

ACADEMIC POLICIES AND COUNSELING SERVICES

WORTHINGTON KILBOURNE HIGH SCHOOL 2014-2015

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ACADEMIC POLICIES AND COUNSELING SERVICES

ACADEMIC POLICIES GRADUATION CURRICULUM REQUIREMENTS

The chart below is intended to provide a ready-reference for students and parents in the development of a four-year plan for the student's high school program of studies. The minimum requirements conform to those set forth by the state legislature, which governs the criteria for earning a high school diploma in the state of Ohio. Students are responsible for being aware of graduation requirements for their class, scheduling them and completing them.

Athletes interested in pursuing college scholarships should also plan their programs very carefully. NCAA Division I and II scholarships are granted only to those who meet very specific high school requirements.

REQUIRED UNITS

AREA	CREDIT
English	4.0
Social Studies	3.0
Science	3.0
Mathematics	4.0
Health	0.5
Physical Education*	0.5 (2 sem.)
Fine Arts**	1.0
Financial Literacy***	0.5
Other Electives	5.0
TOTAL	20.0

*Students can receive a physical education waiver for two seasons of high school athletic participation between grades 9 and 11. Senior year athletic participation does not count toward a waiver application. No athletic participation prior to August 2013 can count in the season total for the waiver application.

**Two semesters of fine arts taken any time in grades 7-12 are required. Students taking a career technical pathway are exempted from the fine arts requirement.

***The financial literacy requirement can be met through Economics and Financial Literacy, Personal Financial Management, Financial Algebra or IB Economics.

ENGLISH

Four units of English are required. Students may take additional courses at any time but are encouraged to be enrolled in English every semester.

SOCIAL STUDIES

Three units of Social Studies are required. One unit must be earned in World History, one unit in United States History, and one-half unit in Government & Economics. The remaining one-half unit may be fulfilled through selecting one of the several elective courses available in the department.

SCIENCE

Three units of science are required. All WKHS science courses qualify as lab sciences for college entrance.

MATHEMATICS

Four units of Math are required.

HEALTH & PHYSICAL EDUCATION

One semester of health and two semesters of physical education are needed to fulfill the requirement in HPE. The Physical Education waiver can be used for students participating in two seasons of an approved high school sport or marching band.

SPECIAL EDUCATION

When a student has been evaluated through a multifaceted evaluation and determined to have a disability according to the Individuals with Disabilities Education Act (IDEA) and Ohio's Model Policies and Procedures for the Education of Children with Disabilities, a student may receive educational services through special education. Disabilities under IDEA include: multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech-language, orthopedic disability, other health impairment, emotional disturbance, specific learning disability, autism, and traumatic brain injury.

An Individualized Education Program, identifying an individual student's needs and the special education programming needed to provide the student with free, appropriate, public education, is developed by parents and school personnel. If determined eligible, a student may also receive related services such as transition services, occupational therapy, adapted physical education, and speech-language services. A continuum of special education services is available, including direct instruction, supportive instruction to the regular classroom, and consultation.

OHIO GRADUATION TEST

All students must pass the Ohio Graduation Test (OGT), which will be given in their sophomore year, and must meet all curricular requirements established by the state and local boards of education to qualify for graduation. Ohio Graduation Tests will be administered in the areas of reading, writing, mathematics, social studies and science, and students must pass all five subtests. Performance on the subtests is recorded on student transcripts.

EARLY GRADUATION POLICY

Students may be eligible for graduation at the end of six or seven semesters providing they have met all the graduation requirements as outlined in this handbook. Any student wishing to be considered for early graduation must:

1. Complete an “Early Graduation Request Form”.
2. Consult with counselor no later than one semester prior to the proposed graduation date to discuss the ramifications of early graduation.

GRADE POINT AVERAGE

All semester final grades are used for computation of the student’s GPA. (Exception: “P” grades are not used.)

Grades earned prior to ninth grade for high school subjects are **NOT** used for computation of grade point average or rank in class.

