



# **CHERRYVALE DIPLOMA CENTER**



## **Student Handbook**

**2009-2010**



**A KSDE approved Virtual-Online Program  
of USD #447 Cherryvale Schools**

**218 W. Main  
Cherryvale, KS 67335  
620-336-2530  
FAX: 620-336-8012  
877-336-2530 (Toll Free)  
[www.usd447.org](http://www.usd447.org)**

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## **About Us**

The **Cherryvale Diploma Center** is a KSDE approved virtual-online program of Cherryvale High School. We offer web-based, accredited online courses and resources available twenty-four hours a day access for students.

## **Our Vision**

We believe in **success for all students** by individualizing their academic experience.

## **Our Mission**

Our mission is to empower our students with a high quality education that will ensure their success.

## **Staff Directory**

Tonya Smedley  
Administrator/Asst. Principal  
Cherryvale Diploma Center  
218 W. Main  
Cherryvale, KS 67335  
[tsmedley@usd447.org](mailto:tsmedley@usd447.org)  
620-336-2530 / 620-336-8012

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Cherryvale Diploma Center  
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620-336-2530

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USD #447 Cherryvale Public Schools  
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620-336-8140

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Teacher  
Cherryvale Diploma Center  
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Cherryvale Diploma Center  
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George Owens, Principal  
Cherryvale Middle/High School  
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620-336-8102

David Smedley, Counselor  
Cherryvale Middle/High School  
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Cherryvale, KS 67335  
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Craig Bagshaw, Principal  
Thayer Elementary  
300 Wilson St.  
Thayer, KS 66776  
[cbagshaw@usd447.org](mailto:cbagshaw@usd447.org)  
620-839-5203

## Curriculum Support Educators Team – C-SET

### Art

Jeanie Presson

### Elementary

Tonya Smedley

### Middle School

Tonya Smedley

### Mathematics

Mike Lewis

### Language Arts

Joyce Long

### Science

Philip Swindler

### Foreign Language

Randy Kirkpatrick

### Social Sciences

Vince Heit

### Technology

Bob Blackard

### SkillsTutor/

### Assessment Coordinator

Janet Bernd

### Vocational

Marla Sterling

### Health/PE

Randy Hucke

## Enrollment Requirements for Kansas Students

**\$10.00 Special** – only applies to Kansas students enrolling between August 1<sup>st</sup> through September 19<sup>th</sup> and who meet the required participation of **two six-hour online sessions**. **First** six-hour session must be completed between August 1<sup>st</sup> and September 19<sup>th</sup> and **second** six-hour session must be completed between September 20<sup>th</sup> and September 30<sup>th</sup>. (The six-hour online session must be completed in the same calendar day.) The \$10.00 online fee is nonrefundable. Fees are paid in full and are due at time of enrollment. **Credit Recovery students do not qualify for \$10.00 special.**

### Students Excluded from \$10.00 Special include:

- Students **not meeting** the **two six-hour online sessions** between August 1<sup>st</sup> and September 30<sup>th</sup>.
- Students **not meeting** the required participation of a **monthly six-hour online session**.

(See below for descriptions relating to enrollment requirements.)

**Students 18 years and older are eligible for enrollment.** Beginning September 20<sup>th</sup>, all Kansas students, including Cherryvale, have a nonrefundable **\$225.00** online fee. Fees are paid in full and are due at time of enrollment. Students are **required** to be **online a minimum of six-hours per month**.

### **Enrollment Requirements for Out of State Residents**

Students are eligible for enrollment with a **\$700.00** nonrefundable online fee per **four courses** or **\$200.00** per course. Fees are paid in full and at time of enrollment. Students are required to be **online a minimum of six-hours per month**.

**All student enrollments are subject to approval by the USD# 447 Superintendent.** Enrollment at the Cherryvale Diploma Center is a privilege not a right and may be revoked at any time by a District Administrator.

### **Requirements for Students 18 years old (Class has not Graduated) and Under**

**Virtual students under 18 are eligible for enrollment only with an approved home school application from a Cherryvale School Administrator.** The parents of these students must be registered as a home school with the Kansas State Department of Education. Beginning September 20<sup>th</sup>, all Kansas students, including Cherryvale, have a nonrefundable **\$225** online fee. Fees are paid in full and at time of enrollment.

