

GRADUATION REQUIREMENTS

Series 5000 – Instructional Programs Section 5500 – Academic Achievement

This policy establishes the Harrison County Board of Education requirements for graduation from high school. These requirements are based upon the number of units of credit attained for satisfactory completion of content standards and objectives. The Harrison County Board of Education has the authority to increase graduation requirements beyond the state requirements.

5504.1 – Definitions

5504.1.1 Standard Graduation Requirements – the number of required and elective units of credit which must be earned by a student in order to graduate from high school with a standard diploma. A student must also attend at least four years in grades 9-12 unless an attendance exception is granted.

5504.1.2 Standard Diplomas – diplomas awarded to students, including exceptional students, who satisfactorily complete all state and county standard graduation requirements.

5504.1.3 Modified Graduation Requirements – the alternative learning goals specified in the individualized educational program (IEP) which must be developed by an IEP Team for an eligible student with a disability in order to graduate from high school with a modified diploma. A student must also attend at least four years unless an attendance exception is granted. (Section 5.4.h.1 of WVDE Policy 2510)

5504.1.4 Modified Diplomas – diplomas awarded to eligible students with a disability who satisfactorily complete modified graduation requirements based on their IEPs

5504.1.5 Unit of Credit – credit awarded for the attainment of content standards and objectives from a required or elective area of study that is equivalent to 8100 minutes of classroom instruction.

5504.1.6 Content Standards and Objectives – broad descriptions of what students should know and be able to do in the content area at the end of a K-12 sequence of study. These content standards and objectives have been approved by either the West Virginia Department of Education or the Harrison County Board of Education.

5504.1.7 Alternative Learning Goals – learning goals that are reasonable and attainable for an eligible student with a disability and are determined by the IEP committee. These alternative learning goals do not have to be from the required and elective areas of study for standard graduation requirements.

5504.2 – Requirements for Graduation

5504.2.1 Standard Graduation Requirements – the number of required and elective units of credit that must be earned by a student in order to graduate from high school. A standard diploma is the document that is awarded to a student to verify completion of these graduation requirements.

5504.2.2 The total number of units of credit needed for graduation is **26**. This policy outlines specific units of credit for graduation.

Graduation Requirements

Total of 26 credits required for graduation will be effective with the Class of 2022.

English	4 credits English 9 English 10 English 11 English 12 or English 12 CR or Transition ELA for Seniors An AP English course may be substituted for any of the above courses
Mathematics	4 credits Algebra I or Math I; Algebra Support or Math I Lab Geometry or Math II Financial Algebra or Algebra II or Math III STEM or Math III LA or Math III TR Trig/Pre-Calculus or Math IV or Math IV TR or Transitional Mathematics for Seniors or any other fourth course option (WVDE Policy 2510 – 5.4.b)
Science	3 credits Physical Science (Grade 9) *Class of 2019 Earth and Space Science (Grade 9) Class of 2020 and thereafter Biology or *Conceptual Biology (*only for Class of 2019) One additional lab science course (WVDE Policy 2510) or AP science course
Social Studies	4 credits World Studies (Grade 9) or an AP Social Studies course United States Studies (Grade 10) or an AP US History Third Social Studies course from Policy 2510 Civics for the Next Generation or AP Government and Politics *OPTION beginning with Class of 2020: United States Studies Comprehensive (Grade 10) and TWO AP Social Studies courses)
Physical Education	1 credit Physical Education, 6609 – traditional PE for a grade and credit Integrated PE, 7949 – local PE teacher provides a free online-virtual integrated PE course that is paired with a physically active credit-bearing course (show choir, marching band, ROTC, dance); course offered through WV Virtual School; design of course exposes students to a wide variety of activities and emphasizes lifetime activities; a grade and credit for Integrated PE is awarded by the PE teacher and a grade and credit for the “physically active credit-bearing course” is provided by that teacher Extracurricular/Interscholastic PE, 7948 – non-graded credit; students complete 2 seasons of any WVSSAC-sanctioned sport to fulfill 1 PE credit only
Health	1 credit
The Arts	1 credit
Concentration courses	4 credits Each student’s Personalized Education Plan (PEP) will identify coursework for the 4 credits that will lead directly to placement in entry-level, college credit-bearing academic courses; an industry-recognized certificate or license; or workforce training programs.
Electives	4 credits for Class of 2022 and thereafter (*6 for Classes 2019, 2020 and 2021)

