provides the student with an introduction to the discipline known as psychology. Heavy emphasis is placed on psychological vocabulary, the various schools of psychological thought, and the attempt to understand why people behave as they do. Some of the specific areas of study will be the history of psychology, learning and conditioning, language and thought, more effective learning techniques, motivation, abnormal behavior, and therapy. This is a college prep course and will therefore require above average reading ability and study habits.

## **SOCIOLOGY (1 Semester)**

**11-12**

This course will examine socialization through various sociological perspectives including childhood, family, gender roles, individualism, community dynamics and other relationships. This is a college prep course.

**CURRENT ISSUES AND THE COMMUNITY (1<sup>st</sup> or 2<sup>nd</sup> Semester)****10-11-12**

This course examines the major issues of the day, and how those issues affect our community. Various news sources, including daily newspapers, magazines, radio, and television, will be utilized. This is a lively, group-oriented course offering something to all students, not just those planning to attend college. It does require a commitment of time, however. Each student will be expected to spend time each day studying current issues.

**WORLD HISTORY I (1<sup>st</sup> Semester)****10-11-12**

World History I involves the study of the beginnings of civilizations through the development of the East and West. Included are the Middle Ages, the emergence of Modern Europe, the Enlightenment, Revolution, the Age of Unification and Nationalism. This is a college preparatory course.

**WORLD HISTORY II (2<sup>nd</sup> Semester)****10-11-12**

World History II covers Western Imperialism, World Wars I and II, the growth of science and technology, dictatorship and democracies, and the changing world since 1945. This is a college preparatory course.

**SCC DUAL CREDIT COURSES**

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**PSY-111 GENERAL PSYCHOLOGY (1<sup>st</sup> Semester)****Lecture: 3                      Lab: 0                      Credit: 3 hours SCC and 1 KHS semester credit**

A basic course in the understanding of behavior, designed to give the student a fundamental background in the fundamental problems and techniques covered in the field of psychology.

**PSY-241 ABNORMAL PSYCHOLOGY (2<sup>nd</sup> Semester)****Lecture: 3                      Lab: 0                      Credit: 3 hours SCC and 1 KHS semester credit****Pre-requisite: PSY-111 General Psychology**

A survey of the history of mental illness including a study of normal and abnormal behavior as related to various cultures. Personality development, individual adjustment, and description of various clinical entities and their relevance to present day life will be covered. We will study character disorders and personality structures which cause maladjustment and a review of the theories of personalities.

**SOC-115 SOCIAL PROBLEMS (2<sup>nd</sup> Semester)****11-12**

This class will include an investigation into a selection of social problems involving alternative solutions. Topics may include drug and alcohol abuse, crime, violence, prejudice and discrimination, and human sexuality.

**POL-111 AMERICAN NATIONAL GOVERNMENT (1<sup>st</sup> Semester)****11-12**

A survey of the American federal system of government which includes a description and analysis of interest groups, political parties, public opinion, the presidency, the Congress, the court system and foreign policy making. This course can be taken to satisfy KHS U.S. Government requirement.

## SCIENCE - 3000'S

### The Class of 2011 through the Class of 2014

Required for graduation 6 semesters of Science

<u>Grade level</u>	<u>Course</u>	
9	Physical Science	(required)
10	Biology	(required)
11-12	Anatomy and Physiology	(elective)
	Biotechnology*	(elective)
	Environmental Science	(elective)
	Chemistry**	(elective)
	Physics***	(elective)
	AP Chemistry****	(elective)
	AP Physics B ****	(elective)

\* Permission of Instructor required.

\*\* Algebra II Trig as a parallel or prerequisite

\*\*\* Algebra II Trig as a prerequisite

\*\*\*\* A minimum of Algebra II Trig as a prerequisite

AP classes will cover the Core Curriculum at a college level. These courses are designed to be very challenging and meet the needs of regular and TAG students.

KCSD will offer AP course ONLY if enough students enroll. Students who do enroll in an AP course are EXPECTED to complete the course.

### The Class of 2015 and Beyond

Required for graduation 6 semesters of Science

<u>Grade level</u>		<u>Course</u>	
9		Earth Science`	(required)
10		Biology	(required)
11	<b>Track A<sup>1</sup></b>	Physical Science	(required)
11	<b>Track B<sup>1</sup></b>	Chemistry**	
		AP Chemistry****	
12	<b>Track B<sup>1</sup></b>	Physics***	
		AP Physics B ****	
11-12		Anatomy and Physiology	(elective)
		Biotechnology*	(elective)
		Environmental Science	(elective)
		Chemistry**	(elective)
		Physics***	(elective)

\* Permission of Instructor required

\*\* Algebra II Trig or Mathematical Ideas as a parallel or prerequisite

\*\*\* Algebra II Trig or Mathematical Ideas as a prerequisite

\*\*\*\* A minimum of Algebra II Trig as a prerequisite

#### <sup>1</sup>Track A

Physical Science is designed to meet the needs of regular and special education students.

Physical Science will cover the Core Curriculum requirements in Physics and Chemistry.

#### <sup>1</sup>Track B

Chemistry and Physics will cover the Core Curriculum requirements at a more challenging level. These courses are designed to meet the needs of regular education students.

AP classes will cover the Core Curriculum at a college level. These courses are designed to be very challenging and meet the needs of regular and TAG students.

KCSD will offer AP course ONLY if enough students enroll. Students who do enroll in an AP course are EXPECTED to complete the course.

**STUDENTS/PARENTS/COUNSELORS WOULD SELECT THE APPROPRIATE TRACK.**

**EARTH SCIENCE (Year)**

**9**

Earth Science is a course in which the student will engage in scientific inquiry, demonstrate proficiency in scientific disciplines, and acquire the facts, concepts, principles, and approaches through which he/she can understand the earth, its inhabitants and its relationship to the universe.

**Curriculum:** There are four major areas of study in this course:

**Energy in the earth system** - this will include internal and external sources of energy, plate tectonics, and energy transfer in the atmosphere and ocean.

**Geochemical cycles** - this will include elements/atoms within Earth reservoirs: solid earth, oceans, atmosphere, and organisms and movement of elements/atoms between reservoirs.

**Origin and evolution of the earth system** - this will include formation of solar system, geologic time, interactions among hydrosphere, lithosphere and atmosphere, and life: origin, evolution, and effect on Earth systems.

**Origin and evolution of the Universe** - this will include age and origin of the universe, universe and galaxies, and star formation.

**BIOLOGY (Year)**

**10**

Come explore the wonders of Biology in this course. This is a survey class in which cell biology, genetics, human anatomy and physiology, and the six scientific kingdoms are studied. In addition, the relationship of living things and the response to their environment is explored. Laboratory work will be part of the student's learning experience.

**PHYSICAL SCIENCE (Year)**

**11-12**

Physical Science is an introduction to the basic ideas in physics and chemistry. This course is presented through lecture and laboratory instruction. The greatest emphasis falls on the student centered, activity oriented, and laboratory phase of instruction.

**ENVIRONMENTAL SCIENCE (Year)**

First semester covers ecology which is the study of plants, animals and how they live in the various ecosystems of the Earth. Students also study the living and non-living factors that contribute to the health of the biosphere. Second semester is directed towards human impact on the planet Earth. Students will study human overpopulation and the consequences it has on the environment.

**ANATOMY & PHYSIOLOGY (Year)**

**Pre-requisite: Biology**

This course will benefit students who will major in a science or in science related fields, especially those who are going into a health field. Basic structures (anatomy) and functions (physiology) will be discussed for each system covered. Laboratory work will be part of the student's learning experience, including the required study and detailed dissection of a small mammal to compare it with that of the human anatomy.

**CHEMISTRY (Year)**

**11-12**

**CO/Pre-requisite: Algebra II/Trig or Mathematical Ideas**

Study matter, its structure, properties, composition, and the changes matter undergoes. The results of chemistry are all about you. The plastics in your stereo, the toothpaste you brush with, the hair spray that fogs your room, the foods you eat and even the medicines that cure you; are all products of chemistry. Chemistry will provide the background that you will need for more specialized training at a college or technical school.

## **PHYSICS (Year)**

### **Pre-requisite: Algebra II/Trig or Mathematic Ideas**

A person breathes...A bridge spans a mile-wide river...A child sees a flower...A giant city is lit...A rocket soars to the stars...From the simplest human act to the most complex technical marvel, everything humankind does, sees, or hears depends on the workings of the laws of physics. Physics is the basic science of matter and motion. Come learn from Newton, Galileo, Edison, Einstein, Maxwell, Ohm, and Lawrence as mankind defines the limits of the universe. Please bring an open mind, imagination, and curiosity. Physics will provide the background that you will need for more specialized courses at a college or technical school.