We require all homeschooled students to be online daily working in their curricular areas. They need to pass (70% or above). All homeschooled students will be required to pass four lessons per class per month. At the end of each month course status sheets will be sent home to parents informing them of their student's progress. By meeting this schedule, a student will stay current and on pace to graduate on time or advance to the next grade level. Failure to meet these monthly requirements may lead to termination of enrollment. Final decisions will be at the discretion of the administration of the Cherryvale Diploma Center/Cherryvale High School.

Students sixteen or younger must adhere to the above requirements and meet a 3 hour day or fifteen hour a week requirement. Students failing to meet this requirement will be reported truant to their respective county truant officer. Students failing to meet this requirement will be turned into the truancy office of that student's county and/or depending on the age of the student possible termination of enrollment.

The Diploma Center is not an attendance center. **All school age students will have the opportunity to receive help on assignments by either emailing the teacher, calling the center, or scheduling a time to come over and work at the center. Students can schedule 4 hour blocks of time throughout the week to work at the center as long as it has been approved by Diploma**

**Center Staff ahead of time.** Beginning September 20<sup>th</sup>, all Kansas students, including Cherryvale, have a nonrefundable **\$225.00** online fee. Fees are paid in full and at time of enrollment. **Adult Students are welcome at the Diploma Center anytime during working hours.**

**Credit Recovery/Enhancement** is an opportunity for **11<sup>th</sup> and 12<sup>th</sup>** grade high school students to earn additional credits for class advancement or graduation. The Cherryvale High School Counselor must refer Cherryvale High School students to the Diploma Center. All Kansas students of another high school are eligible for enrollment with a nonrefundable **\$225.00** online fee with the consent of their principal or counselor. All student work is due by April 15<sup>th</sup> of the graduating school year.

### **Request for Transcript**

At the time of enrollment, the student will be required to give consent to the Cherryvale Diploma Center to obtain their previous school records. Student enrollment will be processed upon the receipt of the official academic transcript. An individualized course plan will be developed for graduation requirements.

### **Health Records**

The State of Kansas requires students 18 and under to have the following health information on file: Copy of Social Security Card, Official Copy of Birth Certificate and Current Immunization Records. Students are given two (2) weeks to comply. All questions should be directed to the District School Nurse, Leanne Chaffin, at (620) 336-8125.

### **Attendance Policies**

#### **2-Day Required Participation**

Students are required to be online for **two** six-hour sessions at the beginning of each school year. **First** six-hour session must be completed between August 1<sup>st</sup> and September 19<sup>th</sup> and **second** six-hour session must be completed between September 20<sup>th</sup> and September 30<sup>th</sup>. (The six-hour online session must be completed in the same calendar day.) Students are required to be online for a six-hour session each month during the school year.

### **State Assessments**

Students under 18 are required to take Kansas State assessments. These are facilitated at the Center. **Student's enrollment will be terminated if this requirement is not met.**



### **Course Finals**

Students under 18 are required to take proctored course finals. Course finals must be scheduled in advance.

## **School Routines and Procedures**

### **Year-Round Schedule**

The Diploma Center's online curriculum is available twenty-four hours a day, 7 days a week, year-round.

The Diploma Center is open **year-round**. The school year operates from **August 1 to July 31.**

**August 1st-October 31st**  
**Monday through Thursday**  
**8:00-6:00**  
**Friday 8:00-5:00**

**November 1<sup>st</sup> - May 31st**  
**Monday through Friday**  
**8:00-5:00**

**Summer Hours:**  
**Monday through Friday**  
**8:00-4:00**

### **Summer School Students**

The Center is opened throughout the summer and ALL students are encouraged to utilize the center during the summer months.

**If the need arises, we will open the center after hours by appointment**

## **School Breaks**

The Diploma Center will be closed for these dates:

|                    |                          |
|--------------------|--------------------------|
| Labor Day          | Memorial Day             |
| Thanksgiving Break | Fourth of July           |
| Christmas Break    | District In-service Days |
| Spring Break       | Teacher Work Days        |
| Good Friday        |                          |

**During the School year, the Cherryvale Diploma Center follows the Cherryvale Middle/High School Calendar.**

## **School Meals**

School meals are not provided. Snacks and drinks are allowed in the Diploma Center. A refrigerator and microwave are available for use.