Concentration courses –(Effective for Class of 2018--replaces previous professional and skilled

pathways) student will identify in his/her Personalized Education Plan (PEP) a concentration relating to post-graduate plan. This choice will dictate courses necessary for graduation. Examples of concentrations and requirements include, but are not limited to:

College Readiness Concentration

2 years in one World Language
2 courses related to career field

Community-College/Workforce Readiness Concentration

3 courses related to career field

At least one of the following **electives or additional core class beyond the requirements listed in Graduation Requirements Chart (See page 2.):**

- Personal Finance
- 2nd computer course
- Parenting & Strong Families
- Speech
- Journalism
- Agricultural Course Above Introduction to Agriculture
- Financial Algebra

Community Readiness Training Concentration

Individual student's IEP committee will determine

Career-Technical Education Programs of Study

The four credits taken in a career and technical concentration must be consistent with those identified for approved programs of study. See Programs of Study information at www.harcoboe.net

*Students choosing CTE courses as their concentration, yet are also planning to attend a four-year college, **MUST** take two years of a world language.

*Math I Lab or Algebra Support courses will be offered to support successful completion of Math I or Algebra I. **These courses will be credited as a math course toward 4 (four) required for graduation.**

**Once a student completes three of the required math courses for graduation, he/she may enroll in upper level courses including, but not limited to: Transitional Math for Seniors, Math IV, Trig/Pre- Calculus, College Algebra, College Trig., College Calculus, AP Calculus AB, AP Calculus BC, and AP Statistics, or others approved by HCBOE.

Elective credits are the additional offerings, which meet a student's specific needs, interests, and abilities.

5504.3 Modified Graduation Requirements – Modified graduation requirements are designed for an eligible student with a disability who has been determined by a special education IEP committee to be unable to meet state and county standard graduation requirements. These students will be required to complete a modified program of study as recommended by a school committee chaired by the principal. Students will need at least four years to complete these requirements, as specified in their IEP and five-year plan.

5504.4 Planned Educational Programs – Harrison County Schools offer programs of study to meet the needs of all adolescent students. These programs place an emphasis on preparing students to meet their potential beyond high school. Students shall be encouraged to follow a flexible, planned educational program and accumulate units **above the 26 credits required** for graduation. The student's planned program shall be subject to periodic revision and designed to enhance the opportunity for success in chosen

endeavors after graduation from high school.

5504.5 Alternative—Means to Earn High School Credit - County boards of education shall provide alternative means for students to earn high school credit as explained below. (See WVDE Policy 2510 5.4.f.1)

5504.5.1 Accepting Credit Earned Before Grade 9 – Any student who completes a high school level course prior to grade 9 shall receive credit earned for that course. The student's permanent record for grades 9-12 shall indicate completion of the area of study. The grades for the courses will be used in calculating the GPA. These courses will also count in the total units needed for graduation.

5504.5.2 Summer School – All summer school programs shall be submitted to the West Virginia Board of Education for approval before being offered. Schools may include credits earned from approved summer schools provided the instructional program is equivalent to that required of the regular school term.

5504.5.3 Testing Out – Students may receive credit for courses by achieving passing scores on tests that have been developed and based on, but not limited to, the content standards and objectives associated with the various courses, as reflected in the Harrison County Testing Out Policy.

5504.5.4 Credit Recovery – Using a county-approved, individualized, computer-based program, monitored by school personnel, a student may recover a credit for a course in which he/she has been enrolled in the 8100 minutes of instruction yet failed to pass. This individualized, computer-based program permits a student to successfully complete an available course and receive credit toward graduation. **No grade is issued for this recovery, and the previously earned failing grade remains on the student's transcript and is factored into his/her GPA.**

5504.5.5 Embedded Credits – A student who masters the approved content standards for a credit-bearing high school course that are embedded within a second course may receive credit for both courses.