## **BIOTECHNOLOGY (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**10-11-12**

### **Pre-requisite: Biology or having earned a C or better in Lit/Comp I (Science Instructor permission is required)**

This is an advanced science course designed to expose students to careers in the health science pathway. The class will expose students to concepts and lab techniques associated with a biological laboratory setting. The class will include a mixture of research activities, lecture, laboratory experiments, and a considerable amount of technical writing. The class will be broken down into three major topics of study: techniques in microbiology research, genetics/genetic engineering, and bioethics. *The class will be held from 7:30 a.m. to 9:00 a.m. and will meet every other day.*

## **AP CHEMISTRY (Year)**

### **Pre-requisite: Algebra II/Trig**

This course is designed to provide a solid, first-year college chemistry experience, both conceptually and in the laboratory. The labs serve to supplement the learning in the lecture section of the course. Emphasis is put on problem-solving skills, both on paper and in the lab. The exams are reviewed in class to increase student's awareness of test-taking strategies. For most students a course in AP Chemistry will provide some of the greatest intellectual challenges of their high school and early college career.

This course is taught with two goals in mind:

- Students will learn more chemistry than they would in a High School course and build upon this understanding of chemical concepts.
- Students will prepare to take AP Exam in May.

## **AP PHYSICS B (Year)**

### **Pre-requisite: Algebra II/Trig Parallel: Pre-Calculus**

AP Physics B is a year long course that teaches the concepts of Physics using algebra and trigonometry, rarely calculus. Students need to be enrolled in Pre-Calculus or higher math. This course focuses on the application of mathematics in the field of physical science. Class time consists of lecture, demonstration, and problem solving.

**Course Goals:** This course is designed to give students a solid foundation in the principles of Physics. Students enrolled in this course should take the AP Exam Physics B in May. Students who complete AP Physics should have a solid understanding and appreciation of the physical world around them. Topics covered include mechanics, Newton's Laws, fluids, electricity, magnetism, waves, optics, light, modern physics, and nuclear physics.

# MATHEMATICS - 4000'S

## MATHEMATICAL SEQUENCES

Note: Each math class will have a set of graphing calculators which will be used as needed throughout each course. (T1-83+ T1-84, T1-86, T1-89, T1-92 or Voyage 200)

### ALGEBRA I

9-10-11-12

Algebra I courses include the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations.

*Review topics:* ratio and proportion, operations with sets, simplifying radical expressions, operations with exponents, and solution of simple linear equations.

*Enhancement topics:* field properties and theorems, set theory, solving systems of linear equations and inequalities, and solving and graphing more complete quadratic equations.

### GEOMETRY (Year)

#### Pre-requisite: Algebra I

Geometry will emphasize an abstract, formal approach to the study of geometry, include topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; rules of congruence, similarity, parallelism, and perpendicularity; and rules of angle measurement in triangles, including trigonometry, coordinate geometry, and transformational geometry.

*Review topics:* basic measurement, perimeter, area, and volume, and inductive methods of reasoning.

*Enhancement topics:* topology, locus, and non-Euclidean geometries.

### ALGEBRA II/TRIGONOMETRY (Year)

#### Pre-requisite: Geometry

Algebra II/Trigonometry courses combine topics from both of these courses for students who have attained Algebra I and Geometry objectives. Topics include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; properties of high degree equations; operations with rational and irrational exponents; right trigonometric identities and equations; solutions of right and oblique triangles; complex numbers; and numerical tables.

*Review topics:* operations involving real numbers, evaluating rational algebraic expressions, solving and graphing first degree equations and inequalities, operations with and factoring of polynomials, and solving simple quadratics.

*Enhancement topics:* polynomial, logarithmic, and exponential functions and graphs; conic sections; vectors; graphing in the polar coordinate system; elementary probability and statistics; matrices and determinants; and sequences and series.

### MATHEMATICAL IDEAS (Year)

10-11-12

#### Pre-requisite: Algebra I and/or Geometry

This course is intended as a one to two year course to be taken instead of Algebra II and Pre-Calculus. It will include problem solving and critical thinking, set theory, logic, number representation and calculation, number theory and the real number system, algebra: equations and inequalities, algebra: graphs, functions and linear systems, consumer mathematics and financial management, measurement, geometry, counting methods and probability theory, statistics, mathematical systems, voting and apportionment and graph theory.

## **21<sup>st</sup> CENTURY MATH (Fall or Spring Semester)**

### **Pre-requisite: Algebra I**

The understanding and the application of home management becomes more complex with the passing of time. Therefore, the objectives of this course will be to provide experience, contact with, and an understanding of those mathematical and economic factors which are important to the handling of personal financial affairs. These will include Probability; Statistics; Income, Purchasing and Budgeting; Personal and Consumer Credit and Banking; Buying, Operating and Using an Automobile; Renting, Buying, and Building a Home; and Taxes, Insurance, and Investments. While this course may apply toward the graduation requirement, other students may find it beneficial for developing their personal financial plan.

## **PRE-CALCULUS (Fall &/or Spring Semester)**

**11-12**

### **Pre-requisite: Algebra II/Trig**

Fall - Intended as a pre-requisite for the Pre-Calculus Dual Credit course or spring high school Pre-Calculus course. This course will build on their Algebra II/Trig course. This course will include the study of linear and quadratic functions and their graphs, polynomials and rational functions, exponential and logarithmic functions and trigonometric functions.

## **SCC DUAL CREDIT COURSES**

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## **MAT-128 PRE-CALCULUS MATHEMATICS (Spring Semester)**

**11-12**

**Lecture: 4                      Lab: 0                      Credit: 4 hours SCC and 1.33 KHS semester credit**

**Pre-requisite: ACT math = 25 or COMPASS Algebra = 73 or ASSET Elem. Algebra = 50**

This course is intended to be a brisk but in-depth review of the mathematics necessary to prepare a student for the calculus sequence. It is expected that the topics covered will have been previously dealt with in their high school or college experience. Problem solving will be a major emphasis. Course flexibility will allow students to proceed at their own rate with individual instruction as needed. Topics to be covered include: trigonometric functions, analytic trigonometry, and applications of trigonometric functions, polar coordinates, vectors, analytic geometry, systems of equations and inequalities sequences, math induction, binomial theorem, counting and probability. Recommended: After passing one of the tests, take fall high school Pre-Calculus.

## **MAT-210 CALCULUS I (1<sup>ST</sup> Semester)**

**12**

**Lecture: 4                      Lab: 0                      Credit: 4 hours SCC and 1.33 KHS semester credit**

**Pre-requisite: C- in MA:128 Pre-Calculus Mathematics or achieve one of these test scores:**

**ACT Math = 29; COMPASS Algebra = 93; ASSET Elem. Algebra = 54**

This course includes the study of limits and continuity, derivatives, and differentiation, differentials, maximum and minimum function values and techniques of graphing, applications, and an introduction to integration.  
Prerequisite: MA:128

**MAT-216 CALCULUS II (2<sup>nd</sup> Semester)**

**12**

**Lecture: 4      Lab: 0      Credit: 4 hours SCC and 1.33 KHS semester credit**

**Pre-requisite: MA:210 Calculus I**

The study of integration; techniques of integration; applications and accompanying mathematical structure.

# **BUSINESS - 5000'S**

## **BUSINESS LEADERSHIP (semester)**

**9-10-11-12**

This course will give students an introduction to the global business world. Students will have an understanding of how the American business economy operates as well as the importance of understanding the influences of businesses from around the world on the economy of the United States. Up to date information will be reviewed in class regarding the free enterprise system, how businesses are organized, business marketing, business technology and the pros and cons of owning your own business. A real life business simulation activity will give students experience in managing a business. This course is a must for anyone interested in a career in the business.

## **BASIC COMPUTER SKILLS (semester) required**

**9-10-11-12**

Students will “learn by doing” to understand the various word processing skills. Students will learn basic Windows operating system, word processing skills using Microsoft Word and PowerPoint presentation software. Upon completion of this course the student will be able to format various types of business correspondence, format tables, reports in MLA style and design presentations. Emphasis will be on developing 21<sup>st</sup> Century technology skills as stated by the State of Iowa. Students will be eligible to take the Microsoft Office User Specialist (MOS) certification testing for Word 2007 at the end of the semester. Students must be proficient in keyboarding skills.

## **ADVANCED COMPUTER SKILLS (semester)**

**10-11-12**

### **Pre-requisite: Basic Computer Skills**

This course is an advanced class in Microsoft Office programs and other types of desktop publishing and technology programs. It is important that students are proficient in keyboarding and understand basic computer software. Students will “learn by doing” to understand the various software. The class will introduce programs such as Excel, Access, PowerPoint, Publisher, Windows Moviemaker, and Adobe software. Other software may be included in the semester as time permits. Emphasis is given in the development of 21<sup>st</sup> Century technology skills that could be used in the business world or at the college level.