Letter grades are equated as follows for semester half-credit courses:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points
- S = 0.5 point (requires special permission)

The letter grades for Advanced Placement (AP) and International Baccalaureate (IB) Courses are equated as follows:

- A = 5.00 points
- B = 3.75 points
- C = 2.50 points
- D = 1.25 points
- F = 0 points

When students enroll in Worthington Kilbourne High School from another school, the grades and credits earned in the previous school are shown on the transcript, including the name of the previous school. If the school uses numerical grades, but also gives letter grade equivalents, the letter grade equivalents from the school will be used. While the grades earned are indicated, they are not included in the Worthington GPA. Only credits earned from Worthington Schools will be included in the Worthington GPA. For example, if a student

completes coursework through TRECA (such as credit recovery), credit will be granted; however, the grade earned for the TRECA course will not be factored into the student’s cumulative Worthington GPA.

When students who have been on home schooling enter Worthington Kilbourne, their course work is evaluated by the principal and credits are granted as appropriate. These credits will be assigned a grade of “P”. Courses earned under home schooling will be shown with Home Schooling in the school field on the transcript.

Upon request of the student, when transcripts are sent to colleges or universities, a copy of the transcript from a student’s previous high school will be included with the WKHS transcript. Colleges or universities may recompute the student’s GPA using the transfer school’s grade and/or grading scale for credits earned there and our scale for credits earned at Worthington Kilbourne High School.

RANK IN CLASS

Worthington City Schools does not report class rank on the high school transcript. We believe this helps universities look more carefully at the individual applicant to see beyond just a class ranking, which can sometimes be skewed in competitive high schools like WKHS. Counselors will include #1 rank for all students with a 4.0 GPA or above on all college applications and recommendations. The Jefferson Award will be given to the student who has received all A’s and the most A’s.

If you have questions about this policy, you may direct them to any counselor.

GRADUATES WITH HIGHEST HONORS

Graduates with Highest Honors are those students who after eight semesters achieve a grade point average of 4.0 or above. These students receive recognition at the Senior Recognition Program and during the Commencement ceremony.

HONORS DIPLOMA

Comparison of Diplomas with Honors Criteria <i>Students need to fulfill all but one of the applicable criteria for the Diploma with Honors.</i>			
Subject	Academic Diploma with Honors	Career-Technical Diploma with Honors	International Baccalaureate Diploma with Honors ****
English	4 units	4 units	4 units, plus the two required International Baccalaureate essays
Mathematics	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including two units of advanced science ***	4 units including biology, chemistry and at least one additional advanced science ****
Social Studies	4 units	4 units	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	N/A	4 units minimum, including at least 2 units in each language studied
Fine Arts	1 unit	N/A	1 unit
Electives	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit	N/A
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent	Must complete criterion-referenced assessments in a minimum of six academic disciplines

*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements in the Ohio Revised Code, including: ½ unit of physical education**; ½ unit of health; ½ unit in American history; ½ unit in government.

**SB 311 allows school districts to adopt a policy exempting students who participate in interscholastic athletics, marching band or cheerleading for two full seasons from the physical education requirement.

*** Advanced science refers to courses in the Ohio Core that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with the new high school syllabi, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy), or contain material above the current OGT level.

**** The International Baccalaureate track to the Honors Diploma requires full completion of all requirements for an IB Diploma Programme including the Theory of Knowledge Course in meta-cognition, the Extended Essay project and the 150 hour Creativity, Action and Service (Service-Learning) requirement. Note: The International Baccalaureate Certificate Program does not qualify for this track to the Diploma with Honors.

AWARD OF MERIT

To be eligible to receive this award from the state, seniors must have met the criteria below, both for performance and for academic requirements in either the College Prep or Career-Technical Curriculum. Applications are available in the Counseling Center.

Performance Criteria

- Above average attendance through the first 7 semesters (above 91%)
- A cumulative GPA of 3.25 for grades 9-12 or an overall GPA of 3.5 for grades 11 and 12 or rank in the top 25% of the class, whichever is more inclusive.
- Participation in two co-curricular and/or community activities, which include at least 30 hours of participation.
- Demonstration of outstanding citizenship/character traits. (A suspension may disqualify a student.) Students will be asked to write an essay identifying their outstanding citizenship/character traits.

Curriculum Requirements:

College Prep Curriculum - completion of the following:

1. English (4 units, which may include speech)
2. Mathematics (3 units including one unit of algebra and one unit of geometry)
3. Science (3 units including PESS 9 and BESS and Chemistry, or Physics or NSS)
4. Social Studies (3 units including two units of history and one-half unit of government)
5. Global Language (3 units of the same language or two units each of two different languages)
6. 2 units from among Business, Computer Science, or the Visual and Performing Arts, or 2 additional units from one or more of the areas listed in 1-5.