## **Student Dress Code**

Although dress and grooming habits are certainly changing, USD 447 believes that certain standards of dress and grooming are necessary to maintain a wholesome and inspired learning atmosphere for students. USD 447 will with parents ensure that students come to school each day in clean, neat, and appropriate attire. School attire shall be based on COMMON SENSE and GOOD TASTE by both students and parents.

The district reserves the right at all times to regulate the dress and/or grooming of any student that is deemed to be a distraction to the learning process, is of questionable decency, is offensive to the normal décor of the school community, and/or creates a health or safety hazard. This includes sunglasses, hoods and hats.

The administration shall have full responsibility and authority for enforcing the dress code regulations and shall take necessary steps, including disciplinary action as appropriate, as may be required to maintain appropriate standards of student dress and appearance.

## **School Conduct**

1. Use school equipment appropriately.
2. Respect others and their property.
3. No foul, vulgar or obscene language or gestures.
4. No tobacco, alcohol or any other drugs on the school premises and in the city block that school resides.

5. Follow the directions of the instructor(s).

### **Behavior Management Plan**

**Consequences** for inappropriate behavior may be but **not limited to**:

#### **First offense**

The student receives a verbal warning and is dismissed for the remainder of the day. The parent/guardian/probation officer is contacted. All disciplinary action will be included in the student's file.

#### **Second offense**

The student is suspended from attending the Center for a determined time. The parent/guardian/probation officer is contacted. All disciplinary action will be included in the student's file.

#### **Third offense**

The student's enrollment is terminated.

**If behavior warrants more severe consequences, the administrator has complete authority to determine the consequence.**

### **Inclement Weather**

Cherryvale Schools - USD #447 closings will be announced on the following radio and TV stations:

|                       |                    |
|-----------------------|--------------------|
| KGGF.....Coffeyville  | KKOW.....Pittsburg |
| KIND.....Independence | KLKC.....Parsons   |
| KOAM-TV.....Pittsburg |                    |

USD 447 Connection Hotline: 336-8108 Ext. #1150

**If cases of inclement weather or other school announcements, the District will be using a mass communication system that will alert students and parents with information regarding school closings.**

### **Fire Drills**

Students participate in fire drills conducted by the Administrator once a month throughout the school year. The fire drill evacuation plan is posted by both exits and on the bulletin board in the Administrator's office. All teachers and students will exit the building single-file using the front door and walking to the east and stopping in front of People's State Bank out of the way of the firefighters. The Administrator will signal when it is clear and allow teachers and students to re-enter the building.

### **Tornado Drills**

Students will be participating in tornado drills conducted by the Administrator three times during the school year. The tornado drill evacuation plan is posted by both exits and on the bulletin board in the Administrator's office. All teachers and students will exit the building single-file using the back door and proceed north to the back alley and then turn west at the alley and walk to the street. They will cross the street and walk to the east basement entrance of the Methodist Church. Teachers and students will enter the basement single-file and sit on floor with their heads tucked down and bodies facing the wall. When all is clear, the Administrator will signal and allow teachers and students to return to the Diploma Center.

### **Counseling**

All Diploma Center students may have access to career counseling, college counseling, and personal/social counseling through the Cherryvale Middle/High School Counselor, Mr. David Smedley. The counselor is available by appointment only. Please call Mr. Smedley at the CM/HS for scheduling an appointment (336-8122).

### **District School Nurse**

Onsite students have access to the district school nurse, Leann Chaffin. She may be reached at: 620-336-8125.

### **Requirement for grade promotion and classifications:**

|                             |                  |
|-----------------------------|------------------|
| <b>0-5 credits</b>          | <b>Freshman</b>  |
| <b>6-12 credits</b>         | <b>Sophomore</b> |
| <b>13-18 credits</b>        | <b>Junior</b>    |
| <b>19 credits and above</b> | <b>Senior</b>    |

## **GRADUATION**

### **Graduation Requirements**

**Students 20 and under** – A total of 25 credits are required for graduation. These credits consist of: 4 credits of Language Arts (English 9, 10, 11, 12 or approved Language Arts courses); 3 credits of Mathematics (Algebra 1 and/or Geometry and other approved Math courses); 3 credits of Science (General Science, Biology and other approved Sciences courses); 3 credits of Social Sciences (World History, American History, Economics and Government and other approved Social Science courses); 1 credit of Physical Education; 1 credit of Vocational courses; 1 credit of Computer Technology; 1 credit of Fine Arts; 8 credits of Electives.