## **ACCOUNTING (Year)**

**10-11-12**

This year long course will provide students with the background and foundation to utilize accounting procedures for personal recordkeeping as well as business accounting. Students will understand how day to day business transactions affect owner's equity and various business accounts. Students will understand the terms and activities associated with assets, liabilities, double entry accounting how to journalize, posting of entries, usage of special journals, adjustments, and closing entries. The accounting cycle will be completed in a merchandise business, service business and as a business owner. During the 2<sup>nd</sup> semester students will use QuickBooks 2005 to complete business transactions. QuickBooks is used by many businesses to record their day to day transactions, prepare inventory lists, payroll summaries and purchase orders. Anyone who is serious about an occupation in business should take this course.

## **LAW FOR PERSONAL & BUSINESS USE (semester)**

**11-12**

This unique course is organized to create an understanding of our legal system and to show respect both for the law and those responsible for enforcing the law. Students will study both criminal and civil with an emphasis on business law. Topics that will be covered include legal history, current legal issues, contracts, insurance, consumer law, case analyses, and the court system. Students will learn from analyzing cases, participating in class discussions, viewing videos, field trips and listening to guest speakers. If time permits the class will participate in a mock trial in which students will play the roles of lawyers, witnesses, jurors, defendants, and other trial participants to practice the knowledge they have acquired.

## **EMPLOYABILITY/WORK READINESS CLASS (2<sup>nd</sup> semester)**

12

### **(Approval from School personnel)**

This is a new class being offered at KHS for students who want to learn on the job skills. This is a unique class that will be 70% online, 20% job shadowing/job placement and 10% in class instruction. Students must be approved to be in this class by a group of school personnel. Each student will be required to have a job, either one they have already acquired or one that will be assigned to them by the instructor. Instruction will be designed using the 21<sup>st</sup> Century Employability Skills as stated by the State of Iowa. These include but are not limited to effective communication, problem solving, good listening skills, teamwork, cooperation and human relations skills. Grading will be based on their on the job performance and class assignments. *This is a great class if you are to ready to experience the "real world".*

## **FINE ARTS - 6000'S**

### **ART I (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)**

Fundamentals of Art

First semester will consist of beginning drawing, ceramics, and printmaking. Second semester will consist of painting and sculptures. The emphasis will be on still-life, figure drawing, color study, basic perspective, elements of design, and form. A sketchbook is required. This course stresses fundamentals and a general survey of techniques.

### **ART II (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)**

**Pre-requisite: Two semesters of Art I**

Intermediate Art

The first semester will consist of drawing, ceramics, and art history. Second Semester will consist of painting and sculptures. Various media will be used in each area. The emphasis will be on developing perspective, composition, color theory, figure drawing, and a basic understanding of what fine art is through critics and writing. A sketchbook is required.

### **ART PROBLEMS (1<sup>st</sup> and/or 2<sup>nd</sup> Semester) (Up to 4 Semesters)**

**11-12**

**Pre-requisite: Art I and Art II, Instructor's Recommendation**

Drawing, painting, graphics, ceramics, sculpture, and art history will be the core of this course. The emphasis will be on developing an individual style and ideas in several areas chosen by the student. Individual style will be developed by working in a series and by developing an awareness of art history and aesthetic values. Concentration in a discipline of the student's choice will be required as well as individually exhibiting work during the year. A sketchbook is also required.

### **DIGITAL PHOTOGRAPHY**

**11-12**

This course is designed to give the student technical preparation in aspects of digital photography. Special emphasis will be placed on a visual arts approach to seeing the technical layout and functions of the digital camera and exploring the technical aspects of Adobe Photoshop to manipulate the photographic image. The goal is to raise the student's appreciation and understanding of the photographic medium. The student will be financially responsible for any camera equipment used during the course.

### **INSTRUMENTAL MUSIC (Semester)**

**9-10-11-12**

**Uniform Fee – Established Each Fall**

**Instrumental rental fee for school instruments**

This course offers students an instrumental music experience and continued growth in music theory, instruction, and performance. Instrumental music includes lessons for freshmen and sophomores and Marching Band. Students will develop a high level of teamwork and responsibility skills. Confidence and pride will be gained through successful performances in local, state, and national festivals. Student assessment will include the evaluation of skill levels through class participation and performance of literature studied in class. All Schedule performances i.e. concerts, state contest, etc. are required. Extra curricular opportunities offered in conjunction with Instrumental Music are: Honor Bands, All-State, solo and Ensemble Contest, Jazz Band, jazz Combo, and Pep Band.

### **PERCUSSION ENSEMBLE (Year)**

**9-10-11-12**

Drum line/Percussion Ensemble is for percussionists during the year. All performances and camps are required in order to participate in the Drum line/Percussion Ensemble. Continuous participation in percussion ensemble, middle school band, concert band, or permission from the director is required to participate in the Drum line/Percussion Ensemble. Those who are not percussionist should sign up for instrumental music.

**MIXED CHOIR (Year)****Robe Fee - Established Each Fall**

Mixed Choir is a two-semester course open to all students interested in singing. Major projects include the Conference Vocal Festival in the Fall, the Winter Concert, Pops Concert, and Spring Concert. Students are encouraged to participate in many extra activities such as, state contests, Madrigal Dinner, and various honor choirs.

**SELECT CHOIR (Year)****Pre-requisite: Audition****Uniform Fee - Established Each Fall**

Select Choir is a two-semester course designed to challenge advanced vocal music students. Major projects include the Conference Vocal Festival in the Fall, the Winter Concert, Pops Concert, and Spring Concert. Students are expected to participate in at least one extra activity each semester. Available extra activities include, state contests, Madrigal Dinner, various honor choirs, and other activities throughout the year. Members of Select Choir are chosen based on sight-reading skill and voice quality.

**JV SHOW CHOIR VIBRATIONS (Year)****9-10-11-12****Pre-requisite: Audition****Uniform Fee- Established Each Fall**

Show Choir will study the production and performance aspects of a pop music style show in a choral setting. The course will include singing, choreography, stage blocking, costumes, and all other aspects of a musical production with emphasis placed on singing techniques and choreographed movements. Audition is required and students will be required to pay uniform fees. Performances will be required.

**JAZZ IMPROVISATION (1<sup>st</sup> Semester)****10-11-12****Pre-requisite: Consent of instructor**

This course is designed for instrumentalists who desire to learn improvisation in various jazz styles. The students will study basic music theory (scales and chords). Styles that will be covered include swing, rock, funk, and Latin influence. Proficient performance on a "traditional" jazz instrument is required.

**VARSITY SHOW CHOIR PURPLE HARMONY (Year)****9-10-11-12****Pre-requisite: Audition****Uniform Fee- Established Each Fall**

Show Choir will study the production and performance aspects of a pop music style show in a choral setting. The course will include singing, choreography, stage blocking, costumes, and all other aspects of a musical production with emphasis placed on singing techniques and choreographed movements. Audition is required and students will be required to pay uniform fees. Performances will be required.

# INDUSTRIAL TECHNOLOGY - 7000'S

## HEALTH & SAFETY

The Code of Iowa 280.20 requires that all persons shall wear industrial quality eye protective devices at all times while participating in any phase of activity in a course which may subject the student, teacher, or visitor to the risk or hazard of eye injury from materials or processes used in a course. It shall be the duty of the teacher or person supervising students in such a course to see that the above requirements are complied with. Any student failing to comply with the requirements may be temporarily suspended from participating in said course. The registration of a student for such a course may be canceled for willful, flagrant or repeated failure to observe the above requirements.

## ENGINEERING TECHNOLOGY (1<sup>st</sup> or 2<sup>nd</sup> Semester)

This semester course is offered to students who are interested in engineering related careers and is the first step in a sequence. It is divided into two modules: architectural drafting and mechanical drafting and will include an introduction to (CAD) computer aided drafting. Each module will allow students to obtain basic experiences in these occupational fields. Relative units of study will include house plans and multi view drawings. Some learning experiences may include computer software for floor plan layouts.

## MANUFACTURING TECHNOLOGY (1<sup>st</sup> or 2<sup>nd</sup> Semester)

This semester course is offered to students interested in machine tool or welding related careers and is the first step in a sequence of five courses that will lead to a vocational certificate in the manufacturing program. The course is divided into two modules: welding and general metals. Relative units of study include: welding methods, materials, machine tool processes, welding equipment, types of welds, metallurgy, manufacturing processes, cost estimating, layout procedures and safety procedures. Some learning experiences may include related computer software for cost estimating and project design.

**NOTE: This is a blocked course which meets daily, thus earning 2 credits in a semester.**

### WELDING /METAL FABRICATION (1<sup>st</sup> or 2<sup>nd</sup> Semester)

10-11-12

**Pre-requisite: Manufacturing Technology**

**Co-requisite: AC/DC Electricity**

This semester course is designed to give students advanced experiences in gas, electric arc, MIG and TIG welding of metals in various positions and applications. This course also addresses advanced use of the lathe, grinder, drill press, band saws, bench tools and layout tools

### WEL-131 OXYACETYLENE WELDING (2<sup>nd</sup> Semester)

11-12

**Pre-requisite: At least Manufacturing Technology**

Description: To provide a thorough technical understanding of oxyacetylene welding, flame cutting and brazing fundamentals and to develop skills necessary to produce high quality fillet and square groove welds in 3/16th plate and schedule 50 carbon steel pipe. Students develop understanding of weld hazards and safety procedures throughout the course.