Career-Technical Curriculum

Complete a career-technical program and the following:

1. English (4 units)
2. Mathematics (3 units)
3. Science (2 units)
4. Social Studies (3 units)
5. 2 units from Business, Global Language, Computer Science, the Visual and Performing Arts, or 2 additional units from one of the areas listed in 1-4.

Note: Applied academic credits earned via career-technical education may be used to satisfy the criteria.

STUDENT RECOGNITION PROGRAMS

1. Honor Roll

The WKHS Honor Roll recognizes students who have met and/ or exceeded rigorous academic standards. The Honor Roll is determined each nine weeks based on grade point averages attained for that grading period. The following breakdowns have been established: 3.0-3.499 will be the

merit roll; 3.50-3.99 the honor roll; and 4.0 and above the roll of highest honors.

2. Student of the Month

The Student of the Month program is sponsored by the PTO and recognizes individuals who have excelled in a variety of ways. Students might excel academically, as a good citizen, through achieving specific goals, or in contributing their services to the school community. Two students may be nominated per month by each department at the high school. Students are recognized during a brief ceremony and are awarded a school pin. Their pictures are placed in the display case in the main hall, and they receive a special letter from the principal. Students may be nominated once during their high school career.

3. Academic Honor Awards

The Academic Honor Awards Program is designed to motivate students at Worthington Kilbourne High School to achieve scholastic excellence and to honor the students who attain this goal. Scholastic achievement is the sole criterion for selecting the recipients of these awards.

Basis of Selection: A student must have a 3.5 cumulative GPA for all subjects which carry one-half or more credits toward graduation and must have passed all other subjects undertaken, including non-academic subjects. Subjects graded as pass/fail are NOT included in this point-hour computation. Students who are enrolled concurrently at WKHS and at an institution of higher learning must satisfy all the selection criteria stated above. Grades earned at an institution of higher learning will NOT be averaged into the student's GPA.

Awards: A bronze key is awarded to students who have achieved a cumulative 3.5 point-hour ratio at the end of three full semesters. A silver key is awarded to students who have achieved a cumulative 3.5 point-hour ratio at the end of five full semesters. A gold key is awarded to students who have achieved a cumulative 3.5 point-hour ratio at the end of seven full semesters.

Presentation of Awards: The awards are presented at an evening ceremony in honor of the recipients during the second semester of the school year.

4. Senior Recognition Program

The Senior Recognition Program is our most prestigious program for seniors and their parents. Its purpose is twofold. We recognize those seniors who have achieved academic excellence at a variety of levels. Awards include local, state, and national scholarships, plaques and certificates of achievement, as well as a variety of other awards. At the same time we recognize seniors for outstanding co-curricular achievement and award medals to those who have achieved recognition outside WKHS.

5. Socratic Society

The PTO sponsors this recognition program that holds ceremonies twice during the year. Any teacher or staff member may nominate a student for exhibiting one or more of the Socratic pillars: Integrity, Scholarship, Personal Effort, Compassion, and Lifelong Learning. The nominating teacher writes a personal note that is sent home to the student. During the ceremony students are awarded a Socratic pin, and hear an inspirational speaker. Students may be nominated once in their high school career.

6. Hall of Fame

The Worthington Kilbourne High School Hall of Fame was instituted with the following provisions:

- A. Students chosen for the Hall of Fame shall be members of the senior class and shall have attended Worthington Kilbourne High School for at least two years.
- B. Students shall be nominated by members of the junior and senior classes and selected by a student-faculty committee composed of the principal; five elected faculty members; the freshman, sophomore, and junior class presidents; and two senior representatives.
- C. Criteria for selection shall stress scholarship, leadership and co-curricular participation.
- D. No more than three students shall be selected in a given year and the committee may, in fact, decide to honor **no** students in a given year.
- E. The committee may also honor staff or community members for outstanding contributions to Worthington Kilbourne High School by naming them to the Hall of Fame.

Upon selection to the Hall of Fame, a picture of the honoree is prominently displayed in the high school.

FEES

The Board of Education has adopted a set fee for all high school students. The amount of this fee and instructions for payment will be printed in the August newsletter mailed to all families.

