**KNOB NOSTER HIGH SCHOOL**

##### Career and Education Planning Guide

2014- 2015 Academic School Year

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**INTRODUCTION**

This **Career and Education Planning Guide** is designed to assist students and parents in the enrollment process. Planning is essential to ensuring a quality educational experience. The faculty is committed to maintaining high standards of academic excellence to ensure that graduates have necessary knowledge and skills to be successful once they depart Knob Noster High School. A wide array of course offerings are available for students to explore and most subject areas offer in-depth study once general skills have been mastered. If ever you have a question about the enrollment process, please contact our high school office at 660-563-2283.

It is our goal that each student will find Knob Noster High School

***A Great Place to Learn***

This Career and Education Planning Guide can be viewed on-line at [http://knobnoster.k12.mo.us/knhs/enrollment](http://www.knobnoster.k12.mo.us/knhs/enrollment). If you have questions or need further information regarding any area of Knob Noster High School please feel free to contact the appropriate department or individual.

**MISSION STATEMENT**

The mission of the Knob Noster R-VIII School District is to **‘Prepare Life-Long Learners who will be Responsible, Productive Citizens.’**

**A+ SCHOOLS PROGRAM**

Knob Noster High School is a fully accredited “A+ School.” Students graduating from an “A+ School” are eligible to participate in the tuition reimbursement program available at any Missouri Junior College or Vocational School of their choice. However, a student must meet pre-established criteria in the areas of citizenship, grade point average, attendance, and tutoring. For more information on how to become enrolled in the District A+ Schools Program, contact the counseling office or our ”A+ Schools” Director, Mr. Raymond Maxwell at (660) 563-2283.

GRADING SCALE

*(4.0-point scale)*

 **A** 95 - 100 **A-** 90 - 94 **B+** 87 – 89

 **B** 83 - 86 **B-** 80 - 82 **C+** 77 - 79

 **C** 73 - 76 **C-** 70 - 72 **D+** 67 - 69

 **D** 63 - 66 **D-** 60 - 62 **F** Below 60

 **I** Incomplete or delayed grade

 **P** Pass

GRADE WEIGHTING SYSTEM

A grade weighting system will be implemented for the computation of honor roll and class rank. A ‘weighted’ class is computed at a ‘0.3333’ additional GPA.

The following classes are weighted: *Anatomy and Physiology, College Prep ELA IV, Algebra II Honors, Trigonometry, College Algebra, Statistics, Calculus, Chemistry, Advanced Chemistry, Physics, European History, Civil Rights Movement, Civil War, Contemporary Issues I, Contemporary Issues II, Comparative World Religions, Spanish III, Spanish IV, French III, French IV,* *English Comp I, English Comp II, Creative Writing, General Sociology, General Psychology, Environmental Science, Elementary French I, Elementary Spanish I and Public Speaking.*

###### DEFINITIONS

The following definitions are provided to assist the reader with a better understanding of terminology utilized throughout the Career and Education Planning Guide.

**Advanced**: Beyond the introductory level of study.

**Applied**: A course with technical and/or practical focus.

**Dual Credit:** Dual Credit courses are those which high school students may take to earn both high school and college credits. Dual Credit courses may be taught by regular high school faculty.  Students must register for the college course and pay for the credit. The grade received in the class will be the grade on the college transcript.

**Early Graduation**: Completion of required coursework in seven (7) or fewer semesters and choosing not to attend for an eighth (8th) semester.

**Practical**: Having application to real world experience; concepts and practices used in the workplace.

**Prerequisite**: Any requirement which must be met before advancing to a more difficult level of coursework.

**Required**: A course which must be completed to meet minimum state and local graduation standards.

**Research**: Course study requiring extensive use of the library media center, computer lab, and/or other outside resources for the purpose of writing, presentation, or performance.

**Rigor**: Significant course difficulty level especially in assigned reading, writing, mathematics and/or performance.

**Technical**: Related to the development and/or use of technology.

**Unaccredited**: Any public, private, parochial, or home school that lacks proper credentials as determined by officials of the Knob Noster R-VIII School District.

**Weighted**: A course containing significant research and/or other rigorous components often with a prerequisite. A weighted class is afforded an additional “0.3333” GPA.

##### GRADUATION REQUIREMENTS

**Diploma** \*\*27 Units of Credit Required

**# of units Subject Area Required Courses**

4 English Language Arts ELA I, II, III and IV or Speech

3 Social Studies Western Civ, American History I

 American History II, Government

3 Mathematics Algebra I, Geometry, Algebra II,

3 Science Biology, Physical Science or Chemistry

1.5 Physical Education Freshman P.E.

.50 Business Personal Finance

.50 Health Health

1 Fine Arts

1 Practical Arts

9.50 \*\*Electives *(May be taken from ANY subject area)*

*\*\*****Note*** *– The class of 2015 will be required to earn 27 credits and the classes of 2016 and beyond will be required to earn 26 credits in order to graduate. Classes including and after 2016 will be required to earn 8.50 credits in Electives.*

***\*\*\*Note*** *– A student* ***must have fulfilled ALL*** *state and local graduation requirements prior to participation in commencement activities.*

**SUBJECT AREAS**

**English Language Arts** (4 units) The fourth unit may be a complete year of ELA IV, College Prep ELA IV, or Speech.

**Social Studies** (3 units) A three-unit program of social studies is required for all students. These must include .50 unit of Government, 1.0 unit of Western Civilization and 1.5 units of American History. In addition, all pupils shall satisfactorily pass an examination on the provisions and principles of both the United States and Missouri Constitutions.

**Mathematics** (3 units) A minimum three-unit course of study to meet the needs and interests of the student. Algebra I, Geometry or Applied Geometry, and Algebra II

**Science** (3 units) Three units of course work in science, including one unit in Biology to meet the needs and interests of the student. One unit of science credit may be earned by students enrolled in two years of Vocational Agriculture at the Warrensburg Area Vocational Technical School. One science credit may be earned by completing the three courses in Vocational Agriculture at KNHS.

**Physical Education** (1.5 units) A minimum of one and one-half units of physical education is required. Students with physical disabilities or handicaps may have this requirement waived by the principal with appropriate medical documentation.

**Business** (.50 unit) Students are required to take .50 units of Personal Finance.

**Health** (.50 unit) Required for all students.

**Fine Arts** (1 unit) One unit in the field of music, art, or dramatic arts. No more than eight of the total units for graduation may be in music.

**Practical Arts** (1 unit) Students are required to take at least one unit of course work in the area of vocational business, family & consumer science, industrial technology, and/or a vocational technical course.

**Electives** (9.50 units or more for 2015 graduates) Placement as needed to fit the needs and interests of the student.

**CLASS RANK, HONOR ROLL, and GRADE POINT AVERAGE**

* Only three units of credit in ANY Physical Education course *(including weight training & personal fitness)* will be figured in computing Grade Point Average, Honor Roll, or Class Rank after the freshman year. Students may enroll in one (1) unit of Physical Education/Weightlifting course during each of their sophomore, junior, and senior year.
* Reading Improvement and ELL will **not** be used in figuring grade point average, honor roll, or class rank.
* Independent study courses will **not** count in figuring Grade Point Average, Honor Roll, or Class Rank and will not be weighted. *(Refer to specific information regarding* ***Independent Study*** *courses on page 28).*
* Correspondence courses will **not** count in figuring Grade Point Average, Honor Roll, or Class Rank and will not be weighted. Credit will only be given if the specific course is needed to meet minimum graduation requirements. All correspondence courses must be approved by the high school counseling department and/or the principal. A student may not apply more than one and one-half (1.5) units of correspondence credit toward minimum graduation requirements without authorization from the R-VIII Board of Education.
* Only academic coursework taught or supervised by authorized district personnel will be used in figuring Academic Credit, Grade Point Average, Honor Roll, or Class Rank *(not applicable for incoming students transferring from other accredited school districts)*.
* Credit earned at the Gateway Educational Center will **not** count in figuring Grade Point Average, Honor Roll, or Class Rank and will not be weighted.
* A student must be enrolled in a minimum of six (6) courses per semester, which are counted toward Grade Point Average, Honor Roll, and Class Rank for any grading period.
* An Academic Letter ("K") will be awarded at the end of each school year to students who have obtained a 3.34 Grade Point Average or above for an academic school year, provided they have not received a semester grade of "F" in any subject.