### ADVANCED DRAFTING (1<sup>st</sup> or 2<sup>nd</sup> Semester)

10-11-12

**Pre-requisite: Engineering Technology**

This class combines mechanical and structural drafting. The first half of the semester will concentrate on mechanical drafting techniques including but not limited to: section drawings, advanced dimensioning, isometric views, multi-view drawings, and developments. The second half of the semester will focus on structural drafting techniques including but not limited to: structural design and architecture of bridges, towers, commercial buildings and homes. This class will include the opportunity to design a house plan. Drafting will be done on drawing boards.

**CAD (1<sup>st</sup> or 2<sup>nd</sup> Semester) (up to 2 semesters)****Pre-requisite: Advanced Drafting, Instructor's Recommendation**

This semester course is designed to give students basic experiences in Computer Aided Drafting. This may include basic computer knowledge, care of CAD equipment, developing computer aided working drawings, 3-D drawings using drawing entities, dimensioning, creation of block files, setting drawing files and plotting.

**AC/DC ELECTRICITY (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

The course is designed to give students experiences in AC/DC electricity theory and applications. Related experiences may include house wiring, electric motor, wiring and controls, test equipment, electronic project assembly, series and parallel circuits, power supplies, and math. Some learning experiences may include computer software training for circuit design simulation. Some projects may cost extra.

**WOODS I (1<sup>st</sup> or 2<sup>nd</sup> Semester)****9-10-11-12**

This course in woodworking is the basic course for learning about the tools, machines, materials, and processes used when working with wood. Each student will study and learn about various hand and power tools as well as power machines used to make wood products. Each student will make a working drawing, bill of materials, and a procedure of a project of their choice. Safety is a very important factor in this class.

**WOODS II (2<sup>nd</sup> Semester)****9-10-11-12****Pre-requisite: Basic Construction or Woods I with a grade of C or higher****Projects costs: Students must furnish their own materials for their projects.**

Woods II class will work with machines and tools introduced in Woods I. This class will use more complex design, joinery and cabinet making. Students will be required to plan and design a project of their own choosing with instructor approval.

**NOTE: This is a blocked course which meets daily, thus earning 2 credits in a semester.**

**CARPENTRY (1<sup>st</sup> or 2<sup>nd</sup> Semester)****10-11-12****Pre-requisite: Woods I & II****Students are required to provide their own nail apron, hammer, tape measure, and safety glasses.**

This semester course is the third step in a sequence of four courses and is designed to give students experiences using building materials, tools, and equipment necessary to complete residential structures and related cabinetmaking and is designed to give students experiences in construction planning, materials, and cost estimating. Related experiences may include blueprint reading, site layout, costing, building construction, remodeling, concrete finishing, and math. Some learning experiences include computer software training for architectural drawings and cost estimation. Projects may cost extra.

# **FAMILY CONSUMER SCIENCE - 8000'S**

## **CHILD DEVELOPMENT ( 1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**10-11-12**

This course will emphasize learning about the developmental stages of children. Students will examine the physical, social and psychological and intellectual development from infancy through the preschool years. Students will evaluate a variety of toys appropriate for different ages of children. The sequence of skills learned from this course should provide a foundation for exploring career opportunities in the field of Child Care.

## **PARENTING (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**10-11-12**

This course will cover family relationships as they relate to the development of children. There will be emphasis on the many responsibilities of parenthood. The curriculum includes a study of the family life cycle and the variety of family structures. Other topics emphasized will be discipline, child abuse, the exceptional child, the handicapped child, and children of other cultures. This course will include the "Baby Think It Over" project where students will "parent" the simulator for a weekend during the quarter. A study of the preparation for parenthood will include the topics of prenatal development and the birth process.

## **FOODS I (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**9-10-11-12**

This course includes a study of the basic facts of nutrition, meal planning and food preparation for the family and simple entertaining.

## **FOODS II (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**10-11-12**

### **Pre-requisite: Foods and Nutrition I**

This course presents a study of nutrition as it affects the health of the individual and future family. Meal planning, food purchasing, food preparation, cultural and foreign cookery are also included in the course. Research on world foods is done on the computer in the tech lab.

## **TEXTILES I (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**9-10-11-12**

### **Students will be responsible for providing material for projects**

This course is designed to introduce the student to the use of fabrics and the sewing machine. The student will develop skill and make projects demonstrating proficiency in the following areas: counted cross stitch, doll making, quilting, and constructing a garment. Students must provide materials for each project.

## **TEXTILES II (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**10-11-12**

### **Pre-requisite: Textiles I**

### **Students will be responsible for providing materials for projects**

Want to improve your wardrobe? This one semester course will provide instruction in identifying a variety of fibers and their characteristics, how fabrics are manufactured, wardrobe planning, clothing construction, wardrobe maintenance, and shopping for specific clothing needs. Skills in alterations and clothing repair will be included. Students must provide materials for projects.

## **FASHION MERCHANDISING (2<sup>nd</sup> Semester)**

**10-11-12**

### **Pre-requisite: Textile I & II**

This course is a study of the fashion industry which includes a combination of text and hands-on lab experience. The primary goal of this curriculum is to prepare secondary students for a future, or better understanding of, in the field of Retail Merchandising and Service with an emphasis on fashion. Students will be introduced to: various retail organizations; management; retail math; construction; visual merchandising; employability preparation; sales and promotions with an application format. The planned sequence of learning skills acquired from this curriculum should provide a foundation for exploring career opportunities in the field of fashion beyond high school.

## **INDEPENDENT LIVING (1<sup>st</sup> or 2<sup>nd</sup> Semester)**

**12**

The Independent Living class is designed for the individual who will be living independently after high school. The class will include such units as: budgeting, insurance, renting, applying for and keeping a job, and other aspects of daily life.

# PHYSICAL EDUCATION/HEALTH SCIENCES - 9000'S

## PHYSICAL EDUCATION (Semester)

9-10-11-12

The State of Iowa requires all students to receive instruction in physical education and health. Health topics will be incorporated throughout physical education. Students must enroll in two semesters of Physical Education per year. The only exemptions are for medical reasons, or participation in a sport or activity approved for the state of Iowa. Each student will participate on a rotating basis in a sport activity and a fitness activity. This course is designed for them to participate in competitive team sports as a recreational outlet in their adult life. Activities will include volleyball, basketball, softball, soccer, handball, tennis, badminton, pickle ball, flag football, ultimate Frisbee, and Frisbee golf. In addition, students will participate in the two elements of personal fitness involving aerobic and anaerobic conditioning. Aerobic (cardiovascular) and anaerobic (strength training) are provided to enhance overall fitness. The goal of Physical Education is to provide each student with a strong foundation for lifetime fitness.

## HEALTH

### EXEMPTION PROVISIONS PHYSICAL EDUCATION

Students may be exempt from physical education enrollment due to various provisions of the State Standards. Students may seek an exemption from enrollment in physical education under one of the following circumstances:

Grade 12 - Student is enrolled in a cooperative, work study, or other educational program authorized by the school which requires the student's absence from the school premises during the day.

Grades 9,10,11,12 - The Student wishes to enroll in an academic course not otherwise available. Students may waive physical education for (2) quarters during the quarter in which his/her sport is in season. They may waive for the following:

First Quarter	Football, cross country, volleyball, swimming
Second Quarter	Basketball, wrestling (first half), bowling
Third Quarter	Basketball, wrestling (second half), bowling
Fourth Quarter	Golf, soccer, tennis, track

**\*Healthy Kids Act 2008 may affect PE exemptions**

# HEALTH OCCUPATIONS

## **INTRO TO HEALTH OCCUPATIONS I (1<sup>st</sup> Semester)**

**10-11-12**

Description: This course is designed to introduce students to a wide variety of health related careers, such as nursing, dental care, respiratory care, animal care, etc. Health careers are currently the most rapidly expanding careers in our area and offer many opportunities. This course will help students decide whether the health care field is right for them, and can also help students choose the right health career to meet their specific skills and interests. This first of two semester courses will provide a foundation for all health related careers.

## **INTRO TO HEALTH OCCUPATIONS II (2<sup>nd</sup> Semester)**

**10-11-12**

**Pre-requisite: Intro to Health Occupations I**

Description: This course is designed to introduce students to a wide variety of health related careers, such as nursing, dental care, respiratory care, animal care, etc. Health careers are currently the most rapidly expanding careers in our area and offer many opportunities. This course will help students decide whether the health care field is right for them, and can also help students choose the right health career to meet their specific skills and interests. This second of two semester courses will provide a further exploration into specific health related careers.