STUDENT COURSE LOAD

The typical student load is 6 classes per semester. Students who plan to participate in co-curricular programs (including athletics, cheerleading, theater and music programs, the Mock Trials team, etc.) need to plan their course load to insure that they are earning sufficient credits each grading period to remain eligible to participate during the next grading period. This means that, among the courses they are taking, they must be passing five classes each which carry one-half credit for the semester. (See also Co-Curricular Eligibility.)

Students are also cautioned to maintain consistency in the level of challenge represented by their course selections over the years. Specifically, students should plan to maintain their

load and the challenge of their courses for the senior year to maximize their opportunity of being accepted at the college or program of choice in their post-high school plans.

Students and parents need to carefully consider the complexities and commitments of student and family life when making course selections. This often requires focused conversation. Families may want to include the counselor and/or teachers in their decision-making process. Students should challenge themselves in ways which cause them to stretch and to learn without becoming overwhelmed. In particular, students who select a 7-class load need to weigh carefully the balance of their lives: academic, co-curricular, work, and personal life. Careful consideration should be given to the amount of work a student can handle (both school work and employment) and still maintain involvement in other chosen activities and the family, while at the same time getting enough sleep. Caution should be used in selecting a schedule with several advanced placement or honors courses, especially in conjunction with co-curricular commitments.

PASS/FAIL COURSES

Students may take designated courses on a Pass/Fail basis without the pressure for grades. To elect this grading option:

- Check that the desired course is designated for the pass/fail option.
- Obtain the appropriate form from the *Counseling & Career Center*.
- Complete the form, including signatures of the student, parents and teacher and submit within the first six weeks of the semester.

Be aware that:

- The choice of pass/fail, once made, stays in effect throughout the course.
- School policy regarding adding or dropping a course still applies.
- The standards established by the state and the school district must still be met. The principal gives the final approval.
- Courses taken pass/fail receive graduation credit provided the student fulfills all course requirements.
- A grade of pass (P) or fail (F) will be issued for the semester grade.
- Pass/fail courses will not be counted in determining grade point average for Honor Roll, Class Rank or Academic Awards unless an "F" is received.

Note that you must carry three graded courses of one-half credit or more per semester to be considered for honor roll and four to be considered for Academic Honor Awards. You must be passing a minimum of five one-half credit courses (or the equivalent) per grading period to be eligible to participate in co-curricular programs for the next grading period.

INCOMPLETES

Students receiving an Incomplete (“I”) on their grade cards shall receive written notice from the teacher of the work to be completed to receive a grade and the date that work is due if credit is to be received. When possible, the student should sign the Notification of Incomplete form before copies are distributed to the student, parents and counselor.

Any work not completed by the date shown on the notice may not be made up and a grade of “F” or “zero” shall be given for the missing work. Teachers shall average the student’s grades and record the grade received not later than the day following the date shown on the Notification of Incomplete form. The only exception to this rule is a student under documented doctor’s care for whom the time may be extended as approved by the Assistant Principal for Student Services.

REPEATING A COURSE

If the student fails a Worthington class and retakes the class with a Worthington teacher (retakes the actual class or does it through Credit Flex) the better of the two grades will be factored into the cumulative GPA. The previous failing grade of F will show up on the transcript but will not be factored into the new cumulative GPA. If the student retakes the class through TRECA, APEX or another entity, neither the previous grade of failing nor the new grade will factor into the student’s cumulative GPA. Both the old grade and the new grade will be posted on the transcript. The Registrar will be responsible for making all grade changes.

DROPPING A COURSE WITHOUT RECEIVING AN F

To drop a course without receiving an F the student must drop the course within six weeks of the beginning of the semester.

AUDITING COURSES

The purpose of auditing is to give the student an opportunity to explore a subject area by taking a course for no credit and no grade. An audited course may not be counted in fulfilling the recommended student load requirement and will not count for athletic eligibility. No audit requests will be accepted after the third day of the semester.

The criteria for auditing are:

- The student is expected to complete all assignments and to take all quizzes and tests.
- The teacher is expected to maintain a record of grades, although no grade will appear on the student’s grade card or transcript.
- If the teacher determines that the student is not performing at a satisfactory level or otherwise not fulfilling the expectations set forth for the course, the student will be expected to drop the audited course.

To request audit status:

- The student submits a request to audit a specific course to his/her counselor.
- The counselor or administrator determines whether or not there is space available in a section of the course requested.
- The teacher and counselor determine whether or not the student qualifies based on previous work.
- The student is notified regarding audit status.