5504.5.5.1 Students will be required to demonstrate proficiency in the core course prior to awarding embedded credit.

5504.5.5.2 Embedded credit courses are recommended to the Assistant Superintendent of Curriculum and Instruction by the school administrator.

5504.5.5.3 The Assistant Superintendent of Curriculum and Instruction meets with teachers from both content areas, curriculum staff, and school administrators to determine the conditions under which Embedded Credit may be offered, if at all.

5504.5.5.4 Instructors will provide students with a course syllabus that shall include the nature of the course, expectations and requirements. The syllabus will cover the course content requirements for both courses in accordance with the WVDE Policy 2520.

5504.5.5.5 The transcribed grade is the same grade as the course with which the embedded credit is awarded.

5504.5.5.6 If a student completes an embedded credit course, the course is entered into their student transcript in the same manner as if the student had taken the course as typically offered.

5504.5.5.7 A student may not earn more than four (4) credits through the embedded credit process.

5504.5.5.8 If a student fails a course in which an embedded course credit has been approved as part of the course, the student may recover credit for the embedded credit course through the school level credit recovery program, summer school credit recovery, or take the regular course during another school year.

5504.5.5.9 Harrison County retains prerogative to withdraw embedded credit approval based upon assessment results or other extraordinary circumstances.

5504.5.6 Dual Credits – A student may earn credit for completion of college courses and other advanced courses outside the school setting. Those approved by the WVDE may be credited as dual credits toward meeting graduation requirements. Each dual credit course shall meet both the specified course content standards and objectives for secondary offerings and the college course requirements.

5504.6 Class Rank

5504.6.1 All students receiving a standard diploma, except foreign exchange students, shall be included in the determination of rank-in-class. The **final class rank** will be determined at the completion of the **eighth semester** of the graduation class.

5504.6.2 All students with a 4.0 cumulative GPA or higher will have the class rank of #1.

5504.6.3 In cases where schools are asked to submit the names of the student graduates with the highest GPA (e.g. Robert C. Byrd Scholarship or other similar programs), determination will be based upon the student's GPA at the conclusion of the seventh semester. Some scholarships may be awarded to only one student per school. In the event of a tie in class rank, the ACT or conversion of the SAT will be used to determine the recipient.

5504.6.4 At the end of the 8th semester students will be ranked in the following classifications:

3.95 and above	Summa cum laude
3.75 - 3.94	Magna cum laude
3.5 - 3.74	Cum laude

5504.7 Attendance Requirement in Grades 9-12 and Early Graduation

5504.7.1 To attain full benefit from the educational programs offered in the schools of Harrison County, all students shall be scheduled for the full instructional day for all four years. Exceptions may be made by county boards of education to accommodate placement into advanced educational programs, academic internships, or for other compelling circumstances. During the senior year, students will take a minimum of two (2) courses per semester (i.e. English 12, Civics or their equivalent and a math) scheduled at their home school as part of a "Meaningful Senior Year" and in order to promote a connection with the school. This policy cannot supersede IDEA or any section of 504 of the Rehabilitation Act of 1973. Harrison County Schools encourages students to stay in school for the entire four years.

5504.7.2 Exceptions to the Attendance Requirement - The Harrison County Board of Education has the authority to make exceptions to the attendance requirement. However, before the Board of Education can approve a student request to be excused from one or more instructional periods or be issued a diploma before completing four years of attendance in grades 9-12, the exception request must be based upon one of the following criteria:

5504.7.2.1 to attend college, university, or magnet program;

5504.7.2.2 to attend other approved post secondary programs;

5504.7.2.3 compelling circumstances, such as:

- (1) regular class already graduated
- (2) family responsibility
- (3) financial need other individual circumstances approved by the Harrison County Board of Education.

5504.7.2.4 All requests for exceptions to the attendance requirement based upon compelling circumstances shall be investigated by a county attendance person and approved by the Superintendent. Senior students requesting exception to the attendance requirement must submit a completed application to the school principal. The school principal shall investigate and approve such request before forwarding the request to the county attendance person, and county superintendent of schools.