Quarter and Semester Honor Roll will be computed to the third decimal digit with no rounding of numbers (*Example: 'A' Honor Roll begins at 3.670*. *A student with a G.P.A. of 3.669 will be named to the 'B' Honor Roll).*

**HONOR ROLL CRITERIA**

Students who qualify for the ‘A’ Honor Roll must have at least a 3.67 (A-) grade point average in all subjects for the grading period. Students who accumulate a 2.67 grade point average shall be included on the ‘B’ Honor Roll. No student with a grade of ‘F’ shall qualify for either the ‘A’ or ‘B’ Honor Roll. Official Honor Roll rosters are published at the end of each semester.

**SCHEDULE CHANGES**

Parents and students should plan and select courses and alternates with careful consideration. The master course schedule, teacher assignment, and class sizes are determined based on the course requests parents/students make in the spring. In most cases requests to change schedules in the fall WILL NOT BE GRANTED. Any requests that are received will be reviewed on a case by case basis, but only extraordinary situations will be considered as legitimate reasons to adjust a schedule. If parents/students feel a schedule change is essential, they must put their request in writing along with an explanation of what they feel is an extraordinary situation. The request should be submitted to the guidance counselors and it will then be reviewed by the administration.

COURSE OFFERINGS AND CLASS SIZE

Due to staffing patterns and student requests, specific course offerings will be limited based upon the total number of requests. A minimum number of students are generally needed in any course to warrant final placement onto the Master Schedule. Thus, not all courses listed in this Career and Planning Guide may ultimately be offered.

Class size limitations are placed upon courses for various reasons such as safety, state mandates, or the need for individualized instruction. Every effort will be made to keep class sizes to a level most conducive for student achievement. In cases where student requests for a course outnumber the limit on class size, attendance, behavior, prior academic record, and/or student classification will be used as criteria to determine placement.

**PASS/FAIL OPTION**

Pass/Fail is an option available to students instead of a traditional grade (A-F) under certain circumstances. The objective of pass/fail is to encourage students to experience courses they usually might avoid because of a lack of confidence or initial competence.

The following rules apply for courses taken for Pass/Fail:

1. A letter requesting Pass/Fail must be presented and approved before the beginning of the school year or before the semester that course is attempted.
2. Passing (P) grades will include A-D coursework and a student will earn credit towards graduation. However, GPA will not be affected or calculated.
3. Students earning a Failing (F) grade will not have their GPA impacted as this will not be entered as a credit attempted.
4. Curriculum available for Pass/Fail:
	1. Students attempting MOVIP AP courses may apply for Pass/Fail.
	2. Students attempting Advanced Chemistry, Physics, College Algebra, Algebra III, Statistics, or Trigonometry may apply for Pass/Fail.
	3. Students taking Algebra II a second time or as seniors may request Pass/Fail.

##### EARLY GRADUATION

The Knob Noster R-VIII Board of Education believes there is value in learning. To achieve that objective, students must be enrolled in school. The Board of Education encourages all students to attend high school for eight semesters. However, there are exceptions when a student may need to exit at the conclusion of seven semesters.

The Knob Noster Board of Education has adopted the following criteria for Early Graduation:

*Full-time enrollment in a college or university;*

 *Acquiring full-time vocational training;*

 *Securing full-time employment due to financial emergency;*

 *Transferring or retirement of military parents.*

 In order to be considered for early graduation, students must submit a written letter of intent along with any supporting documentation to the senior counselor no later than the **first Tuesday in October** of the academic school year for which the student wishes to graduate. In circumstances beyond a student’s control, the principal may waive the deadline for submitting a written intent letter.

Supporting documentation must be submitted with each written request for early graduation. The following is provided for assistance.

If planning to attend college, the student must provide proof of acceptance by the college or university along with a tentative schedule of courses to be taken during the winter or spring semester.

If planning to attend vocational school, the student must provide proof of enrollment in a vocational or trade school, which their previously chosen career path supports.

If citing a financial reason, evidence must be submitted and verified based upon specific circumstances, which the student must indicate.

# STATUS OF STUDENTS APPROVED FOR EARLY GRADUATION

* Students approved for Early Graduation will be notified in writing by the Board of Education or their designee no later than ten (10) school days after a final decision is reached.
* Students approved for Early Graduation **WILL BE ALLOWED** to participate in commencement activities. However, attendance at commencement rehearsal is MANDATORY or the student forfeits the right to participate.
* Students approved for Early Graduation **WILL NOT BE ALLOWED** to participate in any school activities prior to commencement *(This includes athletics, dances, field trips, etc).* A student approved for Early Graduation may attend Project Graduation and Prom.

**Please Note**: Early Graduation Requests Are **Not** Automatic. The Board of Education will consider each on a case-by-case basis based upon the aforementioned guidelines.

 **DEPARTMENTAL HONOR GRADUATES**

Departmental or organizational honor societies are created to honor students for academic excellence within their particular discipline. Individual departments and organizations have the **option** of participating.

Departmental Honor Graduates have an asterisk listed by their name in the Graduation Program. In addition, each department honor graduate receives an honor ‘cord’ that correlates to the specific department/organization to wear with his or her cap & gown at graduation.

Each spring the faculty members of each department will meet and make Honor Graduate selections based on the criteria they have established within their respective departments. Students are encouraged to contact staff members for the specific details for selection.

##### QUALIFICATIONS FOR ACADEMIC EXCELLENCE

Integrity and rigorous course work are cornerstones in any curriculum. It is the goal of the R-VIII Board of Education that a student being recognized for Academic Excellence completes a rigorous and challenging curriculum along with maintaining a full schedule of academic coursework throughout high school. For a student to be eligible for Summa Cum Laude, Magna Cum Laude or Cum Laude honors, the following criteria must be met and applied.

* Must adhere to each specified criteria under **Grade Point Average** as stated in this Enrollment Guide.
* Be enrolled in seven (7) classes **both** semesters of the senior year or five (5) classes with authorization from the principal to enroll in approved off-campus college courses or MOVIP courses, Worksite Learning or Warrensburg Area Career Center (WACC).
* Must be enrolled in a minimum of five (5) classes both semesters of the senior year which are used to compute ‘Grade Point Average’.

Grade Point Average will be calculated in decimal format to the fourth (4th) decimal digit, with the fourth (4th) decimal digit being rounded to the third (3rd) place. Numerals 5, 6, 7, 8, & 9 will round the third (3rd) decimal digit upward one (1) numeral. *(Example: 3.7755 = 3.776; 3.7754 = 3.775)*

Recognition will be in the following format:

 Summa Cum Laude 4.0 GPA and above

 Magna Cum Laude 3.83 to 3.99 GPA

 Cum Laude 3.67 to 3.82 GPA

Students with the above GPA/recognitions will select an individual to give the class speech.