PROGRAM OPTIONS

Students are encouraged to investigate program options (outlined below) in conjunction with course offerings.

CONNECTIONS COURSES

Connections courses afford students and teachers the opportunity to integrate learning and coordinate efforts for certain projects and assignments. Students who wish to focus their efforts in this way should consider scheduling a connections class. Please see the Course Planning Handbook for offerings.

LINWORTH ALTERNATIVE PROGRAM

The Linworth Alternative Program is a shared program of the Worthington Kilbourne and Thomas Worthington High Schools housed in the Linworth Building at 2075 West Granville Road. Approximately 180 students in grades 9 through 12 attend the program. Acceptance into the program is by application and a staff interview.

Students accepted into the program are expected to meet all of the requirements for graduation from the high schools in addition to meeting the requirements of the Linworth program. These requirements include:

- Interest in developing life long learning skills.
- Participation in at least one community service activity each year.
- One or more independent self-directed learning projects each year.

While there is no grade point requirement for entry into the program, there is an expectation that each applicant has the necessary basic skills to successfully complete the standard high school curriculum.

Many of the classes at Linworth are designed by staff with student input. Some examples of classes unique to the Linworth campus are:

- Ascent of Man -- a course created for use with Jacob Brunowski’s book, **The Ascent of Man**.
- Astronomy – an introductory course dealing with cosmology, stellar evolution and evening observations.
- Atom Bomb – a course focusing on the development of the atomic bomb, hydrogen bomb and present day nuclear issues.

- Essential Books - a seminar course dealing with great works of literature.
- Walkabout -- a semester-long, off-campus experiential learning opportunity for second semester seniors who have met all graduation requirements.

For more information, contact your counselor or the Teacher-Director of the Linworth Program.

CAREER CENTER PROGRAMS

Worthington Kilbourne High School students have an opportunity to participate in programs at the Delaware Area Career Center. A list of all career center opportunities may be found in the Course Planning Handbook. Most programs are two years and the students receive 3 credits each year. Juniors generally attend the career centers in the morning (for most programs), returning to WKHS in the afternoon. Seniors attend WKHS in the morning and attend Career Center in the afternoon. Transportation is provided and tuition is paid by the Worthington Board of Education. Upon completion, the student receives a certificate from the career center in addition to the diploma from Worthington Schools.

There is a three-step process for students to become acquainted with and apply to the program(s) of their choice. Prior to registration, 10th graders receive detailed information about programs offered by the career center. Next, interested students visit the career center. Students must visit the program(s) for which they plan to apply prior to being accepted. The final stage is completing an application, which may be obtained in the *WKHS Counseling & Career Center*. It is also returned to the *WKHS Counseling & Career Center* after the student and parent have completed the form. Please follow all posted deadlines.

Should a student not be able to visit a career center on the initial field trip, he/she may plan an individual visitation. Parents are encouraged to accompany their son or daughter to see the career center and visit with the teacher in the specific programs. The visit may be arranged through their counselor at Worthington Kilbourne or through the appropriate career center counselor:

Delaware Area Career Center North Campus...740-363-1993
Delaware Area Career Center South Campus...740-548-0708

Both student and parents should inquire about the opportunities to receive post-high school credit for select programs at the DACC.

CREDIT FLEXIBILITY

Credit Flexibility may be used to expand and enrich students' learning experiences and opportunities. These experiences must maintain the educational standards adopted by the district through its course of study. Before students may begin any course through credit flexibility, a plan must be submitted and signatures signifying approval obtained. Credit Flexibility applications are available on the district and high school websites.

Credit Flexibility options may include, but are not limited to:

- Correspondence courses
- Online courses
- Educational travel
- Service learning
- Independent study
- Demonstration of mastery
- College course work (Post-Secondary Enrollment Options – PSEO)

For more information about Credit Flexibility, please refer to the complete Credit Flexibility plan on the Worthington Schools website.

POST SECONDARY ENROLLMENT OPTIONS

The Post-Secondary Enrollment Options Program has been established to permit high school students in grades nine through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience course work at the college or university level. High school students admitted to the program by an institution of higher education will be expected and required to perform at the same level as the institution's regular students. College courses should either contribute to or supplement the broad academic preparation needed by high school students. The district has the authority to enforce the March 31st deadline. Please see your counselor for more information.