5504.7.3 Time spent in a homebound instructional program counts toward the four year requirement.

5504.7.4 Students entering Harrison County Schools from homeschooling may receive credit towards graduation ***as per homeschooling policy requirements*** as outlined in WV Code 18-8-1.

5504.7.5 Students who have already attended four years in grades 9-12 need only be scheduled for classes needed to meet graduation requirements.

5504.8 Evaluating Credits for Transfer Students

5504.8.1 From Other States – Students who transfer to West Virginia from schools approved by other state systems may not always have completed the required credits needed for graduation. In most instances, there will be credit for an area of study that is quite similar to one of the required units, and credit can be awarded for the work completed. If the student who transfers can be scheduled into any additional courses needed to complete the Harrison County Schools requirements, this should be done. In the cases of seniors and some juniors, such scheduling may not be feasible or possible. In such cases the school may appeal to the State Superintendent of Schools for permission to use a substitute for the requirements or to waive the requirement.

5504.8.2 From Other West Virginia Counties – Students who transfer from another West Virginia county ***requiring fewer graduation requirements than Harrison County Schools*** shall have their credits evaluated to determine if one or more county requirements will be waived by the Harrison County Board of Education.

5504.9 Students Who Do Not Complete Requirements in Four Years

5504.9.1 Continuous Enrollment – If a student has been enrolled continuously for four years in grades 9-12 but has not accumulated the required number of units, the student shall be expected to meet the graduation requirements that were in effect upon entrance into ninth grade. Since the student has attended four full years, attendance for the full day would not be required.

5504.9.2 Re-enrollment - If a student has re-enrolled after dropping out of school, the requirements depend upon the length of time the student has been out of school. If out of school less than one year, the student would be expected to complete the graduation requirements that were in effect upon entrance into ninth grade. If out of school one year or more, current graduation requirements must be met.

5504.10 Commencement Activities

5504.10.1 To participate in any senior activity that requires the wearing of a cap and gown so designated by the school, the senior student must have met or will be meeting all graduation requirements by the date of graduation.

5504.10.2 To maintain the dignity of the graduation ceremony, students must be dressed according to the school's graduation dress code. Violation of the standard graduation dress code will result in the graduating senior(s) being excluded from any ceremony involving the cap and gown.

5504.10.3 All financial obligations to Harrison County Schools and the local high school must be paid in cash one week prior to commencement exercises or the student will not be permitted to participate in any commencement activities.

5504.10.4 Any student who has been suspended for ten days or more from school during the senior year shall not be permitted to attend and/or participate in any graduation ceremonies.

5504.10.5 The student may make a request to the school's administration to obtain an exception to the financial or suspension clauses (5504.11.3 and/or 5504.11.4). The school's administrative decision is final.

5504.10.6 Speakers for graduation will be determined by the local high school.

5504.11 Management Information Systems

5504.11.1 Attendance – Harrison County shall submit an annual report, by school, of exceptions to the attendance requirement contained in this policy, to the West Virginia Department of Education by June 15 of each fiscal year. This report shall include the birth date, grade, sex, compelling circumstances, exception made, and effective date.

5504.11.2 Alternatives to the Unit of Credit – Each school that includes any grades from 9-12 must include in its annual classification report a summary of alternatives accepted for units of credit.

Approved by the Harrison County Board of Education

Effective Date: May 6, 2008

Revised April 4, 2009

Revised: April 16, 2012

Revised: August 7, 2014

Revised: April 21, 2015

Revised: May 5, 2015

Revised: July 19, 2016

Revised:

30-day Public Comment Period: April 25-May 24, 2018

Recommendation Before Board: June 5, 2018

REQUEST FOR INDIVIDUAL EXCEPTION TO ATTENDANCE REQUIREMENT
(Part of Policy Number 2444.01)

Date Received _____

A. SCHOOL INFORMATION

Name: _____ Principal: _____
Address: _____ County: _____

City State Zip Superintendent: _____

B. STUDENT INFORMATION

Name: _____ Parent(s)/Guardian(s): _____
Address: _____ Address: _____

City State Zip City State Zip
Birthdate: _____ Phone: _____
Month Day Year Home Business

C. EARNED CREDITS (Grade 9 and after only)

Content Area	Units	
English	_____	Are there additional county requirements?
Social Studies	_____	_____ Yes _____ No If yes, what?
Mathematics	_____	_____
Science	_____	
Computer	_____	
Health	_____	
PE	_____	
CMU's	_____	
Work-Based	_____	
TOTAL	_____	

D. STATEMENT OF SITUATION (Provide substantiating data as needed.)

The student named:

already earned the total number of units required for graduation.

will have opportunity to earn the total number of units required for graduation by completing this recommended alternative educational program.