**COLLEGE DAY PROCEDURE**

Each senior will be allowed two (2) excused absences to visit a college, university, or other post-secondary institution. In order to be an excused absence, the student must meet the following guidelines:

* *The principal or designee must be notified a minimum of forty-eight (48) hours in advance.*
* *The student must submit in writing a letter from the parent/ guardian stating the name of the institution he/she will be visiting as well as the date of visit.*
* *The student will be responsible for making arrangements to visit the admissions office and obtain a written statement verifying attendance along with a name and telephone number from an admissions representative at the college, university, or technical school.*

* *The student should return the written correspondence from the admissions office to the assistant principal upon return. Once visit is confirmed, the visit will be officially excused.*
* *All homework and/or assignments shall be obtained prior to absence and it is the student’s responsibility to inform teachers of their upcoming absence.*
* *If the College Day Procedure is not followed, the absence from school will be considered unexcused.*

**HOME SCHOOLING POLICY**

Should a student present records and/or credit from an unaccredited school or home instructional program, the building principal shall place the student according to an evaluation, based upon the student’s chronological age, previous educational records, current psychological and achievement tests, criterion-referenced tests, and other educational data pertinent to the assignment of the student. In accordance with Missouri State Statute, a student transferring from any home instructional program is expected to produce samples of academic work along with logs of instructional hours completed. **A student received as a transfer from any unaccredited or home instructional program shall not be placed permanently in a grade or program of study until appropriate professional staff members can evaluate the student.**

A student transferring from a home school or other unaccredited institution must be enrolled for two (2) complete semesters and earn at least five (5) units of credit before credit earned from the unaccredited or home school may be accepted to meet graduation requirements.

The building principal and counselor(s) will evaluate transcript credits from an unaccredited school. Only transcript credits which correspond to course offerings accepted by the Missouri Department of Elementary and Secondary Education or which correspond to course offerings of Knob Noster High School may be accepted to meet graduation requirements. A maximum of seven (7) units of credit may be accepted from unaccredited schools for any academic year, including summer school and correspondence courses.

**EARLY COLLEGE WITH STATE FAIR COMMUNITY COLLEGE**

The Early College program is a dual credit partnership agreement between the school district and State Fair Community College (SFCC). The program is designed to allow high school students who qualify to earn dual high school credit and college credit by taking on-site and online classes. Students may earn college credit as a high school student and graduate with the Missouri general education transfer core and/or a two-year Associate of Arts degree from SFCC at the same time. Enrollment in the Early College program is available to junior and senior level students who have a grade point average of 3.0 or better on a 4.0 scale. Students must also have the recommendation of their high school principal to participate. Additionally, students must have ACT or Compass placement scores appropriate to the dual credit classes being taken.

**MISSOURI VIRTUAL INSTRUCTION PROGRAM (MOVIP) POLICY**

MOVIP courses are available to all students in the Knob Noster R-VIII District. Registration for courses will be through the school counselors in the students’ respective school.

Enrollment will incur financial cost/obligation to the parent/guardian. DESE/MOVIP will notify school contacts and students of enrollment in desired course(s) and provide additional direction for enrollment with the appropriate course network provider. Cost of the class(es) is determined by the DESE/MOVIP provider.

PREREQUISITES

Prerequisites for certain courses are designed to reduce the risk for a student to be placed into a course where they may experience difficulty or not be successful. In addition, to maintain academic rigor throughout the curriculum, students must demonstrate mastery of basic concepts in each subject area discipline. Thus, students should be aware that their present effort and performance will impact future enrollment flexibility.

Students not meeting a specific course prerequisite may submit a written request to the counselor’s office requesting a waiver of the particular standard. However, only the principal, counselors, and instructor (jointly) have authority to waive any course prerequisite.

**\*\*\*Please Note: If you enroll in a course and have not met all pre-requisites, your schedule will be subject to change without notice. Make sure you have met all prerequisites before enrolling in a course.**