SUMMER SCHOOL

The Worthington School District typically conducts a summer session of two three-week semesters. Summer school provides students with a number of opportunities (1) to fulfill academic requirements ahead of schedule, (2) to improve achievement and develop skills, (3) to complete required courses, (4) to make up work in courses which have been only partially completed, and (5) to take additional courses which cannot be scheduled during the normal school year. Summer school grades with Worthington teachers are computed into the GPA the same as courses offered during the school year.

The Summer School Bulletin is available by late January of each year so that it may be consulted when selecting courses for the following school year. This bulletin describes course offerings and enrollment procedures. Inquiries about summer school should be directed to the student's counselor.

UNIVERSITY, COLLEGE AND COMMUNITY COLLEGE PREPARATION

Graduates attend many kinds of universities, colleges, and community colleges in all sections of the country. Students can gain firsthand information about a variety of colleges by consulting with their counselor, visiting college campuses, and attending information sessions at WKHS with official college representatives between September and January.

Students and their parents are encouraged to seek assistance with college planning from their counselor. Additional information is contained in the various college websites and handbooks available in the *Counseling & Career Center*. Community colleges, colleges and universities each prescribe their own set of unique entrance requirements. In the case of large universities, entrance requirements even vary from one department to another. Students should be aware that many colleges, including Ohio state-supported institutions, require credit in the arts. The determining factor will always be the admissions policies of the particular college or university in which a student is interested.

CENTER FOR COUNSELING AND GUIDANCE

COUNSELING & CAREER CENTER

Worthington Kilbourne High School has four counselors located in the *Counseling & Career Center*. Counselors are assigned as follows:

<u>Counselor</u>	<u>First Letter of Last Name</u>
Miss Brianna Abbott	A - Fl
Mrs. Andrea Gratz	Fm - Li
Ms. Ariel Schwartz	Lj - Sc
Mrs. Molly Lord	Sd - Z

WKHS COUNSELOR WEBSITE

The WKHS Counseling & Career Center Staff maintains a website – www.wkhs counselors.com – for students and parents. Current information including events, announcements, scholarships, college forms and other resources can be found on the site.

OFFICE POLICIES/PROCEDURES

Student Appointments:

Students and parents are encouraged to become familiar with the professionals, the information, and the service provided in the *Counseling & Career Center*. The staff is available to help with academic, college/career, personal and social development. Students are encouraged to set up appointments if they would like to meet with their counselor.

Procedure for Accessing Student Records:

Student records are available to teachers, administrators and specialists upon request. All records must remain in the *Counseling & Career Center*. Anyone needing to remove a record from the *Counseling & Career Center* must sign the record out in the sign-out log maintained by the secretaries.

Parents may access these records by making an appointment with the appropriate counselor who will review the records with the parent.

Students have access to their records upon request. The student must make an appointment with his/her counselor who will review the records with the student. Persons other than staff members, parents or students can only access student records by written permission from the parents of the student if the student is under 18 years of age; if the student is 18 or older he/she must grant written permission. A log will be maintained recording each incident of record review by anyone other than a staff member, parent or student. The counseling secretaries have the responsibility of maintaining and monitoring student files.

All student records are housed in file cabinets which are secured during non-regular school hours.

COURSE CHANGE POLICY

The high school plans course sections and assigns staff based upon student requests at the time of course registration in February. Therefore, we ask students to give serious consideration to their course selections at that time and not to assume they will be able to change their selections later. Class size limits or other factors may preclude replacing one course with another.

Upon completion of course registration, if an insufficient number of students enroll in a particular course, that course is canceled and student alternate course selections are utilized. Where enrollments are sufficient, reasonable class size limits are established; course sections are created; any need for a change in staffing is addressed; the master schedule is built; and textbooks and supplies are ordered. As schedules are run and adjustments are made to the master schedule, counselors help students resolve conflicts.

Students who find they are failing or might fail a course should plan to enroll in summer school as soon as they are aware of the possible failure. If the student then passes the course, the summer school fee will be refunded. Students who fail a course and do not plan to make up the credit in summer school should notify the Counseling Center of the need to repeat the course in the fall.

Course change requests generally fit into one of two categories: *Valid Changes* or *Personal Preference Requests*. If events of the summer necessitate a change, students are encouraged to submit the change request prior to the beginning of school. All course change requests are subject to class size, course enrollment, and the approval of the Exceptions Committee. Course change requests will be carefully considered but are NOT at all guaranteed.