**Students 21 and older** – These students are eligible for a credit waiver granted by USD #447 allowing 21 credits for graduation. These credits consist of: 4 credits of Language Arts (English 9, 10, 11, 12 or approved Language Arts courses); 3 credits of Mathematics (Algebra 1 and/or Geometry and other approved Math courses); 3 credits of Science (General Science, Biology and other approved Sciences courses); 3 credits of Social Sciences (World History, American History, Economics and Government and other approved Social Science courses); 1 credit of Physical Education; 1 credit of Vocational courses; 1 credit of Computer Technology; 1 credit of Fine Arts; 4 credits of Electives. (The Physical Education requirement may be waived with Administrative Approval.)

### **Cherryvale High School Graduation Ceremony**

Graduating students may participate in the Cherryvale High School's Graduation Ceremony. All students are responsible for purchasing their graduation supplies: class ring, graduation cap, gown and tassel. These supplies are available through: Jostens of Southeast Kansas, P.O. Box 1867, Pittsburg, KS 66726 (620) 232-7464.

## **Diplomas**

Diplomas are issued upon meeting the Cherryvale High School graduation requirements. The cost of the diploma is paid by USD 447 Cherryvale Schools.

## **Course Guidelines**

### **Curriculum Format**

The Diploma Center's curriculum consists of **one credit** and **half credit** courses. The **one credit** courses contain **36 lessons** and the **half credit** courses contain **18 lessons**. Each lesson is considered a thorough assessment and must be completed. Incomplete work will be returned and must be resubmitted by student. All instructions and guidelines must be followed for the lesson to be complete and receive a grade.

The instructors reserve the right to distribute points for each question in the lessons. If one question consists of the weight of the lesson, this question will reflect the majority of the points for the lesson.

The students are accommodated with supplemental materials that are linked to their lessons. Occasionally, these links may be moved or are temporarily unavailable. The student should request for a course update that is at the top of each page in the lessons. Students are encouraged to perform their own web search or ask for assistance. **There are no valid excuses for not completing a lesson.**

**High School Course Finals – All students under 18 are required to take proctored course finals.** Course finals must be scheduled in advance. Course finals may not be retaken.

**Cheating / Fraud - Students are to do their own work or their enrollment is terminated.**

**Plagiarizing** is taking the ideas or writings of others and presenting them as if they are **your own work**. All student work may at random be submitted through plagiarism identification programs. Cited references must be included to incorporate others' work within your writing. Plagiarized work will be returned for rewriting. Multiple instances of plagiarism may result in termination.

### **Grading Expectations**

All lessons must receive no less than a 70% to pass. Lessons receiving below 70% will be returned to the student as a "Redo". Each student is provided

assistance in correcting their responses and the opportunity to resubmit for grading. This is an opportunity for every student to be successful.

### **Grading Scale**

|            |              |
|------------|--------------|
| 100-94 = A | 79-77 = C+   |
| 93-90 = A- | 76-74 = C    |
| 89-87 = B+ | 73-70 = C-   |
| 86-84 = B  | 69- 0 = REDO |
| 83-80 = B- |              |

### **General Rules for Assignments**

#### **High School and Adult Students**

1 sentence = 10 words minimum

1 paragraph = 50 words minimum

½ page = 250 words minimum

1 page = 500 words minimum

Essay = 800 words minimum or as noted in the lesson instructions

Summary = 150 words minimum

All **Journal Writing free writes and lesson questions** = 150 words minimum

None of the students work may be saved on the Center's computers. Flash drives are available for students to save their work.

**Copying and Pasting** is allowed up to three sentences for answering lesson questions. After three sentences, the student must write the response in their own words. Students must be specific in answering questions and shouldn't include unnecessary information.

All essays must be submitted in text box if provided. If text box is too small or isn't provided, the student may use the comment box at the end of the lesson, or he/she can **email the essay to instructor(s) for grading.** (See staff directory section for instructor's email addresses.) The essay must be in a **Microsoft Word** document as an attachment or directly pasted in the email message.