COURSE OFFERINGS

**Course No. Subject Grade Level Semester Credit**

**ENGLISH LANGUAGE ARTS:**

1120 ELA I 09 2 1

1121 ELA II 10 - 12 2 1

1122 ELA III 11 - 12 2 1

1123 ELA IV 12 2 1

1116 Speech 11 - 12 2 1

1117 Reading Improvement 09 - 12 1 or 2 .50 or 1

1118 ELL 09 - 12 2 1

**SOCIAL STUDIES:**

1213 Western Civilization 09 2 1

1211 American History I 10 2 1

1212 American History II *(1st Semester)* 11 - 12 1 .50

1210 Government *(2nd Semester)* 11 - 12 1 .50

1214 Sociology *(1st Semester)* 11 - 12 1 .50

1215 Psychology *(2nd Semester)* 11 - 12 1 .50

1216 Civil War *(1st Semester)* 11 - 12 1 .50

1217 Civil Rights Movement *(2nd Semester)* 11 - 12 1 .50

1218 Contemporary Issues I *(1st Semester)* 11 - 12 1 .50

1219 Comparative Religions *(2nd Semester)* 11 - 12 1 .50

1220 European History 11 - 12 2 1

**MATHEMATICS:**

1311 Applied Geometry 10 - 12 2 1

1313 Algebra I 09 - 12 2 1

1314 Geometry 09 - 12 2 1

1315 Algebra II Honors 10 - 12 2 1

1316 Trigonometry (*dual-credit)* 11 - 12 1 .50

1317 College Algebra *(1st Semester, dual credit)* 12 1 .50

1318 Statistics (*dual-credit*) 12 1 .50

1319 Calculus *(dual-credit)* 12 2 1

1320 Advanced Math Topics (*dual-credit)* 12 2 1

1322 Algebra II 12 2 1

**SCIENCE:**

1410 Biology 09 - 12 2 1

1411 Advanced Biology 11 - 12 2 1

1412 Earth Science 10 - 12 2 1

1413 Physical Science 10 - 12 2 1

1416 Physics 11 - 12 2 1

1417 Chemistry 10 - 12 2 1

1418 Advanced Chemistry *(dual-credit)* 11 - 12 2 1

1419 Anatomy & Physiology 11 - 12 2 1

1420 Chemistry Lab Assistant 11 - 12 2 1

**Course No. Subject Grade Level Semester Credit**

**VOCATIONAL BUSINESS:**

0110 Personal Finance 11 - 12 1 .50

0112 Accounting I 10 - 12 2 1

0113 Accounting II 11 - 12 2 1

0114 Business Technology I 09 - 12 2 1

0115 Business Technology II 10 - 12 2 1

0116 Business & Personal Law 11 - 12 2 1

0117 Desktop Publishing *(1st Semester)* 11 - 12 1 .50

0118 Multimedia *(2nd Semester)* 11 - 12 1 .50

**INDUSTRIAL TECHNOLOGY:**

0210 Exploration of Technology 09 - 12 2 1

0211 Materials & Processes I 10 - 12 2 1

0212 Materials & Processes II 11 - 12 2 1

0213 Special Projects in Materials 11 - 12 2 1

0214 Computer Aided Drafting *(CAD)* 11 - 12 2 1

0215 Introduction to Engineering Design (*IED)* 09 – 12 2 1

**VOCATIONAL FAMILY & CONSUMER SCIENCE:**

0310 Career & Family Leadership 09 - 12 2 1

0315 Clothing and Textiles 10 - 12 1 .50

0316 Housing, Home Furnishings and Equipment 10 - 12 1 .50

0318 Nutrition and Wellness 10 - 12 2 1

0319 International and Specialty Cuisine 10 - 12 2 1

0320 Child Development, Care, and Guidance 10 - 12 2 1

0321 Advanced Child Development, Care, 11 - 12 2 1

 and Guidance

**FINE ARTS:**

0410 Art I 09 - 12 2 1

0411 Art II 10 - 12 2 1

0412 Art III 11 - 12 2 1

0413 Art IV 12 2 1

0414 Concert Choir 09 - 12 2 1

0424 Experiences in Music 09 - 12 1 .50

0425 Show Choir 09 - 12 2 1

0416 Band 09 - 12 2 1

0417 Jazz Band 09 - 12 2 1

0418 Drama I 09 - 12 2 1

0419 Drama II 10 - 12 2 1

0420 Drama III 11 - 12 2 1

0421 Drama IV 12 2 1

0423 Introduction to Theatre 09 - 12 1 .50

**FOREIGN LANGUAGE:**

0510 Spanish I 09 - 12 2 1

0511 Spanish II 10 - 12 2 1

0512 Spanish III 11 - 12 2 1

0513 Spanish IV 12 2 1

0514 French I 09 - 12 2 1

0515 French II 10 - 12 2 1

0516 French III 11 - 12 2 1

0517 French IV 12 2 . 1

**Course No. Subject Grade Level Semester Credit**

**HEALTH AND PHYSICAL EDUCATION:**

0614 Lifetime Sports & Fitness 10 - 12 2 1

0615 Weightlifting & Personal Fitness 10 - 12 2 1

0616 Freshmen Health 09 1 .50

0621 Freshmen PE 09 1 .50

0622 Aerobics and Personal Fitness 10 - 12 1 .50

# ELECTIVES:

0710 Agriculture Science I 09 - 10 2 1

0711 Agriculture Science II 10 - 12 2 1

0712 Greenhouse Operation and Management 11 - 12 2 1

0704 Horticulture 11 - 12 2 1

0708 Animal Science 11 - 12 2 1

0709 Agribusiness Sales, Marketing and Management 11 - 12 2 1

0714 A+ Tutoring 12 1 or 2 0

0716 Cadet Teaching 11 - 12 1 or 2 .50 or 1

0717 Flag Corps *(1st Semester)* 09 - 12 1 .25

0720 Yearbook 12 2 1

0722 High School Office Aide 11 - 12 1 or 2 0

0723 Library Media Center Aide 11 - 12 1 or 2 0

0725 Work-Site Learning 12 1 or 2 .50 or 1

0810 A Journey into Aviation History AS-100 09 - 12 2 1

0811 Cultural Studies: An Introduction 10 - 12 2 1

 to Global Awareness AS-220

0812 The Science of Flight AS-210 11 - 12 2 1

0813 The Exploration of Space AS-300 12 2 1

0814 Management of the Cadet Corps AS-400 12 2 1

**PROGRAMS OFFERED BY WARRENSBURG AREA CAREER CENTER:**

0910 Agriculture Education 11 - 12 2 or 4 3 or 6

0911 Computer Repair & Networking 11 - 12 2 or 4 3 or 6

0912 Automotive Collision Technology 11 - 12 2 or 4 3 or 6

0913 Automotive Service Technology 11 - 12 4 3 or 6

0914 Construction Technology 11 - 12 2 or 4 3 or 6

0915 Health Sciences 11 - 12 2 or 4 3 or 6

**Dual Credit Courses:**

1150 English Comp I 11 - 12 1 .50

1151 English Comp II 11 - 12 1 .50

1152 Creative Writing 11 - 12 1 or 2 .50 or 1

1153 Public Speaking 11 - 12 1 .50

1250 Gen Sociology 11 - 12 1 .50

1251 Gen Psychology 11 - 12 1 .50

1450 Environmental Science 11 - 12 1 .50

0550 Elementary French I 11 - 12 1 .50

0551 Elementary Spanish 11 - 12 1 or 2 .50 or 1

0450 Art Appreciation 11 - 12 1 .50

0650 Personal Health and Fitness 11 - 12 1 .50

1154 Introduction to Literature 11 - 12 1 .50

1252 U.S. History before 1877 11 - 12 1 .50

1253 World Civ. before 1500 11 - 12 1 .50

1451 Introduction to Bio with lab 11 - 12 2 1

**MOVIP COURSE OFFERINGS**

**DESE**

**Course No. Subject Grade Level Credit**

054800I English I – first semester 09 .50

054800I English I – second semester 09 .50

115810I Algebra I – first semester 09 .50

115810I Algebra I – second semester 09 .50

054800II English II – first semester 10 .50

054800II English II – second semester 10 .50

115810II Algebra II – first semester 10 .50

115810II Algebra II – second semester 10 .50

134600 Chemistry – first semester 10 .50

134600 Chemistry – second semester 10 .50

054800III English III – first semester 11 .50

054800III English III – second semester 11 .50

115830 Geometry – first semester 11 .50

115830 Geometry – second semester 11 .50

134200 Biology – first semester 11 .50

134200 Biology – second semester 11 .50

 AP English Language 11 1

 AP English Literature 12 1

115860 Trigonometry 12 .50

 AP Statistics 12 1

 AP Calculus 12 1

 AP Physics 12 1

 AP Biology 12 1

 AP US Government and Politics\* 12 .50

 AP US History 12 1

 AP Art History 12 1

156661 American History – beginning 1876 09 - 12 .50

156661 American History – beginning 1932 09 - 12 .50

156663 World History – beginning Ancient 09 - 12 .50

156663 World History – beginning 1492 09 - 12 .50

156651 American Government\* 09 - 12 .50

156630 Economics 09 - 12 .50

0663001 Spanish I – first semester 09 - 12 .50

0663001 Spanish I – second semester 09 - 12 .50

0657001 Latin I – first semester 09 - 12 .50

0657001 Latin I – second semester 09 - 12 .50

096400 Personal Finance 10 - 12 .50

85300 Health 09 - 12 .50

96824 Nutrition and Wellness 09 - 12 .50

34393 Web Design 09 - 12 1

\*US Constitution and Missouri Constitution exam(s) required

**COURSE DESCRIPTIONS/PREREQUISITES**

ENGLISH LANGUAGE ARTS

**1120 ELA I** (1 unit) Includes grammar, communications *(speaking, writing, and reading),* and literature. All freshmen are required to take this full-year course.

**1121 ELA II** (1 unit) Includes reinforcement of skills learned in Communication Arts I and more advanced study in communications and literary interpretation. Emphases will be placed on higher level thinking skills, vocabulary development, and on mechanics and usage skills in the context of writing. All sophomores are required to take this full-year course.

**1122 ELA III** (1 unit) An advanced course designed to provide the student a chronological, historical, stylistic knowledge of American literature. Curriculum will include advanced vocabulary work and writing tied to literary themes. Also, there is a grammar review and special attention given to ways of varying the English sentence. Select American classic novels will be read. All juniors are required to take this full year course.

**1123 ELA IV** **\***(1 unit) The purpose of this course is to provide an English class to upper level students who may not desire to enroll in College Preparatory Language Arts. Skills in reading, writing, speaking, and critical thinking will be applied in the completion of a project relevant to a variety of communication needs specifically for the workplace. The course also integrates the study of selected literary excerpts with skills needed in successful communication.

**1116 Speech** (1 unit) A course to teach the basic processes of speech communication such as: interpersonal, intra-personal and group communication. Various types of speeches and how they are written will be taught. Demonstrative, informative, and persuasive speaking as well as oral interpretation, debate, and parliamentary procedure will be covered.

**1117 Reading Improvement** (.50 or 1 unit) A course to help students improve and expand their reading skills, especially in the areas of comprehension and vocabulary. Students receive individualized instruction to meet individual needs. This course is required for all students reading below grade level.

**1118 ELL/English Language Learner** (1 unit) This course is intended for students who have a first language other than English and possess a limited English proficiency. This course develops the English skills they need to succeed academically and function in their everyday tasks.

SOCIAL STUDIES

**1213 Western Civilization** (1 unit) This course is **REQUIRED** for freshmen. This course is a survey of European history from the Ancient Greek and Roman periods through the Scientific Revolution. The major course of study examines political, economic, cultural, and military developments during this period, as well as its contributions to modern man.

**1211 American History I** (1 unit) This course is **REQUIRED** for sophomores and will cover the American experience from the age of Jackson to 20th century progressivism with an emphasis on concepts that directly relate to Missouri.

**1212 American History II** (.50 unit) This course is **REQUIRED** for juniors. This course covers the most important political, cultural, social, economic events and personalities of our 20th century as they relate to the American experience from progressivism through the Reagan Era. The student should acquire the ability to evaluate our present problems from a study of our past.