## **HSC-114 MEDICAL TERMINOLOGY (1<sup>st</sup> Semester)**

**11-12**

**Lecture: 2 Lab: 2 Credit: 3 Credit: 3 Hours SCC and 1 KHS Credit**

**Recommended: Intro to Health Occupations I & II, Biology, Anatomy and Physiology be taken prior to this course**

Description: This course is designed to study the basic language related to medical science with emphasis on word analysis, construction, definitions, pronunciations, spelling and standard abbreviations

## **HSC-132 FIRST AID/CPR (Semester)**

**11-12**

Description: This course is designed to teach the skills needed to care for injuries and how to handle emergencies when assistance is not readily available. Also presents procedures to restore breathing and heartbeat to victims of cardiac arrest and first aid for obstructed airways.

## **HSC-176 NURSE AIDE (2<sup>nd</sup> Semester) \*Instructor Approval Required**

**11-12**

**Lecture: 2.5 Lab: 4.6**

**Credit: 4.0 Hours SCC and 1.33 KHS Credits**

**Pre-requisite: Medical Terminology**

Description: Emphasis of this course is on students gaining a basic level of knowledge and demonstrating skills to provide safe, effective resident care. This course meets the Iowa Department of Inspection and Appeals requirements for nurse aides working in a long-term care and skilled facilities. Upon completion, students are eligible to take the written/oral and skills performance competency tests to become a Certified Nurse Aide.

## **MAP-401 MEDICAL LAW & ETHICS/**

## **HUMAN RELATIONS FOR HEALTH CARE PROVIDER (2<sup>nd</sup> Semester)**

**11-12**

Description: This course is designed to expose the student to legal concepts of standard of care, scope of employment, criminal and civil acts, contract, negligence and ethical concepts in health care. This course also includes fundamental principles related to human relations. Basic psychological and developmental theorists, factors that influence behavior, professional attitudes and behavior, self-improvement and communication in the health care setting are emphasized.

**DRIVER EDUCATION (Each Quarter - Evening) No Credit  
(SUMMER - 2 sessions)**

**9-10-11-12**

Requirements: - Enrollment in Keokuk High School; Payment of the registration fee; Possession of a valid Iowa Instruction Permit at the time of registration.

The Driver Education course includes thirty-two hours of classroom instruction and six hours of behind the wheel driving. Specific days and times will be provided upon class registration. The school district will provide the tuition cost for a resident student to take the course once. If a student fails to earn a certificate, the student and parents are responsible for the full current fee. Students are also responsible for makeup times due to unexcused absences for driving and classroom at a rate of \$25.00 per hour.

**CRITERIA FOR PLACEMENT IN DRIVER EDUCATION**

1. An elective course of 9th, 10th, 11th and 12th graders within the school district.
2. Enrollment is on a first-come-first-served basis. Students enroll in the High School Guidance Center. Enrollment periods will be announced at public and private schools within the district. Enrollment will close for a session when the maximum class size has been reached for a session. Maximum session number will be established between 25 and 30 students per session.
3. Payment of the high school registration fee at the time of signing up is required for students not enrolled in Keokuk High School. Payment of tuition is required for nonresident students at the time of sign up.

**IOWA DRIVER LICENSE REQUIREMENTS**

<b>INSTRUCTION PERMIT</b>	<b>INTERMEDIATE LICENSE</b>	<b>FULL LICENSE</b>
<b>• Available at age 14</b>	<b>• Available at age 16</b>	<b>• Available at age 17</b>
Written approval of parent/guardian	Must meet all conditions of instruction permit.	Must meet all conditions of instruction permit
Satisfactory performance in vision screening and knowledge test	Written approval of parent/guardian	Written approval of parent/guardian

**WORK STUDY (Year)****9-10-11-12**

In cooperation with the Special Needs Division, Department of Education, the Vocational Awareness Program offers various options to the existing program at the high school. The purpose of the program is to prepare students for a job or occupation that they may or may not discover from the regular school program. It acquaints students with different vocations and the real job.

**SPECIAL EDUCATION SERVICES****9-10-11-12**

Special Education Services are designed to meet the unique individual needs of students with disabilities. The amount of time and supports provided by special education services are determined by the student's Individual Educational Plan (IEP). Providing services in the least restrictive environment, school success as well as meeting the student's IEP transition goals, are the primary focus of the program.

**STUDENT ASSISTANTS (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)****11-12****Pre-requisite: Teacher/Counselor Recommendation****Academic areas may allow advanced students to help the instructor in some of the non-teaching activities.**

A student must be recommended by the particular teacher for each semester and receives no credit. This class must be taken as a sixth (6th) subject exclusive of Physical Education.

**LEARNING CENTER (Year)****9-10-11-12**

The Learning Center serves at-risk students who are credit deficient, academically "in trouble", have social problems, past the age of "Senior status", etc. A regular high school diploma is offered upon completion of the required credits set forth by Keokuk High School. Students must earn five credits per semester and meet attendance guidelines.

**INDEPENDENT STUDY (1<sup>st</sup> and/or 2<sup>nd</sup> Semester)****10-11-12**

Students will receive special instruction in a specific skill area to develop in-depth knowledge. Teacher recommendation is required!

**iJAG COURSE****10-11-12**

iJAG (Iowa Jobs for America's Graduates) is a career exploration and preparation program that provides a hands-on approach in exploring personal strengths and challenges as well as job attainment skills (cover letter, resume, job application, interviewing, etc.) and work place "survival" skills (interpersonal relations, team work, etc.). Students will work to build strengths in academic areas, time management, and communication. The individual and team project work will also help students come to an understanding of personality and temperament and the relationship between personal actions and consequences that follow. Students will make connections to their career interests, abilities, and aptitudes by determining their education and career goals through development of an Individual Career Development Plan. This full-year, credited course involves individual assignments, team activities/projects, academic remediation support, service learning opportunities, guest speakers, field trips (including a couple to state iJAG events in Des Moines), and career exploration through job shadowing and/or an internship. Students will also participate in the iJAG Career Association in various activities focused on Career and Leadership Development, Service Learning, and Civic/Social Awareness.

**THESE CLASSES ARE AVAILABLE TO KEOKUK HIGH SCHOOL STUDENTS AND OFFERED AT CENTRAL LEE HIGH SCHOOL OR VIA VIDEO CONFERENCING. TRANSPORTATION MAY BE ARRANGED IF INTEREST IS SUFFICIENT.**

## **SCIENCE**

### **BOTANY (2 Semesters)**

**10-11-12**

**Prerequisites – General Biology**

This course will involve an intensive study of the plant kingdom. We will start with the primitive plants and move up to the more advanced plants. We will study the anatomy of plants, propagation of plants, germination of seeds, and greenhouse management techniques. This course will involve discussions, labs, speakers, and field trips. Considerable time will be spent in a greenhouse. Biology should be a requirement.

### **EARTH SCIENCE (2 Semesters)**

**9-10-11-12**

Is a study of the earth. It's involvements in the universe, and how humans enter in. The earth is considered in relation to these areas: sun, moon, planets, weather, water, atmosphere, and climate and geologic time.

## **AGRICULTURE CLASSES**

### **AG I Animal Science/Career Exploration (2 Semesters)**

**9 or instructor approval**

Areas covered: Understanding FFA, feeds and feeding of livestock, livestock breeds and selection, Ag Mechanics tool selection, and basic Agricultural carpentry, SAE projects, FFA activities and contests, and State Convention. Students will utilize a 40 acre land lab for hands on farm management, which will enhance all phases of the Ag Ed Curriculum.

### **AG II Soils/Crops (Agronomy) (2 Semesters)**

**10 or instructor approval**

Areas covered: Understanding soils and conservation, fertilizer use and application, Agricultural welding, livestock nutrition, Agricultural horticulture, row crop production, Parliamentary Procedure and techniques, SAE projects, FFA activities and contests, and National Convention. Students will utilize a 40-acre land lab for hands on farm management, which will enhance all phases of the Ag Ed Curriculum.

### **AG III Agricultural Management/Ag Mechanics (2 Semesters)**

**11 or instructor approval**

Areas covered: Basic agriculture marketing, tractor operating principles and maintenance, electricity for Agricultural usage, crop chemicals, steel and wood Agriculture construction, crop planning, sales steps, SAE project, FFA activities, contests, and State and National Conventions. Students will utilize a 40-acre land lab for hands n farm management, which will enhance all phases of the Ag Ed Curriculum.

### **AG IV Ag Sales & Service (2 Semesters)**

**12 or instructor approval**

Areas covered: Management of the Agricultural business, shop design, machinery economics, financial planning, interviewing for jobs, college selection, agri-business opportunities, Senior agricultural report, SAE projects, FFA activities and contests, and State and National Conventions. Students will utilize a 40-acre land lab for hands on farm management, which will enhance all phases of the Ag Ed Curriculum.

Supervised Agricultural Experience Programs are a state requirement of this program. Record keeping/accounting is required for the operation of S.A.E.P.