Those students using another word processing program, such as Word Perfect, should paste the document directly into the email message box. Students, who do not have email, must copy the Microsoft Word document onto a floppy disk or CD and bring or mail to the Center for grading.

## **Grammar**

All answers should be submitted using proper grammar. This includes: spelling, capitalization, punctuation and complete sentences. Students are encouraged to use spell-check before submitting responses. It is the student's responsibility to proofread their work.

## **Assessment Preparation Days**

Students under 18 will be participating in Assessment Preparation Days once a month during the school year. Students will be notified by the school prior to the day and will be required to attend. These students are required to participate in Kansas State Assessments. Students who do not meet these requirements will not be eligible for enrollment.

## **Progress Reports**

Progress reports are available by request.

## **Completion Sheets**

Students receive a completion sheet for each finished course. Students' transcripts will be on file at the Diploma Center and Cherryvale High School.

## **Course Outlines**

Course outlines are available upon request.

## **Guidelines for Computers**

### **Student Acceptable User Policy**

Students must read the Acceptable User Policy and sign agreement form. Inappropriate use of USD 447 computers is prohibited. Inappropriate use of the computer is defined as any activity that is **not** related to your assigned coursework. Students who violate this policy will have attendance privileges revoked.



## **Extra-Curricular Activities**

### **Participation in Sports**

Students attending the Diploma Center are eligible for participation in school athletics **only** by the approval of the Cherryvale Schools Activities Director, Rodney Vigil (620) 336-8100. Please contact Mr. Vigil for questions regarding the requirements to participate in middle/high school sports.

### **High School Student Activities**

The Diploma Center students are **not eligible** to attend High School sponsored activities such as school dances, banquets, Prom, etc. Permission to attend these activities **will not** be given by the Diploma Center Administrator. These activities, sponsored by the various grade levels and designated teacher sponsors, are privileges given to the Cherryvale High School students.

## **Vocational Courses**

Vocational Course may be offered to Diploma Center students providing that the student hasn't lost the privilege of attending Cherryvale Schools. All enrollment requests are subject to approval by the Cherryvale High School Administrators. Enrollment must be completed through the Cherryvale High School Counselor, David Smedley, (620) 336-8122.

## Cherryvale Diploma Center

### High School Course Listing

#### Language Arts

|                           |                            |                            |                            |
|---------------------------|----------------------------|----------------------------|----------------------------|
| English Fundamentals      | 1 year, 9 <sup>th</sup>    | Creative Writing           | 1 sem, 9-12 <sup>th</sup>  |
| English Fundamentals (AG) | 1 year, 9 <sup>th</sup>    | Journal Writing            | 1 sem, 9-12 <sup>th</sup>  |
| World Literature          | 1 year, 10 <sup>th</sup>   | Honor English Fundamentals | 1 year, 9 <sup>th</sup>    |
| American Literature       | 1 year, 11 <sup>th</sup>   | Honors World Literature    | 1 year, 10 <sup>th</sup>   |
| British Literature        | 1 year, 12 <sup>th</sup>   | Honors American Literature | 1 year, 11 <sup>th</sup>   |
| Shakespearean Lit.*       | 1 sem, 12 <sup>th</sup>    | Honors Shakespearean Lit.* | 1 sem, 12 <sup>th</sup>    |
| Drama in Lit.*            | 1 sem, 12 <sup>th</sup>    | Honors Drama Lit.*         | 1 sem, 12 <sup>th</sup>    |
| English World Mythology   | 1 year, 9-12 <sup>th</sup> | SkillsTutor Language Arts  | 1 year, 9-12 <sup>th</sup> |

\*Shakespearean Literature/Drama in Literature and Honors Shakespearean Literature/Honors Drama Literature can be combined to make full year courses.

#### Social Sciences

|                     |                           |                         |                           |
|---------------------|---------------------------|-------------------------|---------------------------|
| World Cultures      | 1 year, 9 <sup>th</sup>   | Economics*              | 1 sem, 12 <sup>th</sup>   |
| World Cultures (AG) | 1 year, 9 <sup>th</sup>   | U.S. Government*        | 1 sem, 12 <sup>th</sup>   |
| World History       | 1 year, 10 <sup>th</sup>  | Honors World History    | 1 year, 10 <sup>th</sup>  |
| American History    | 1 year, 11 <sup>th</sup>  | Honors American History | 1 year, 11 <sup>th</sup>  |
| Media Literacy      | 1 sem, 9-12 <sup>th</sup> | Kansas History          | 1 sem, 9-12 <sup>th</sup> |

\*U.S. Government and Economics can be combined to make a full year course.