By signing this Attendance Exception Request, the parent/student understands that the student will not be warranted if he/she has not completed all career major units, work-based experience and the computer requirement.

Reason: Family Responsibility Financial Need
 Regular Class Graduated Educational Needs
 Other, please specify

VERIFICATION

I verify that, to the best of my knowledge, the information in this request is accurate:

County Superintendent Principal Parent(s)/Guardian(s)
or

Date Counselor Student over 18 Years

ATTENDANCE EXCEPTIONS REPORT: GRADES 9-12 (STUDENT REPORT FORM)

According to West Virginia Board of Education Policy 2444.01, each county shall submit an annual report, by school, of exceptions to the attendance requirement by May 1: This report must be completed for each student who:

- (1) has been allowed to graduate without attending four full years in grades 9-12.
- (2) has been allowed to attend school for less than the full instructional day: all day in grades 9, 10, and 11; at least four periods in grade 12.

SEE DIRECTIONS ON BACK. PLEASE TYPE OR PRINT CLEARLY.

School Code

1. WVDE Use: School: _____ County: _____

2. Student Name: _____
Last
First
Middle Initial

3. Birthdate: _____ Effective Date of Exception: _____

4. GRADE:

9	11
10	12

5. TYPE OF EXCEPTION:

- a. Four-year Requirement (Go to 6.a.)
- b. Full-day Requirement (Go to 6.b.)
- c. Both a. and b. (Go to 6.1. and 6.b.)

6. COMPLETE ONLY FOR TYPE OF EXCEPTION CHECKED ABOVE TO HOW PERIOD OF TIME THAT STUDENT IS EXCUSED FROM ATTENDING:

a. Four-Year Last Semester	b. Full-Day One Period
Last Year	Two Periods
Other (Use back of form or additional page to explain).	Three Periods
	Four Periods

7. SEX:

Male	Female
------	--------

8. REASON FOR EXCEPTION:

- College/University
- Other Post-Secondary
- Compelling Circumstances (Go to 9)

9. COMPLETE ONLY IF COMPELLING CIRCUMSTANCES WAS CHECKED ABOVE. CHECK ONE.

- Parenthood
- Over 18 by October 31
- Regular class already graduated or is graduating
- Family Responsibilities
- Financial Need
- Other (Use back of form or additional page to explain.)

10. Person Completing Form: _____
Name
Position

STUDENT REPORT FORM DIRECTIONS

Top Section:

1. Type or print clearly the name of the school and of the county.
2. Type or print clearly the student's name in this order: last name, first name, middle initial.
3. Type or print clearly the student's birthdate (month and year) and the effective date of the exception (month and year). Exceptions to the four-year requirement will generally be the last date the student is scheduled to attend; exceptions to the full-day requirement will generally be the first day the student is scheduled to attend under the exception. In completing this section, use numbers for months, 3.g. January= 01, June= 06, November= 11. Use the last two digits for years, e.g. 1967 = 67, 1980 = 80.

Left-hand Column:

4. For grade, check the grade the student is currently in or will be entering.
5. Check whether the exception was made to the four-year requirement or the full-day requirement. In a few cases, both exceptions may be checked. An exception to the four-year requirement indicates that the student has completed all requirements for graduation and will be graduated in fewer than eight semesters in grades 9-12. . An-exception to the full-day requirement indicates that the student is allowed to attend less than the total school day, defined as all day for freshmen, sophomores, and juniors and at least four periods for seniors.
6. Complete the section for four-year and/or for full-day to show the period of time for which the exception was made. If "Other" is checked, be sure to include clarifying information.