Valid Changes will be made as needed through the third day of school. Change requests will be considered to be valid if they result from one of the following reasons:

1. graduation requirement
2. change in graduation date
3. completion of correspondence / online or summer school course
4. admission to or return from Career Center / vocational program / Post-Secondary Option
5. low or failing grades resulting in repeating a course or changing course level
6. specific college entrance requirements
7. teacher or counselor recommendation
8. physical health of student (documentation needed)

Any request that does not fall under the *Valid Change* criteria is considered a *Personal Preference Request*. *Personal Preference Requests* will be reviewed by the Exceptions Committee (made up of the counselors and/or administrators) after all *Valid Changes* have been processed, according to the following procedure:

- The student secures a Course Change Request Form from the *Counseling & Career Center*.
- The student must follow his/her current schedule until the course change request has been processed.
- The student checks the status of the request daily.
- All course change requests are subject to review by the Exceptions Committee.
- No requests are guaranteed.
- No change is to be assumed until a new schedule is generated.

The student must have a copy of a new schedule, if a change has been made, to be permitted into a class.

COLLEGE PLANNING

Senior College Planning Program: This session for students and parents of seniors will be held in the fall. Counselors will meet with their students and parents to discuss the details of the college selection/application process. Topics will include academic requirements for admission, entrance exams, college application process, the campus visit, and other admissions considerations. Students and parents can also meet with their counselor for an overview/general discussion of the college selection process.

College Fairs: *The Suburban College Fair* (Otterbein College) is held in the fall and provides students and parents an opportunity to explore over 180 colleges from nearly every state in the country. The fair is sponsored by the high school counseling departments of Worthington, Upper Arlington, Bexley, Dublin, Westerville North and South, Watterson, DeSales and Worthington Christian. The *College/Post-Secondary Fair for Students with Learning Disabilities* (Gahanna Lincoln High School) generally occurs in October. Details and dates for both college fairs are available in the *Counseling & Career Center*.

College Conferences: Over 75 college and university admissions counselors come to WKHS each fall to meet with students during the school day. This is a wonderful opportunity for students to speak directly with college admissions counselors. Seniors are strongly encouraged to attend at least 3 of these sessions. Students can attend these conferences with teacher permission. Students must sign up before the scheduled conference in the *Counseling & Career Center*. The teacher receives a pass from the student and may choose whether or not to allow the student to attend the conference.

College Application Process: This information is most relevant to seniors, but is beneficial to all. In order for the *Counseling & Career Center* staff to process college applications in a timely and efficient manner, please adhere to the following process.

- Complete application (watch application deadlines!)
- Request and secure teacher recommendations(s), if required. Teacher recommendations should be returned to you from your teacher in a signed, sealed

envelope unless the college requests they be submitted electronically directly to the college.

- Perfect your college essay(s), if required
- Complete a WKHS Senior Recommendation Information Sheet + Parent Brag Sheet (if a counselor recommendation is required), available in the *Counseling & Career Center*. Allow at least 30 days.
- Complete a Transcript Release form (available in the *Counseling & Career Center*.)
- Complete a Transcript Request and pay \$1.00 per transcript to Registrar (cash or checks made payable to WKHS).
- Compile all required documents, and submit to your college.

Remember!!

- Check application deadlines
- Winter break deadline – for those applications with a January 1 or 15 deadline, the due date is December 1st to WKHS.
- For additional information, see your counselor.

COLLEGE ENTRANCE EXAMS

Registration instructions and exam information are available online and in the *Counseling & Career Center*. Practice exams are also available. Students should take the exams with the writing section.

ACT -- Register on-line at www.actstudent.org

SAT -- Register on-line at www.collegeboard.org

Preliminary SAT/NMSQT (PSAT): Information will be available in the Counseling & Career Center in September.

TRANSCRIPTS

Transcript release forms, available in the *Counseling & Career Center*, must be completed and returned to the registrar before WKHS will send a transcript of your school records (grades and attendance) to the colleges of your choice. Transcripts of grades are official only when in a stamped, sealed envelope.

LOCAL SCHOLARSHIPS

Over 30 local scholarships will be available to seniors. The Scholarship Bulletin will be posted on the WKHS counselor website in March. This bulletin will explain each scholarship and the selection criteria. The local scholarship application deadline will be published in the Scholarship Bulletin, and the scholarships will be awarded at the Senior Recognition Program.