**1210 Government** (.50 unit) This course is **REQUIRED** for graduation. Government covers the most basic functions and roles of our government on national, state, and local levels. Areas of concentration include: Powers and characteristics of the three branches of government, rights and responsibilities of the American citizen, the legal process, and comparative government systems. The course analyzes the various modes and facets of government throughout the American experience from 1607 to 1828. The student will take the U.S. Constitution test during this course.

**1214 Sociology** (.50 unit) Sociology is the study of the institutions man must have to live in groups. An investigation is made of how these institutions such as family, religion, and education relate to both society and the individual. Areas of study include the social institutions, race relations, socialization, social stratification, and poverty. Group experiments and individual projects are a part of the course and include the following: personality evaluation, determining personal goals, examination of public opinion and mass propaganda, and an examination of social stratification.

**1215 Psychology** (.50 unit) This course is designed as an introduction to psychology. Students will study leading psychologists, major theories of psychology, and how various theories apply to the individual. Special emphasis is placed on classical and operant conditioning.

**1216 Civil War** (.50 unit) This course examines in-depth the politics and beliefs of both the North and the South prior to and during the Civil War. In addition, attention will be focused on studying the leaders, battles, and reasons behind the War. This class will examine the causes, battles, and results of the Civil War. This course will utilize the text, ***Battle Cry of Freedom,*** as a main resource.

**1217 Civil Rights Movement** (.50 unit) This course covers the history of the modern US civil rights movement using the book ***The Children*** as the text. The course will follow the lives of eight young civil rights workers who led the Nashville sit-ins as they became involved with the leaders and the events of the Movement. At least one research project will be required in the course.

**1218 Contemporary Issues** (.50 unit) Contemporary Issues is a general course of study investigating the components of contemporary American society. Areas to be studied include domestic, economic, and societal problems which are relevant to the American way of life. Students are expected to participate in debates, group work, and individual oral presentations.

**1219 Comparative World Religions** (.50 unit) This course will examine the five major world religions: Christianity, Judaism, Islam, Buddhism, and Hinduism. In addition, various lesser religions will be explored. Divisions in the monotheistic religions will be studied.

**1220 European History** (1 unit) This is a challenging course which will delve further into themes of European history as well as analyzing those themes. Content will be presented in chronological order from 1450 forward.

**MATHEMATICS**

**1311 Applied Geometry** (1 unit) Applied Geometry teaches mathematical concepts from a technical perspective. It covers geometric applications along with real world models. This course will use computer spreadsheets and word processors throughout the course. Students will need a compass, ruler, protractor, three-ring binder and calculator.

**1313 Algebra I** (1 unit) Algebra I is a course designed to give a basic understanding of algebraic concepts and to contribute to the acquisition of algebraic skills. Algebra I is designed to stimulate the student’s appreciation of a precise language of mathematics and enables the student to understand the fundamental structure of algebra, which involves the real number system. Included in the course content are sections on the properties of real numbers, solving equations and inequalities, open sentences in two variables, polynomials and their factors, rational expressions, graphing of functions, irrational numbers, and quadratic equations.

**1314 Geometry** (1 unit) Geometry is a course designed to help students develop visualization skills of both two and three-dimensional figures. Students study the basic properties of triangles, quadrilaterals, and circles based on theorems, postulates and definitions. The volume and surface area of three-dimensional shapes are also studied. The year is finished out with a coordinate geometry introduction. Both inductive and deductive reasoning skills are emphasized throughout the year. Students will need a compass, protractor and ruler. **Prerequisite: Algebra I.**

**1322 Algebra II** (1 unit) The purpose of this course is to build mathematical connections through the study of equations and functions. Linear, quadratic, polynomial, and logarithmic functions will be explored. The course will also covered systems of linear equations, systems of linear inequalities, and matrices while building upon a strong understanding of powers, roots, and radicals. This course is preparatory for the Advanced Math Topics course.

**Prerequisite: Completion of Geometry.**

**1315 Algebra II Honors** (1 unit) The purpose of this course is to increase understanding of the real number and complex number system through algebraic equations and inequalities. The study of functions is the foundation of this understanding. Polynomial, exponential, matrix, trigonometric, and analytical functions are the main functions covered. Exponential and logarithmic functions are introduced along with conic sections. Technology will be used to explore multiple mathematic representations. This course will prepare students in pursuit of math intensive programs and careers. **Prerequisite: Completion of Geometry with a grade of B- or better. Other considerations for admission will be based on teacher recommendation and parent permission. (Enrollment in Geometry and Algebra II Honors concurrently is not recommended.)**

**1316 Trigonometry** (.50 unit) Trigonometry will be an introduction to the principles of trigonometry. Characteristics of the six trigonometric functions are studied through their graphical relationships, numerical applications, and polar transformations. Students will need a scientific calculator. **Prerequisite: Algebra II. For Dual Credit Math 1112 at UCM, students must have an ACT score of 20 or higher in Math and 3.0 GPA or higher.**

**1317 College Algebra** (.50 Unit) This course is a continuation of the study of Algebra. Topics include linear and quadratic equations, linear and quadratic inequalities, second-degree relations and functions including composition and inverses, systems of equations, exponential and logarithmic functions, and series and sequences. A student may earn 3 hours of college credit through UCM upon completion of the course. **Prerequisite: Algebra II. For Dual Credit Math 1111 at UCM, students must have an ACT score of 20 or higher in Math and 3.0 GPA or higher.**

**1319 Calculus** (1 unit) The Calculus course is primarily a review of analytic geometry, trigonometry, and pre-calculus; an introduction to differential calculus, which solves problems dealing with the tangent to a curve and the velocity of a particle at an instant in time, and an introduction to integral calculus which deals with the calculations of areas of regions with curved boundaries. **Prerequisite: College Algebra /Trigonometry and approval of Algebra II instructor. For Dual Credit at UCM, students must have an ACT score of 24 or higher in Math and 3.0 GPA or higher.**

**1320 Advanced Math Topics** (1 unit) The purpose of this course is to explore advanced number theory and applications. The course will include the study of set theory, probability, logic and statistics. This is a senior-level course and complementary for students anticipating enrollment in contemporary mathematics at the collegiate level. **For Dual Credit Math 1101 at UCM, students must have an ACT score of 20 or higher in Math and 3.0 GPA or higher.**

SCIENCE

**1410 Biology** (1 unit) Biology is a basic course designed to introduce students to the nature of science, biomolecules, cells, photosynthesis, cellular respiration, genetics, ecology, and evolution. The year culminates with the EOC exam taken at the end of 2nd semester. **All students entering KNHS as freshmen are required to take this full year course. The state of Missouri requires successful completion of this course for graduation.**

**1411 Advanced Biology** (1 unit) This is an upper level biology course designed for juniors and seniors. Specific areas to be covered include the history of life, evolution, classification, bacteria and viruses, protists, fungi, and animals. Dissections will be used as a teaching tool in this course. **Prerequisite: Biology and Physical Science or Chemistry. Current enrollment in Physical Science or Chemistry is permitted.**

**1412 Earth Science** (1 unit) This course involves an exploration of geological aspects of minerals, rocks, weathering, erosion, landforms development, plate tectonics and weather. The astronomy of the solar system and nearby galaxies will be also be studied. This course is for sophomores, juniors and seniors.