**INTEGRATED PEST MANAGEMENT (1 Semester)**  
**(Dual Credit) – offered in 2007-2008**

**11-12**

Understand weed and insect pests that interfere with crop production. Define the life cycles of common pests. Discuss how pests interfere with health of crop plants. Be able to place common pests into correct categories. Create and understand common pest management strategies, including chemical usage. Prepare for the Pesticide Applicator's License exam.

**PRINCIPLES OF AGRONOMY (1 Semester)**  
**(Dual Credit) – offered 1<sup>st</sup> semester**

**11-12**

Identify the major anatomical parts of the grass and broadleaf plant. Outline crop plant classification and origin. Discuss plant physiology. Explain the effects of climate and weather on plants. Evaluate the agronomic and environmental aspects of soil water along with the chemical properties of soil. Differentiate tillage and seeding practices from a production and environmental standpoint. Define the basic procedures utilized in plant breeding. Evaluate the various crop plant harvesting and storage methods.

**AGRICULTURAL RECORDS AND ANALYSIS (1 Semester)**  
**(Dual Credit) – offered 2<sup>nd</sup> semester**

**11-12**

Describe the purpose and use of records. Compare various types of accounting systems. Compute and analyze various depreciation methods. Determine net present and future values as used to determine logical use of limited resources. Utilize financial statements to make business decisions as related to agricultural production systems.

**SUPERVISED AGRICULTURAL EXPERIENCE (SAE) PROGRAMS** - consists of all the planned practical activities conducted outside of scheduled class time where the student develops and applies agricultural knowledge and skills. A student's SAE program is supervised by the ASTM instructor, parents, employers or other adults who assist him/her in achieving educational objectives.

A complete SAE program includes ownership and/or placement experience, improvement projects, and agricultural skills. Your Supervised Agricultural Experience (SAE) program in agriculture is the heart of your vocational training. To be most effective, it must be carefully planned. The plans must be constantly evaluated and, if necessary, revised to meet changing situations. All facts regarding the program should be before you. This means that records must be kept up to date, summarized, and used.

# ADVANCED LEARNING OPPORTUNITIES

1. The **PACE (Postsecondary Accelerated Credit Experience) Agreement** enables all juniors, seniors, and TAG freshmen and sophomores to enroll in any course offered through Southeastern Community College, **online or on campus**, with tuition covered by the district. The purpose of this agreement is to promote rigorous academic pursuits and provide a wider variety of options for students. Students will receive dual (both high school and college) credit for these courses. Students will be responsible for the cost of materials/books, as well as transportation, if necessary. Students will need to check eligibility requirements and handle registration/scheduling with a high school guidance counselor. The online courses are included in the student's schedule as part of their regular day. Courses taken on the SCC campus will be worked in, if possible. Course offerings are available at [www.scciowa.edu](http://www.scciowa.edu).

Each student must process the PACE Form and SCC Admissions Application with his/her counselor and SCC admissions counselor. In addition, each student needs to arrange an appropriate KHS schedule with his/her counselor. A student shall not be eligible for participation until the school district completes the certification of eligibility.

Students will be notified of the approved college course listing prior to the start of fall and spring semesters.

A student must be enrolled in a minimum of 5.0 credits and a maximum of 8.0 credits each semester. These credits include both KHS and SCC classes.

A student must be part time at KHS and part time at SCC.

A student can enroll in a maximum of eleven (11) semester hours each semester at SCC.

The following credit ratios will apply:

College Semester Hours	High School Credit
1.0	.333
1.5	.500
2.0	.666
3.0	1.000
4.0	1.333
5.0	1.666

The PE waiver may be requested for SCC day classes, but does not apply for evening classes or internet classes.

Students earn both high school credit and college credit for courses successfully completed.

If an SCC class is scheduled at the same time as a KHS class, the student must choose to take either the KHS class at its scheduled time or the SCC class at its scheduled time.

The student and parent are responsible for transportation to SCC classes.

If a student decided not to take an SCC class after registration, the student must follow SCC's and KHS published course withdrawal procedures. A student should see his/her counselor for schedule adjustments.

The college to which a student is transferring will determine the transferability of SCC credit.

The KCSD will pay the actual cost of tuition, textbooks, materials and fees to a maximum of eleven (11) semester hours per semester. If the student fails to complete and receive credit for the course, the student shall reimburse the KCSD for its costs and shall return any textbooks to KHS.

The student may be required to purchase uniforms, project materials or equipment that become the property of the student.

All SCC books must be returned to KHS at the end of each term and/or upon withdrawal from class.

Interscholastic activity participation requires a student to be passing at least 4 classes, 2 classes of which must be at KHS. In addition, the 2 (6 semester hours) SCC classes must be approved for high school credit.

## 2. SCC/KHS DUAL CREDIT PROGRAMS

SCC offers college credit courses to high school juniors and seniors. Participating districts determine how many high school credits their students will receive. An SCC instructor teaches the course, and the curriculum is the same as taught to other college students. Students fill out an application for admission to SCC the first week of class and are awarded SCC student privileges.

For students:

They save time and money with the chance to get a jump start on college.

They gain experiences that lead directly to degrees, diplomas, certification and/or apprenticeship.

They receive SCC privileges, including use of the library and free admission to Blackhawk Basketball games and other sporting events.

Courses are taught by SCC instructors, most of whom have had extensive employment experience in their field of expertise.

A student should have a 3.0 cumulative GPA or have demonstrated high proficiency in a discipline. High school credit and college credit will be awarded upon successful completion of each class. Dual credit grades and credits will be calculated into both the KHS and SCC cumulative grade point average.

The following credit ratios will apply:

College Semester Hours	High School Credit
1.0	.333
1.5	.500
2.0	.666
3.0	1.000
4.0	1.333
5.0	1.666

A student must be enrolled in a minimum of 5.0 credits and a maximum of 8.0 credits including PE each semester. These credits may be a combination of KHS and SCC classes.

If a SCC dual credit class is scheduled at the same time as a KHS class, the student must choose to either take the KHS class at its scheduled time or the SCC dual credit class at its scheduled time.

The PE waiver does NOT apply for Internet, weekend, or evening classes.

The KCS D will pay the cost of tuition and fees. The student will be required to purchase books and any equipment that becomes the property of the student.

If transportation to the college class is required, the student and parent are responsible for transportation.

If a student decides not to take a SCC Class after registration, the student must follow SCC's and KHS' published course withdrawal procedures.

If a student changes to a course that has not been approved, and/or fails to complete and receive credit for the course, the student and parents will be responsible for all costs (tuition, fees, etc.) directly related to the course and shall reimburse the KCS D for such costs.

Interscholastic activity participation requires a student to be passing at least 4 classes, 2 classes of which must be at KHS. In addition, the 2 (6 semester hours) SCC classes must be approved for high school credit.

The college to which the student is transferring will determine the transferability of SCC credit. Credits earned in courses numbered 010 to 099 are intended to meet other specific college diploma and associate degree programs.

The listing of possible dual credit courses listed on the next two pages is subject to change. See your school counselor for information.

### 3. IOWA ONLINE AP ACADEMY

The Iowa Online Advanced Placement Academy (IOAPA) is to provide students with access to Advanced Placement curriculum, not to take the place of AP courses taught at KHS. The IOAPA grant program, which runs for 3 additional years, will provide students the following opportunities:

Free online course review and exam prep in 11 course areas. For the most part, AP courses are equivalent to a full-year college course.

Fully subsidized AP tuition and required material costs for students enrolled in Academy courses. Students may be required to purchase some textbooks.

AP access through Apex Learning online courses.

A student should:

be committed to a workload of at least 12 hours weekly per AP class.

have a 3.0 cumulative GPA or have demonstrated high proficiency in a discipline.

have mastery of both writing and analytical skills and be academically prepared.

have access to a Pentium PC or Power Macintosh outside of school.

enroll in only one (1) Iowa Online AP Academy Course per semester.

**Enrollment deadline is June 1<sup>st</sup> prior to each fall term.**

**NOTE: If the student fails to complete and receive credit for the course, the student will be ineligible to register for an additional AP Online Course.**

Students are eligible to receive college credit for the AP courses by earning a passing grade on the end of the year AP exam. AP exams are ordered in the spring and cost \$88 per exam. NOTE: College credit is awarded by the college your student attends. Not all colleges recognize AP exams scores for credit, so research potential post-secondary admissions requirements prior to ordering the exam.

# AP ONLINE COURSES

## AP CALCULUS A

## AP CALCULUS B

## AP CHEMISTRY

## AP ENGLISH LITERATURE AND COMPOSITION

## AP ENGLISH LANGUAGE AND COMPOSITION (3)

**ELECTIVE**

**Pre-requisite: Literature/Composition III with a grade of “B” or above. Minimum 3.0 cumulative GPA**

AP English Language and Composition explores the richness of our language, including syntax, imitation, word choice, and tone. Students learn about their own composition style and process, starting with exploration, planning, and writing, and continuing through editing, rewriting, and polishing. The equivalent of an introductory college-level survey course, AP English Language and Composition prepares students for the AP Exam and for further study in communications, creative writing, journalism, literature, and composition. Students will learn to understand and analyze complex styles of writing by reading works from a variety of authors, including other students.