#### Sciences

|                    |                            |                       |                            |
|--------------------|----------------------------|-----------------------|----------------------------|
| General Science    | 1 year, 9-12 <sup>th</sup> | Study of Environment  | 1 sem, 9-12 <sup>th</sup>  |
| Earth Science      | 1 sem, 9-12 <sup>th</sup>  | Honors Earth Science* | 1 sem, 9-12 <sup>th</sup>  |
| Earth Science (AG) | 1 sem, 9-12 <sup>th</sup>  | Honors Oceanography*  | 1 sem, 9-12 <sup>th</sup>  |
| Oceanography       | 1 sem, 9-12 <sup>th</sup>  | Honors Biology        | 1 year, 9-12 <sup>th</sup> |
| Oceanography (AG)  | 1 sem, 9-12 <sup>th</sup>  | Honors Physics w/Lab  | 1 year, 9-12 <sup>th</sup> |
| Biology            | 1 year, 9-12 <sup>th</sup> | Integrated Science    | 1 year, 9-12 <sup>th</sup> |
| Physics w/Lab      | 1 year, 9-12 <sup>th</sup> |                       |                            |

\* Earth Science/Oceanography and Honors Earth Science/Honors Oceanography can be combined to make full year courses.

#### Mathematics

|                  |                            |                  |                            |
|------------------|----------------------------|------------------|----------------------------|
| Pre-Algebra (AG) | 1 year, 9-12 <sup>th</sup> | Algebra 2        | 1 year, 9-12 <sup>th</sup> |
| Algebra 1        | 1 year, 9-12 <sup>th</sup> | Survival Math    | 1 sem, 9-12 <sup>th</sup>  |
| Algebra 1 (AG)   | 1 year, 9-12 <sup>th</sup> | Math Proficiency | 1 sem, 9-12 <sup>th</sup>  |
| Geometry         | 1 year, 9-12 <sup>th</sup> |                  |                            |

## **Foreign Language**

|          |                            |           |                            |
|----------|----------------------------|-----------|----------------------------|
| French 1 | 1 year, 9-12 <sup>th</sup> | Spanish 1 | 1 year, 9-12 <sup>th</sup> |
| French 2 | 1 year, 9-12 <sup>th</sup> | Spanish 2 | 1 year, 9-12 <sup>th</sup> |

These courses require an additional fee for textbook and audio supplies.

## **Fine Arts**

|                   |                            |                           |                           |
|-------------------|----------------------------|---------------------------|---------------------------|
| Art History       | 1 year, 9-12 <sup>th</sup> | Renaissance to Modern Art | 1 sem, 9-12 <sup>th</sup> |
| Ancient to Gothic | 1 sem, 9-12 <sup>th</sup>  |                           |                           |

## **Physical Education**

|                    |                           |                      |                           |
|--------------------|---------------------------|----------------------|---------------------------|
| High School Health | 1 sem, 9-12 <sup>th</sup> | PE-Independent Study | 1 sem, 9-12 <sup>th</sup> |
| Health (AG)        | 1 sem, 9-12 <sup>th</sup> |                      |                           |

## **Technology**

|                       |                           |                  |                           |
|-----------------------|---------------------------|------------------|---------------------------|
| Intro to the Internet | 1 sem, 9-12 <sup>th</sup> | Photoshop Design | 1 sem, 9-12 <sup>th</sup> |
| Business Applications | 1 sem, 9-12 <sup>th</sup> | 3D Graphics      | 1 sem, 9-12 <sup>th</sup> |
| Web Design            | 1 sem, 9-12 <sup>th</sup> | Game Design      | 1 sem, 9-12 <sup>th</sup> |

## **Vocational**

|                        |                           |                     |                           |
|------------------------|---------------------------|---------------------|---------------------------|
| Life Management Skills | 1 sem, 9-12 <sup>th</sup> | Career Explorations | 1 sem, 9-12 <sup>th</sup> |
|------------------------|---------------------------|---------------------|---------------------------|

## **Electives**

|                   |                            |                            |   |
|-------------------|----------------------------|----------------------------|---|
| SAT Prep Course   | 1 sem, 11-12 <sup>th</sup> | Driver's Education(Summer) | All interested                          |
| Tutorial Writing  | 1 sem, 9-12 <sup>th</sup>  |                            | students should contact the Center by   |
| Independent Study | 1 sem, Seniors only        |                            | February of the school year. This is an |
|                   |                            |                            | additional fee.                         |

## **Aurora Learning Technology Check And Recommendations**

(3/1/07)

We would like you to take a few minutes to read through this brief checklist to be aware of the system requirements to work in our Aurora Learning system.