**1413 Physical Science** (1 unit) This course is primarily designed for sophomores and juniors and recommended for students who have chosen career paths in Arts & Communications; Business, Management, and Technology; or Human Services. Topics covered will include atoms, periodic table, chemical reactions, acids and bases, nuclear changes, motion and forces, work and energy, and electricity and magnetism. Laboratory work will be used to provide students with an opportunity to apply the skills they have been taught. Not available to students who have passed Chemistry or Physics. **All sophomores at KNHS are required to take either Physical Science or Chemistry.**

**1416 Physics** (1 unit) Physics is a math intensive study of several related physical sciences including mechanics, sound, light, electricity, magnetism, thermodynamics, and nuclear physics. A great deal of time is spent with laboratory experiments and demonstrations. **Prerequisite: A grade of C or current enrollment in Algebra II**

**1417 Chemistry** (1 unit) Chemistry is the study of the structure and properties of matter and the changes which matter goes through. Chemistry topics covered in this course include scientific measurement, chemical names and formulas, chemical reactions, molar relationships, stoichiometric relationships, gas laws, atomic structure, electron arrangement, periodic laws, states of matter, acids and bases and nuclear chemistry. Laboratory work will be used to provide students with an opportunity to apply what they have learned. Students should have a mathematical background, which includes Algebra I. **Prerequisite: Algebra I and recommend a C average**. **All sophomores at KNHS are required to take either Physical Science or Chemistry.**

**1418 Advanced Chemistry** (1 unit) Advanced Chemistry is the further study of structure, properties, and changes of matter. The course is designed to be college preparatory in nature. It will expand upon the topics discussed in Chemistry and introduce new topics such as aqueous reactions, thermo chemistry, and organic chemistry. Laboratory work will supplement the coursework and provide students with a hands-on approach to the topics being covered. This course has the potential for up to five (5) hours of college credit from the University of Central Missouri upon completion. **Prerequisite: Open to juniors and seniors who have completed Chemistry and recommend B- average. For Dual Credit Chem 1131 through UCM, students must have a 3.0 GPA.**

**1419 Anatomy & Physiology** (1 unit) This is an advanced course in which students learn concepts dealing with anatomy & human physiology. Topics include biochemistry and biological organization of cells, tissues, organs and systems. This is a course intended primarily for juniors and seniors, but sophomores in the Health Services career path may enroll with instructor approval**. Prerequisite: Biology and Physical Science or Chemistry**

**1420 Chemistry Lab Assistant** (1 unit) Students will use skills from chemistry to maintain and manage a laboratory setting. Students will specifically be in charge of setting up lab equipment and making appropriate chemical for labs to be completed by other classes. Inventory of lab equipment and materials will be maintained. Student will be responsible for helping keep the lab, lab storeroom, and equipment clean in addition to other duties assigned. Chemistry Lab Assistant students will follow a self-paced chemistry curriculum to help enhance and reinforce what they have previously learned along with being introduced to new topics not covered in other science courses. Chemistry Lab Assistant students may be responsible for maintaining a chemistry web page for KNHS. A Chemistry Lab Assistant student must have superior knowledge of chemistry principles and laboratory safety skills. Students interested in enrolling must submit a written application and receive instructor approval. Prior chemistry grades, quality of laboratory skills as exhibited in Chemistry class and the written application will be used to determine enrollment. There are a limited number of slots. This course is open to juniors and seniors who are concurrently taking or have completed Advanced Chemistry. (**Students wishing to enroll in this course must follow the format for ‘Independent Study’.)**

VOCATIONAL BUSINESS EDUCATION

**0110 Personal Finance** (.50 unit) **Required for all students. Must be taken before graduation.** Understanding and managing personal finances are key to one’s future financial success. This one semester course is based on the Missouri Personal Finance Competencies and presents essential knowledge and skills to make informed decisions about real world financial issues. Students will learn how choices influence occupational options and future earning potential. Students will also learn to apply decision making skills to evaluate career choices and set personal goals. The course content is designed to help the learner make wise spending, saving and credit decisions and to make effective use of income to achieve personal financial success.

**0112 Accounting I** (1 unit) Accounting involves the study of double-entry bookkeeping for small service and merchandising businesses. It will include recording journal entries, posting, and preparing financial reports. At least two practice sets, with books and business papers, will be used to simulate actual business situations. Much of the work is automated and the student will utilize the computer.

**0113 Accounting II** (1 unit) Provides students with the knowledge of various accounting procedures. This course will cover departmentalized accounting, corporate accounting, general accounting adjustments, management accounting, and cost accounting. Mini-activities and business simulations will be covered in this class. **Prerequisite: Accounting I**

**0114 Business Technology I** (1 unit) Business Technology I students will introduce the student to Microsoft Office, Excel, Access, PowerPoint and Publisher. Students will learn about job opportunities available in business and develop skills and knowledge needed to succeed in business. In addition students will further develop keyboarding and business math skills.

**0115 Business Technology II** (1 unit) Business Technology II students will further develop skills learned in Business Technology I. Additional areas covered will include: processing business data, purchasing and receiving, inventories, working with sales, financial record keeping, telecommunications, computerized inventory and seeking a job. **Prerequisite: Must have successfully completed Business Technology I with a C average.**

**0116 Business & Personal Law** (1 unit) Students receive instruction in areas that affect both business and individuals. As law emanates from various governmental and judicial entities, students must possess a fundamental understanding of law and the foundations of our legal system. The impact of international business and technology has created an additional demand for students to have a general knowledge of international law. Among the areas of study will be: contracts, insurance, purchasing, rental/leasing agreements, along with tort and financial law. This class is not intended for freshmen.

**0117 Desktop Publishing** (.50 unit) In Desktop Publishing, students will be provided content for employment in career areas that include desktop publishing skills. Demand in this area will continue to expand as businesses utilize advanced desktop publishing skills to increase their production efficiency and improve the creativity and quality of business documents and publications.

**0118 Multimedia** (.50 unit) In Multimedia, students will address areas of technology and the skills required to apply various forms of multimedia in the workplace. Units in this class will focus on multimedia forms such as graphics, audio, video, web page design and maintenance, and electronic presentation skills. This course is available to juniors and seniors.

**INDUSTRIAL TECHNOLOGY**

**0210 Exploration of Technology** (1 unit) This course is an exploration of industrial technology’s three clusters *(energy and power, materials and processes, and communications).* The emphasis is an increased capability with a great variety of tools, materials, processes, career awareness, and reinforcement of basic skills/core competencies. Students will construct several small projects.

**0211 Materials & Processes I**  (1 unit) This course is a study of the operations involved in the transformation of woods, metals, and plastics into usable products with special emphasis placed on technical information, qualities, specifications, and standards. Activities include experimenting, creating, designing, constructing, and evaluating products built using hand tools, machine tools, or constructed with the aid of automated or computerized manufacturing. **Prerequisite: Exploration of Technology**

**0215 Introduction to Engineering Design (IED)** (1 unit) In this course, students use 3D solid modeling design software to help them design solutions to solve proposed problems. Students will learn how to document their work and communicate solutions to peers and members of the professional community. The major focus of the IED course is to expose students to the design process, research and analysis, teamwork, communication methods, global and human impacts, engineering standards and technical documentation. This course is designed for 9th or 10th grade students. There is no prerequisite knowledge required, but students should be concurrently enrolled in college preparatory mathematics and science courses.

**0212 Materials & Processes II** (1 unit) This course is a further study in the area of woods, metals, and plastics. Students are expected to complete a major project. **Prerequisite: Materials and Processes I**

**0213 Special Projects in Materials** (1 unit) Advanced applications, research and design fundamentals, and experimentation will be major areas of exploration in this class. The course is designed to follow format of an Independent Study course. **Prerequisite:** **Materials & Process I & II and instructor approval.**

**0214 Computer Aided Drafting [CAD]** (1 unit) Students will become familiar with components of a CAD system including monitor, keyboard, mouse, scanner, printers, plotter and CAD software. Students will master skills required to create drawings using CAD systems. In addition, students will learn and use vocabulary common within the drafting industry. Traditional machine drafting and CAD will be explored.

VOCATIONAL FAMILY AND CONSUMER SCIENCE

**0310 Career and Family Leadership** (1unit) This course is designed to give the student general knowledge in all disciplines of the Family and Consumer Sciences curriculum. Students will study information that will help prepare for family life by emphasizing development of attitudes and values, food and nutrition, family living, parenthood education along with child growth and development, housing and home management, and clothing and textiles.