Right-hand Column:

7. Indicate the sex of the student.
8. Check the item which shows the reason for granting the exception.
9. Complete part 9 only if the item "Compelling Circumstances" was checked in section 8. Check the item which best describes why the exception was made: If "Other" is checked, be sure to include clarifying information.

Person Completing Form

10. Type or print clearly the name of the school official who completed the form, his/her position, and the date the form was completed. Then be sure that person signs the form.

Harrison County Schools
Academic Internship Student Application and Permission Form

Student's Name: _____ WVEIS Number: _____

School: _____ Concentration or Program of Study: _____

DESCRIPTION OF PROPOSED INTERNSHIP:

Internship Site: _____

Internship Address: _____

Internship Supervisor's Name: _____ Phone: _____

Internship Hours/Days per week: _____

I give my permission for my son/daughter to participate in the Academic Internship described above.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

FOR SCHOOL USE ONLY

GPA: _____ **ACT/SAT Score:** _____

Discipline: _____ **Teacher Recommendation:** _____

Credits Earned: _____ **Attendance:** _____

Internship Supervisor Contact Verification Date: _____

_____ **APPROVED**

_____ **DENIED**

Administrator Signature

Date

Harrison County Schools
Academic Internship Student Activity Log

Submit this form to your principal/designee the week prior to the end of each grading period.

Student's Name: _____ Internship Site: _____

Name of Supervisor: _____

Supervisor Phone or email: _____

	Number of hours worked per week during the school day between 8:00 a.m. - 3:00 p.m.	Signature of Supervisor
Week 1 From _____ - To _____		
Week 2 From _____ - To _____		
Week 3 From _____ - To _____		
Week 4 From _____ - To _____		
Week 5 From _____ - To _____		
Week 6 From _____ - To _____		

**Harrison County Schools
Academic Internship
Approved List**

Submit this form to Heidi Griffith, Secondary Curriculum Coordinator,
at the beginning of each semester

School: _____

Internship Site	Student	Concentration/Program of Study

These academic internships have been recommended and approved for the 2018-19 School Year.

Principal's Signature: _____

Date: _____

Harrison County Schools
Academic Internship Administrative Responsibilities

BEFORE the Academic Internship:

Determine that each student's Academic Internship is appropriate for him/her (i.e., goals are clearly linked to each student's concentration/program of study and career aspirations.)
Determine each student meets criteria for participation.
Collect each student's Student Application/Parent Consent Form and Release from Liability and Emergency Medical Form and verify that both are filled out in their entirety.
Provide orientation for students, which includes topics such as appropriate dress, behavior, punctuality, program expectations and forms.
Submit the Academic Internship Approved List to the Heidi Griffith, Secondary Curriculum Coordinator by the due date.

DURING the Academic Internship:

Contact Academic Internship supervisor periodically to discuss student's progress. Record contact by phone, email, or personal visit on the Academic Internship Student Progress Log each grading period.
Collect student logs every six weeks and verify participation/requirements are met.
Contact parent/guardian(s) if the student is not participating or if the student's participation is not satisfactory.
If student is not fulfilling the requirements of the internship, arrange student's return to the classroom.

AFTER the Academic Internship:

Collect completed student activity logs and final student performance checklist signed by supervisor.

Harrison County Schools Academic Internship Application Packet

Dear Parent/Guardian:

Your child has requested information about the Harrison County Schools Academic Internship Program. Please review the attached information about the Academic Internship opportunity. Please fill out and return the Academic Internship Student Application and Permission form and the Release from Liability and Emergency Medical Information form to the school principal by _____.

Returning the paperwork on time will assure that your child **will be considered** for participation in this experience. Each student must meet all of the eligibility requirements and must procure his/her own internship location and permission from his/her supervisor. If the student is approved to participate, he/she student must fulfill all of the program responsibilities and must remain in good standing academically in his/her other courses in order to continue throughout the semester/year.

A quality Academic Internship furthers the development of 21st century skills and knowledge and helps students to move toward their future career goals. Harrison County Schools is dedicated to making sure that students who participate in this program have a meaningful and successful internship experience.