## AP PHYSICS B

## AP STATISTICS

## AP US HISTORY (3)

**ELECTIVE**

**Pre-requisite: American History and Civics with “B” Average. Minimum 3.0 cumulative GPA**

Mastery of historical knowledge and critical analysis are the cornerstones of AP U.S. History. Learn how decisions and events of the past continue to have profound effects on the world today and how knowledge of the causes behind past events can influence future decisions. Put factual knowledge to work by weighing evidence and interpreting problems presented by historians. The equivalent of an introductory college-level course, AP U.S. History prepares students for the AP Exam and for further study in history, political science, economics, and sociology.

Studying history is more than just memorizing facts. AP U.S. History analyzes and explores the economic, political, and social changes in America since Columbus first landed. Build essential reading, writing, and communication skills and discover how historical events have contributed to American culture.

## EXTRA CURRICULAR ACTIVITIES

The Keokuk High School is a member of Iowa High School Athletic Association, Iowa High School Girls Athletic Union, Iowa High School Music Association and Iowa High School Speech Association.

### ATHLETICS

Keokuk High School competes in the following sports:

#### GIRLS:

<b>Softball</b> (Varsity, Junior Varsity)	<b>Volleyball</b> (Varsity, Junior Varsity, Freshman)	<b>Basketball</b> (Varsity, Junior Varsity, Freshman)
<b>Bowling</b>	<b>Swimming</b>	<b>Cross Country</b>
<b>Golf</b>	<b>Tennis</b>	<b>Soccer</b>
<b>Track</b>		

#### BOYS:

<b>Baseball</b> (Varsity, Junior Varsity)	<b>Football</b> (Varsity, Junior Varsity, Freshman)	<b>Basketball</b> (Varsity, Junior Varsity, Freshman)
<b>Bowling</b>	<b>Wrestling</b>	<b>Cross Country</b>
<b>Golf</b>	(Varsity, Junior Varsity, Freshman)	<b>Soccer</b>
<b>Track</b>	<b>Tennis</b>	<b>Swimming</b>

### STANDARDS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Purpose: Participation in extra-curricular activities is a privilege provided to students as an enrichment of the total educational program. The program shall be designated to: ...meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others. [Standards for Iowa Schools, 12.6(1).]

### IMPORTANT NOTES:

- ✓ A student must be enrolled in at least 20 semester hours each term and shall have passed 20 semester hours the preceding semester in order to participate in extracurricular activities. This applies to athletics, music, speech, Little Feathers, and cheerleaders (DE Standards).
- ✓ Every year each student shall present to the Activities Director a health certificate signed by a licensed physician, have insurance through the school or an insurance waiver, signed by their parents, written permission from their parents to participate in activities and a signed sheet indicating the student and parent have read and reviewed the school's Good Conduct Policy.
- ✓ Activity Ticket--All students participating in athletics, band, choir, dramatics, and speech must purchase an activity ticket.
- ✓ The principal or activities director may declare a student ineligible whose academic standing or conduct is in violation of the standards for participation in extra-curricular activities. To insure the fair administration of the standards, the principal may consider unusual circumstances.

### ACADEMIC ELIGIBILITY

In order for a student to participate in extracurricular activities he/she must meet eligibility guidelines set forth by the state and local school district. Those guidelines are listed below:

1. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the school sponsoring the event.
2. All contestants must be under the age of 20.
3. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least 5 subjects, each of one period or "hour" or the equivalent thereof at all times. To qualify under this rule a "subject" must meet the requirements of 281-Chapter 12. Course work taken under the provisions of the Iowa Code chapter 261C, post secondary enrollment options, for which a school district or accredited non public school grants academic credit toward

high school graduation shall be used in determining eligibility. No school shall be denied eligibility if the student's school program deviates from the traditional two semester school year.

- a) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. "Grading period" shall mean the end of each quarter at Keokuk High School.
  - b) For students participating in baseball or softball, if at the end of any 9 week grading period a participant is given a failing grade in any coursework for which credit is awarded, the participant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a bona fide contestant for 20 consecutive school days. A "bona fide contestant" means a student who presently is or previously has competed in the interscholastic athletic activity to which the student's period of ineligibility herein applies. **This definition shall not apply to a student in the 9<sup>th</sup> grade.**
  - c) If at the end of the second semester, a bona fide contestant in baseball or softball receives a failing grade in any course for which credit is awarded he/she is ineligible to dress for and compete in baseball or softball for the four consecutive weeks following the end of a grading period. The four week ineligibility period begins on the day grades are made available to students.
4. A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the students IEP.
  5. A student who meets all other qualifications may be eligible to participate in any athletics for a period of eight consecutive semesters upon entering the ninth grade for the first time. However a student who engages in athletics during the summer immediately following eighth grade is also eligible to compete during the summer following the twelfth grade.
  6. A student is academically eligible upon entering the ninth grade. However, no student shall be eligible to participate in any athletic sport if the student has engaged in that sport professionally.
  7. No student who has been a member of a college squad or who has trained with a college squad or participated in a college contest shall be eligible for any athletic contest.
  8. A student who is eligible at the end of any quarter is eligible until the beginning of the subsequent quarter.
  9. A student must have received credit in at least 4 subjects the previous semester and be currently enrolled in credit earning opportunities.
  10. If a student fails any class for which credit is awarded, the student is ineligible for first period of 30 consecutive school days in the interscholastic athletic event in which a student is a bona fide contestant. With the exception of track, softball and baseball the 30 consecutive school days begins on the first legal playing date of the sport in which a student participates. For track participants the 30 days begins on the date of the first scheduled outdoor meet.
  11. Students who finish a quarter with an Incomplete on their report card will be considered ineligible until the work is made up. If a student has passed all courses when the incomplete is made up he/she may become eligible immediately.
  12. A student who withdraws from a class after the drop period has elapsed will receive an "F" on his/her report card for that particular grading period and thus be considered as having failed the class. The "F" will be changed to a "W" at the end of the semester, thus not affecting a student's overall GPA.

## CONDUCT ELIGIBILITY

The conduct of the student both in school and in the community should reflect the ideals of the activities program. The following conduct shall result in a student being declared ineligible to represent an extra-curricular activity:

- A. The use or possession of steroids, tobacco, alcohol, and/or being present with knowledge that an illegal activity is occurring, and/or failing to leave the location despite ample opportunities to do so.
- B. Violation of law or commission of delinquent acts which result in a student being placed on formal or informal probation under the jurisdiction of a probation officer.
- C. Violation of school policies, regulations or rules which result in the suspension of a student.
- D. All transfer students, except incoming ninth graders at the beginning of the school year, must present evidence of conduct eligibility from their previous school. If a student enrolls, who was ineligible for conduct at his/her previous school, that student must complete the term of ineligibility for the violation as defined in the Conduct Eligibility Rules of Keokuk High School. The number of previous violations of conduct eligibility at the previous school will determine which penalty applies to the student.

## CATEGORIES OF ACTIVITIES

The penalty for violation of conduct standards shall be determined by the category of the activity. Activities are divided into the following categories:

### CATEGORY I ACTIVITIES- SUBSTITUTION OF PARTICIPANTS ALLOWED

Football	Basketball
Golf	Little Feathers
Volleyball	Wrestling
Tennis	Cross Country
Track	Softball
Swimming	Baseball
Soccer	Cheerleading
Bowling	

\*Optional music events shall include All-State, madrigal singers, honor groups, swing choir, jazz band and special trips.

\*Core/Attendance music events shall include concerts, conference vocal festival, pep band and marching band performances.

### CATEGORY II ACTIVITIES-

Speech - Individual Contest Events  
Music - Contest Solos  
Music - Optional Events\*

### CATEGORY III ACTIVITIES- SUBSTITUTION NOT ALLOWED\PROVIDED

**Speech-Group Contest or Plays**  
Music -Contest Ensembles and Large Groups  
Music-Core/Attendance Events\*

## FIRST VIOLATION

CATEGORY I - PENALTY: the student shall lose eligibility for the next two (2) consecutive interscholastic events. Two events held on the same day count as 1 event.

CATEGORY II - PENALTY: the student shall be withdrawn from competition in individual or solo event.

CATEGORY III - PENALTY: the student will complete the present obligation to the group and will not be eligible to compete in the next individual or group event of the activity.

## SECOND VIOLATION

CATEGORY I - PENALTY: the student shall lose eligibility for four (4) weeks beginning with the next event.

CATEGORY II - PENALTY: the student shall be withdrawn from competition in individual or solo event and may not participate in future events for one full semester in the activity.