**0315 Clothing and Textiles** (.50 unit) This course prepares students to learn and enjoy a skill that will last a lifetime. Basic construction techniques are emphasized as well as proper use of sewing equipment. Students will demonstrate competency in using techniques of clothing construction to construct wearable garments. A one-day job shadowing experience is arranged for each student during the semester. **Prerequisite: Career and Family Leadership**

**0316 Housing, Home Furnishings and Equipment** (.50 unit)This course will prepare students to explore the various needs families have for housing and creating a home. Factors that will be explored are types of housing, cost, home furnishings, and equipment to improve living space to meet individual and family needs. A one-day job shadowing experience is arranged for each student during the semester. **Prerequisite: Career and Family Leadership**

**0318 Nutrition and Wellness** (1 unit) This course prepares students to study the nutritional value of food as well as to develop an understanding of the significance of food. Students will have hands-on practice in reading and writing recipes. Students will learn various tools and equipment used in food preparation, the techniques of meal planning, and the importance of safety and sanitation. A one-day job shadowing experience is arranged for each student during the semester. **Prerequisite: Career and Family Leadership**

**0319 International & Specialty Cuisine** (1 unit) This course will explore some of the culinary preparation techniques of international and ethnic foods as part of an individual’s cultural identity. The culturally unique food traditions based on a country's climate, agricultural/manufactured projects, geography, economic standard of living, religion, traditions, and festivals of a country's population will be introduced. Students will compare the interrelationship between food habits and culture. The distribution of food varies in many countries and throughout the world. The course will review and demonstrate safety and sanitation in the lab and when handling food, correct measuring, use of standard recipes, table setting, food presentation, meal planning and the completion of the cooperative work skills. Students will tour the world making a travel log of countries and frequently prepared cultural foods. **Prerequisite: Nutrition and Wellness**

**0320 Child Development, Care and Guidance** (1 unit) This course is designed to teach student about families, parenting skills, teen pregnancy, and preparing for birth. It also provides basic knowledge of child development and growth and provides a variety of personal experiences that will give students an understanding of the role of caregivers. Students will also have the opportunity to spend time with Baby-Think-It-Over. A one-day job shadowing experience is arranged for each student during the semester. Assessment is made by observation, worksheets, tests, job shadowing, and scoring guides. **Prerequisite: Career and Family Leadership**

**0321 Advanced Child Development, Care and Guidance** (1 unit) Advanced Child Development is designed as a sequential course that will prepare students to understand child development concepts. This course emphasizes the developmental stages beginning with school age. Consideration is given to the effects of societal changes, and need fulfillment at each stage. Students will receive hands-on experience by working and observing in a child care center. (Internship) Assessment is made by observation, internship, journal, test and scoring guides. **Prerequisite: Child Development, Care and Guidance**

FINE ARTS

**0410 Art I** (1 unit) Art I fulfills the fine arts requirement and is a prerequisite for all advanced art courses. Students engage in disciplines of art history, art criticism, aesthetics, and art production. Students will view, discuss and analyze art history from Ancient Greek to contemporary art and be introduced to and practice the art criticism process. Students will produce works of art in various techniques and with a variety of materials. Students will display their work in the school, community and contests.

**0411 Art II** (1 unit) Art II students will explore art history from Egyptian art to contemporary art. Students are introduced to and practice the art criticism process from the art history approach. Art production is designed to create critical thinking, originality and problem solving. **Prerequisite: Completion of Art I with a recommend C average.**

**0412 Art III** (1 unit) Art III is for the highly motivated and serious art student. Aesthetics, art history, and art criticism study enables students to understand their own work and work of other cultures and times. A historical overview of art is used as reference for student art production and study. Students will produce work in various techniques and materials. A level of high quality work is expected. **Prerequisite: Completion of Art II with a recommend C average.**

**0413 Art IV** (1 unit) Art IV is designed for the highly motivated and serious art student. The study of art history and art criticism study enables students to understand their own work and work of other cultures and times. A historical overview of art is used as reference for student art production and study. Students will produce work in various techniques and materials. A level of high quality work is expected**. Prerequisite: Completion of Art III with a recommend C average.**

**0414 Concert Choir** (1 unit) Concert Choir is for students who enjoy and want to learn more about singing. Students will work on the fundamentals of singing, part singing, simple sight-reading, and the fundamentals of music as well as aspects of music appreciation including listening, musical theatre, and music history. Students are required to perform at all scheduled concerts and competitions.

**0424 Experiences in Music** (0.5 credit) This class is for students who have an appreciation for music but don’t want to participate in a performance-based course. Students will be introduced to the elements of music through exploration of music theory, concert observations, computer programs, web based instruction, listening assignments, and music production. We will also examine music’s influence on our culture through various media.

**0425 Show Choir** (1 unit) Show Choir is a specialized choir class involving all of the skills and activities of choir combined with rigorous choreography including theatrical movement and dance. Students enrolled in Show Choir are ***required*** to attend all scheduled performances and **competitions**. Members *may* have to purchase certain items of the Show Choir outfit. **Prerequisite: Students must audition for this class.**

**0416 Band** (1unit) This course stresses the understanding of music notation and vocabulary, elements and styles of music, as well as having a command of performance and listening skills. Marching band in the fall converts to a concert band upon completion of marching responsibilities near the end of 1st quarter. The band performs at various civic events, school music programs, and MSHSAA contests and festivals. All public performances participated in by the band are required. Excuses other than personal illness or family weddings and funerals may be considered on an individual basis *(work will not be an excused absence).* Some of the larger and unique instruments are available from the school at no charge, but most students own their own instruments. **Prerequisite: Students entering high school band should have a minimum of three years playing experience and must possess basic music reading and group participation skills as approved by the instructor.**

**0417 Jazz Band** (1unit) This course explores jazz styles such as swing, rock, Latin, and blues through the big band ensemble. Instruction will also include basic improvisation. The jazz band performs at various civic events, school music programs, home basketball games and MSHSAA contests/festivals. All public performances participated in by the band are required. Excuses other than personal illness or family weddings and funerals may be considered on an individual basis *(work will not be excused).* **Prerequisite: Students entering high school jazz band should have a minimum of three years playing experience and must possess basic music reading and group participation skills as approved by the instructor.**

**0418 Drama I** (1 unit)

This class is specifically designed for those interested in the play and other performance opportunities. Students will be expected to participate in at least one competition and help with our own competition and school play(s). The class will also include a study in Theatre History, Technical Theatre and in-depth aspects of Theatre production.

**0419 Drama II** (1 unit)

Drama II is designed to afford the student an opportunity to put into practice basic principles and theories mastered in Drama I. The course concentrates on studying in-depth plays of significant dramatic merit, acting in styles and presentation of various periods of dramatic history, and presentation of a variety of individual dramatic materials. Students will be required to participate in at least one competition and other public performances. **Prerequisite: Successful completion of Drama I and teacher approval.**

**0420 Drama III** (1 unit)

This course has a further in-depth study of all areas of drama. Emphasis is on performance**.** Students are required to participate in at leastone competition and to help with our own competition and play(s). **Prerequisite: Successful completion of Drama II.**

**0421 Drama IV** (1 unit)

This course continues the study of all the areas of drama. Emphasis is on performance. Students are required to participate in at least one competition and to help with our own competition and play(s). **Prerequisite: Successful completion of Drama III.**

**0423 Introduction to Theatre** (0.5 credit) This course will introduce students to various aspects of the theatrical production as well as examine drama through multiple media and its influence on culture.