Comments/questions from parents are always welcome. Please address your concerns to:

Contact Person – Phone Number – Email

**Harrison County Schools
Academic Internship Release from Liability
and Emergency Medical Form**

I hereby give _____ permission to participate in an Academic Internship
(Name of Student)

at _____.
(Name of Internship Site)

By my signature to this statement of permission, I hereby release and hold harmless the school board, individual sponsors, including teachers and place of business cooperating with the program, from all liability for mishap or injury that might result with the above-named student while participating in the Academic Internship. Further, should it be necessary, I authorize the business representative to obtain medical treatment in the event of injury or illness, and I agree to pay any expense incurred for this treatment.

Signature of Parent/Guardian: _____ Date: _____

EMERGENCY MEDICAL INFORMATION

Student's Name: _____ Home/Cell Phone: _____

Address: _____

Street or P.O. Box City State
Parent/Guardian's Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Parent/Guardian's Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Emergency Medical Information:

Allergies or Special Needs: _____

Name of Insurance Company: _____ Phone: _____

Name of Policy Holder: _____ Policy Number: _____

Harrison County Schools

Student Academic Internship Requirements 2018-2019

Before being considered for participation in Academic Internship

- Student has achieved Senior status prior to final approval
- Provide proof of internship
- Attend 2 credit bearing courses per semester, on campus, at a Harrison County High School
- Have a GPA at or above 3.0
- Have no level 3 or higher Discipline Incidences during previous school year
- Have an 90% attendance rate for the previous semester
- Have minimum of 23 credits toward graduation requirements
- Have 1 teacher recommendation letter/form
- Have met a College and Career Readiness benchmark (ACT Math – 19, ELA – 18; SAT Math – 500, ELA –480)

During Participation of Academic Internship

- Maintain a GPA of 3.0
- Maintain no level 3 or higher Discipline Incidences
- Maintain fewer than 2 unexcused absences per semester
- Continue progress toward earning minimum graduation credits in order to graduate with cohort
- Have satisfactory Student Activity Logs verified and signed by Internship Supervisor and turned into Principal/Designee each 6 weeks.

After Participation of Academic Internship

- Turn in Final Student Performance Checklist to the Principal/Designee

**Harrison County Schools
Academic Internship Final Student Performance Checklist for Supervisor**

Name: _____ Name of School: _____

Internship Site: _____ Concentration/Program of Study: _____

Competence:

Basic Mastery: The student demonstrates exemplary performance with distinctive and sophisticated application of knowledge and skills that meet standard. The student can independently solve problems and is self-directed.

Proficient Mastery: The student demonstrates competent and proficient performance and shows a thorough and effective application of knowledge and skills that meet standard. The student's application of knowledge and skills is thorough and effective, and the student can work independently.

Developing Mastery: The student demonstrates basic but inconsistent performance of fundamental knowledge and skills characterized by errors and/or omissions. Performance needs further development and supervision.

Performance Indicators	Mastery Level				Date
	Above Mastery	Mastery	Partial Mastery	None	
regularity, appropriate attendance, and appropriate dress in the workplace.					
responsibility by working independently without direct supervision.					
changes in job responsibilities.					
diversity in the workplace.					
basic safety rules and follows security procedures in the workplace.					
shows a respect for and a positive attitude toward customers, co-workers, and management.					
management principles during daily work assignments and long-term projects.					
functions as an individual and as a team member.					

HELP IMPROVE OFFICE

Performance Indicators	Above Mastery	Mastery	Partial Mastery	Date
Illustrates leadership skills when completing a task.				
Follows oral and written directions.				
Uses proper communication techniques for receiving and placing phone calls, emails, memos, etc.				
Completes quality work.				
Shows initiative and focus in starting and completing job duties.				
Shows organizational skills in daily activities.				
Takes accountability for one's performance.				
Seeks feedback from others for personal growth.				
Uses correct grammar and vocabulary in written and oral communications.				
Demonstrates appropriate business etiquette and business ethics in all aspects of work.				

REVISOR COMMENTS:

Revisor Name: _____ Supervisor Title: _____
 Revisor Signature: _____ Date: _____