CATEGORY III - PENALTY: the student will complete the present obligation to the group and will not be eligible to participate in future events for one full semester in the activity.

## THIRD VIOLATION

ALL CATEGORIES - PENALTY: the student shall not be eligible for one calendar year.

When a period of ineligibility cannot be completed before the end of a season or school year, the period of ineligibility will carry over to the next activity in which the student participates. A student must complete the activity in which he or she is serving their ineligibility. If a student does not, the ineligibility will be served again in the next activity.

## APPEAL

A declaration of ineligibility may be appealed by oral or written notice to the principal. The appeal shall be heard by a high school administrator. The decision rendered may be appealed under the provisions of the District's Appeal of an Administrative Decision Procedures.

### SELF REPORTING OPTION:

Students have an option for an alternative to ineligibility as listed:

A. Student may use this option only once in four years of high school

B. A student who self reports his or her violation must do so to the head coach or the Activities Director before the next scheduled event.

C. A student not participating in an activity may self-report a violation. The report must be made to the Activities Director within 72 hours of the violation.

Category I first or second offense.

The penalty will be reduced to half that listed.

Category II first offense.

- a. The student will be allowed to participate in individual or solo event.
- b. The student will be recommended to seek professional assistance if it is a substance abuse problem.
- c. Note: This will be recorded as first offense violation.

Category II second offense.

- a. The student will be withdrawn from competition in individual or solo event.
- b. The student will be withheld for only nine weeks rather than one semester.
- c. Note: This will be recorded as second offense.

Category III first offense.

- a. The student will be allowed to participate in individual or solo event.
- b. The student will be recommended to seek professional assistance if it is a substance abuse problem.
- c. Note: This will be recorded as first offense violation.

Category III second offense.

- a. The student will complete obligation to the group.
- b. The student will not be eligible to participate in future events for nine weeks rather than a semester in the activity.

## **RULES FOR ACTIVITY PARTICIPATION**

### **A. School Attendance:**

1. A student who is absent from school may not participate in a game or event that day, unless excused by the school prior to the absence.
2. In case of an illness the student must have attended at least one-half of the school day (3 periods) and the decision to participate will be left to the discretion of the head coach, parents/guardian, the athlete and a physician if necessary. If the student is absent because of illness on the last school day of the week, the absence does not affect participation on the next day.
3. Attendance rules for each activity will be established by the coach/director for the activity.
4. The Activities Director is to be informed in advance of decisions made concerning student attendance.
5. A student under suspension shall not be allowed to participate in extra-curricular activities.
6. Students are expected to be at school on time the next day after a competition or performance.
7. Participants are expected to notify the coach/sponsor of a prearranged absence.
8. Students who plan to miss practice, games/competitions/performances due to vacations, camps, clinics, during the season are expected to notify the coach/sponsor prior to the planned absence prior to the first practice of the season.

### **B. Non-school Athletic Participation:**

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with prior approval in writing by the Activities Director. Such outside participation shall not conflict with the school sponsored athletic activity. Failure to obtain approval will be classified as a first violation, Category I-Penalty, a second failure to obtain approval will be classified as a second violation, Category I-Penalty, and a third as a third violation as outlined in the conduct eligibility rules.

### **C. Dual Participation:**

Students may participate in more than one activity at a time and the school endorses this concept. Coaches and sponsors will assist those students, realizing that each coach/sponsor must develop and enforce practice and participation requirements for their activity. A student, who cannot meet the practice or participation requirements of a given program, may jeopardize his/her standing as a member of either program or activity.

## **ACTIVITIES AND ORGANIZATIONS**

### **STUDENT COUNCIL**

Purpose: To represent the best interests of the student body, to promote good student-faculty-administration relations, to promote better student relations, to provide services that will be beneficial and to support the school in helping to attain maximum educational growth and development.

Membership: Officers and representatives petition the Student Council in April to have their names placed on a ballot in a general election. Classes and organizations elect representatives to the council.

### **MATH CLUB**

Purpose: To plan some fun activities, to further understanding of math fundamentals.

Membership: Open to any student currently enrolled in any math class.

### **SPANISH CLUB**

Purpose: If you like Spanish and want to learn more you need to come to Spanish Club. Club members socialize, go to restaurants, go on picnics, work, have fun and learn more about Spanish customs and traditions.

Membership: Open to all students currently enrolled in Spanish.

### **NATIONAL HONOR SOCIETY (TORCH CLUB)**

Purpose: The purpose of the National Honor Society is to recognize scholastic and service achievement.

Membership: The Torch Club is the local name given to this chapter of the National Honor Society. Members are chosen from 11th and 12th grade students. The National Charter requires that members have a cumulative grade point average of 3.2 or better. The list of eligible students is then voted on by a faculty committee. Those selected are then initiated into the chapter. Not only scholarship, but service, character, and leadership are the factors on which each student is judged.

### **LITTLE FEATHERS**

Purpose: The Little Feathers appear with the marching band and perform at half-time of home games. The Little Feathers compete every year at the Iowa State Drill Team Competition. They also appear by invitation at such events as the Girls State Basketball Tournament. The Little Feathers are self governing within the guidelines established by the Board of Education.

Membership: Open to all girls enrolled in high school. The size of the group is determined by the scores obtained in try-outs. It varies from 10 to 25 girls depending on the judge's decision.

### **YEARBOOK**

Purpose: The Comment staff is responsible for planning and preparing the high school yearbook, the Chief. This involves photography, layout and design, copyrighting, proofreading, selling subscriptions, soliciting community patronage, and other aspects of yearbook production.

Membership: Open to all high school students.

## NEWSPAPER-SMOKE SIGNALS

Purpose: The newspaper staff is responsible for planning and publishing the high school newspaper, Smoke Signals. This involves photography, layout and design, proofreading, selling subscriptions, soliciting advertisers, and other aspects of production.

Membership: Open to all high school students.

## LITERARY MAGAZINE

Purpose:

- 1-To put out a student literary magazine.
- 2-To train students in writing, proofreading, editing, layout, cartooning, and typing.
- 3-To encourage student participation in the written arts be it poetry, short stories, reviews, etc.
- 4-The single event concerning the Literary Magazine is the two weeks in May when it is student assembled and student sold.

Membership: Open to all high school students.

## SPEECH

Purpose:

- 1-To increase student facility in the act of oral communications.
- 2-To develop an appreciation of literature and drama through participation in dramatic production and interpretation.
- 3-To stimulate critical thinking and organizational skills through forensic and public speaking competition.

Speech activities include:

- 1-IHSSA Contest trips
  - a-Large Group Events
    - 1-Readers Theatre
    - 2-Ensemble Acting
    - 3-One Act Play
    - 4-Mime
    - 5-Group Improvisation
    - 6-Musical Theater
    - 7-TV News
    - 8- Choral Reading
  - b-Individual Events, thirteen possible areas of competition
  - c-Competition and practice are held late first semester and second semester
- 2-Other: Speech Contest/Activities

Membership: Open to all high school students, auditions may be required.

## DRAMA ACTIVITIES

General and Special Events During Year:

- 1-Two major Three Act productions are produced
- 2-Speech and Drama banquet in the spring, to honor those students with K letters, pins, and certificates for outstanding leadership in the speech and drama activities.

Membership: Open to all high school students

## BAND

Purpose: To offer students an instrumental music experience and continued growth in music theory, instruction and performance. This program is offered for credit, and students are evaluated by the letter grade system. The Band program provides students experience in instrumental music, pep band, symphonic concert band, jazz band, and color guard. A summer program is also provided for students. The band participates in numerous performances throughout the year.

Membership: Open to all high school students, auditions or lessons may be required.

## COLOR GUARD

**Purpose:** The color guard performs with the marching band at half-time shows, parades, and field show competitions for the purpose of providing a visual representation of the music being performed. The color guard uses whatever props of equipment that is best suited for the visual representation of a particular song, including flags, swing flags, rifles, etc.

**Membership:** The color guard is open to all students. The size of the group is determined by the scores obtained in try-outs.

**Requirement:** Students selected must register for the class "color guard" which meets during first quarter at the same time as band. Students who are selected for color guard and also are a band member should only sign up for band. Flag camp and band camp are established annually before the beginning of school. This is the time when routines are learned. Attendance is required for participation.

## WINTER GUARD

**Purpose:** The Winter guard performs at basketball games and at State Contest. Winter guard is an extension of color guard. Winter guard meets outside of school time for practice. There is no prerequisite other than attending practices and performances once selected.

## VOCAL MUSIC

**Purpose:** The choir is the main performing group. It meets daily and performs periodically throughout the year. It is offered for credit, and letter grades are given.

**Membership:** Vocal music is open to all students; auditions may be required for some groups.

## SHOW CHOIR

**Purpose:** Participation in Show Choir is by audition. It is a co-curricular group which performs at various events. Emphasis is put upon popular style music and movement.

**Membership:** Open to all high school music students, auditions are required.