We want you to have the best experience possible, and it is necessary for you to be aware of and adhere to the following requirements to ensure compatibility:

### **COMPUTERS:**

- We strongly recommend having a broadband Internet connection (**DSL** or **Cable**)
- **Mac** or **PC** - desktop or laptop ("notebook") computers - are both acceptable
  - Web TV systems, Palm Pilots, web-enabled PDAs, game consoles, or mobile phones are not acceptable
- Your operating system should be **Windows 2000, Windows XP, Windows Vista, or Mac OS X**
  - (Computers with **Linux**-based operating systems are also acceptable, but limited support can be offered in the case of troubleshooting, if any problems are experienced)
- You must ensure that the **system time on your computer** is accurate and correct
  - Hour - Day - Date - Month - Year - Time Zone  
and Daylight Savings Time offset (if applicable)
- If you are enrolling into a language course, it is necessary that your computer has both a sound card and a microphone.

## **WEB BROWSERS:**

- You must use one of the following four browsers:
  - **Internet Explorer** or **Netscape** or **Firefox** or **Safari** (for Macs) —
  - **Other browsers are not supported** – The Aurora Learning technical support staff is unable to troubleshoot any problems that might be experienced when using other browsers
  - Certain **service-branded browsers** (such as the **AOL Explorer** browser) are ***known to be incompatible*** with our system and should not be used to access Aurora
  - Certain browser add-ons (such as *extra toolbars* provided by **MSN**, **Yahoo**, **Alexa**, **eBay**, **FunWebProducts**, **Zango**, **MyWebSearch**, **HotBar**, etc.) and various adware/spyware/malware programs on your computer might result in page-display issues which the Aurora Learning technical support staff cannot troubleshoot
  
- We strongly recommend that you have the following **free** browser plug-ins and media players installed:

(some of the following are **required** to properly display certain content in certain courses)

  - **Adobe Acrobat Reader**
  - **Flash Player**
  - **Java**
  - **Shockwave**
  - **Quicktime**
  - **Windows Media Player**
  - **RealPlayer**
  
- Browsers must be set to allow cookies from [www.auroralearning.com](http://www.auroralearning.com)

## **POP-UP BLOCKERS:**

Pop-up blockers are common programs these days, because pop-ups themselves have become a ubiquitous part of the Internet. In many cases, pop-ups are unwanted advertisements, and pop-up blocking software helps spare us from these undesirable intrusions.

Aurora Learning makes use of pop-up windows to open new lessons, or to open other Internet web pages which are linked to questions within our lessons. Pop-up blocker software may interfere with the correct operation of Aurora if it prevents these new browser windows from opening.

- *Pop-up blockers must be disabled*, or configured to always allow pop-ups from [www.auroralearning.com](http://www.auroralearning.com)

## **ONLINE HELP:**

Aurora Learning comes with an online user's manual called the [Survival Guide](#).

It is your responsibility *to read the [Survival Guide](#)* and make yourself familiar with the information it presents.

The [Survival Guide](#) link can be found on the Home Room page after logging into your account in Aurora. It contains all the information you need to know about working in your online courses in Aurora; how to save your work, how to submit your lessons, how to use the message center to contact your teachers, etc.

The [Survival Guide](#) and [Help](#) links also offer much more detailed help with common browser issues such as cookies and browser cache settings.

The Aurora Learning technical support staff will try to assist you if you should experience any difficulties using the online system. Technical support can be contacted through the Aurora message center. If you experience a problem and need to report it to the tech support team,

please be very clear and detailed in your report. The more information you can give them about the problem, the better able they will be to help you.

Auroralearning Technical Support:  
1-800-377-5890 Ext. 125