FOREIGN LANGUAGE

**0510 Spanish I** (1 unit) This course emphasizes speaking, listening, reading, writing and cultural activities in Spanish. It focuses on basic vocabulary and grammar concepts in situations using the present tense. **It is recommended that the student have at least a C average in previous English Language Arts class.**

**0511 Spanish II** (1 unit) Spanish II emphasizes speaking, listening, reading, writing and cultural activities in Spanish. It reviews Spanish I concepts and focuses on intermediate vocabulary and grammar concepts in situations using past and future tenses. **Prerequisite: Completion of Spanish I with a recommend C average.**

**0512 Spanish III**  (1 unit) This course emphasizes speaking, listening, reading, writing, and cultural activities in Spanish on an advanced level. In most situations, class will be conducted in Spanish. The course will include a study of Spanish literature. **Prerequisite: Completion of Spanish II with a recommend B average.**

**0513 Spanish IV** (1 unit) This course emphasizes speaking, listening, reading, writing, and cultural activities in Spanish at a very advanced level. In most situations, class will be conducted in Spanish. The course will include a study of Spanish literature. **Prerequisite: Completion of Spanish III with a recommend B average.**

**0514 French I** (1 unit) This course emphasizes speaking, reading, writing and cultural activities in French. It focuses on basic vocabulary and grammar concepts in situations using the present tense.

**0515 French II (1** unit) French II emphasizes speaking, listening, reading, writing, and cultural activities in French. It reviews French I concepts and focuses on intermediate vocabulary and grammar concepts in situations using past and future tenses. **Prerequisite: Completion of French I with a recommend C average.**

**0516 French III** (1 unit) This course emphasizes speaking, listening, reading, writing, and cultural activities in French on an advanced level. In most situations, class will be conducted in French. It includes a study of French literature. **Prerequisite: Completion of French II with a recommend B average.**

**0517 French IV** (1 unit) This course emphasizes speaking, listening, reading, writing, and cultural activities in French at a very advanced level. In most situations, class will be conducted in French. It includes a study of French literature. **Prerequisite: Completion of French III with a recommend B average.**

**PHYSICAL EDUCATION**

**0614 Lifetime Sports & Fitness** (1 or .50 unit) This course is designed to promote a maximum level of total fitness through individual participation in physical performance activities. Areas included are: personal fitness, aerobic exercises, classroom activities *(nutritional needs, a posture screening, weight control, and body composition),* and team sport activities.

**0615 Weightlifting & Personal Fitness** (1 or .50 unit) This is a co-educational course for students who are serious about increasing strength and fitness. A high level of participation and effort is expected.

**0616 Freshmen Health** (.50 unit) This course is designed to introduce students to the concepts of physical, mental and social health. Through the study of the body, students will learn to make choices to live a more active and productive life now and in their future. This class includes current information on nutrition, eating disorders, mental health, handling emotions, reproductive health, STD’s, First Aid, and CPR, as well as many other health-related topics.

**0621 Freshmen P.E.** (1 or .50 unit)This freshman level course combines P.E. one semester and health the other semester for a full year course. Areas covered are similar to those described in the course descriptions below. This course is designed for all FIRST TIME freshmen or new students needing a health credit.

**0622 Aerobics and Personal Fitness** (.50 unit) This course will provide students the opportunity to develop cardiovascular endurance, flexibility, and muscular strength through a variety of activities. Some activities to be covered but not limited to: aerobics, Zumba, yoga, Pilates, power walking, running, and fitness bands. This is a high participation class for self-motivated students dedicated to personal fitness.

**\*\*\*\*NOTE\*\*\*\***Students should be aware that only 3 units of credit in ANY Physical Education course will be figured in computing Grade Point Average, Honor Roll or Class Rank after the Freshman year. Students may enroll in only one (1) unit of physical education during each of their sophomore, junior, and senior year unless approved by the principal.

ADDITIONAL ELECTIVES

**0710 Agriculture Science I** (1 unit) A course designed for instruction in animal science, agricultural mechanics, careers, leadership, and supervised agricultural experience. Units may include agribusiness, fish and wildlife management, and food science. This is a yearlong course and is designed for freshmen and sophomores. There is a $25 course fee for this class.

**0711 Agricultural Science II** (1 unit) A course designed for instruction in plant and crop science, soils, entomology, horticulture, and/or forestry, and additional instruction in agricultural mechanics, careers, leadership, and supervised agricultural experience. This is a yearlong course. There is a $25 course fee for this class. **Prerequisite: Agricultural Science I**

**0712 Greenhouse Operation and Management** (1 unit) This course will introduce students to greenhouse operations and care. The class will look at types of greenhouses, heating and cooling systems, pests, and disease control. We will also discuss types of plants, watering techniques, artificial reproduction of plants, and costs of all aspects of greenhouse operations. Most of the class will take place in the greenhouse facility and involve mathematics and hands on work. There is a $25 course fee for this class **Prerequisite: Agriculture Science II**.

**0704 Horticulture** (1 unit) Horticulture is a class that will include plant identification, turf maintenance in a variety of settings and uses, floral design (including flower arrangements and corsages), proper care of plants, pest control, and how plants are used decoratively in local areas. We will also be looking at professional turf care, such as in sports arenas and golf courses. Students will be expected to create cost analysis of projects and be able to make different floral designs. There is a $25 course fee for this class. **Prerequisite: Agriculture Science II**

**0708 Animal Science** (1 unit) Encourages research and systems approach to beef, dairy, swine, horses, goats, sheep, and poultry. This advanced course is suitable for 11th and 12th grade students. Topics to be covered include: nutrition, genetics, reproduction, and animal health. There is a $25 course fee for this class. **Prerequisite: Agriculture Science II**

**0709 Agribusiness Sales, Marketing & Management** (1 unit) This course will cover the role of agricultural business in the economy, career opportunities, personal skills, basic economic principles and agricultural business activities. Students will study the process of creating a sales presentation and will then present their own sales presentation. There is a $25 course fee for this class. **Prerequisite: Agriculture Science II**

**0714 A+ Tutor** (No Credit) This class is a semester in length whereby a student who is in good standing with the A+ Schools Program may be assigned a location within the District to complete their tutoring requirement as specified by the State A+ School requirements. A student must have the approval of the counselor, A+ School Director, and Principal. **A separate application requesting placement as an A+ Tutor is required when submitting your enrollment form**. Applications may be picked up from either the counselor’s office or from the A+ Schools Director. There are a limited number of slots available.

**0716 Cadet Teaching** (.50 unit per semester) This course is designed to help high school students who are interested in entering the teaching profession and affords students an opportunity to work in a classroom under an experienced teacher to gain insight in the problems educators encounter on a routine basis. The course is open to juniors and seniors who have a minimum overall GPA of a 2.50, no failing semester grades, and a record of good school attendance and citizenship. Assessment is determined by attendance, presentations/participation, and written work/reports.

**0717 Flag Corps** (.25 unit) This course is offered during first semester only. The flag corps participates at all home football games and parades and competitions attended by the Panther Pride Marching Band. Students will be responsible for learning and memorizing flag routines for these public performances. All public performances participated in by the flag corps are required. Excuses other than personal illness or family weddings and funerals may be considered on an individual basis (work will not be excused). \*\*Auditions for this group typically occur in February of the preceding school year.

**0720 Yearbook** (1 unit) Students will be introduced to journalistic writing, computer and traditional page layout techniques, picture taking, along with the principles and responsibilities of producing the school’s yearbook, the ***Knobna***. This course is open to seniors. There are a limited number of slots available. **Interested students must submit an application, a letter of recommendation from a faculty member, and be approved by the instructor.** Applications are available from the counselor’s office. **Prerequisite: A B- grade average in the student’s most recent Language Arts class.**

**0722 Student Office Aide** (No Credit) This class is a semester or year in length whereby the student is placed in the office to gain experience in office etiquette. Responsibilities are, but not limited to, copying, filing, organizing, and delivering messages. This course is only available to juniors and seniors who have displayed above average effort in areas of attendance, citizenship, and scholarship. **A separate application requesting placement as an office aide is required when submitting your enrollment form**. Applications can be obtained from the counselor’s office. There are a limited number of slots.

**0723 Library Media Center Aide** (No Credit) This course is a semester or year in length whereby the student is placed in the library media center (LMC) under the supervision of the LMC instructor. Responsibilities will include, but are not limited to becoming familiar with operating the electronic card catalogue system, inventory of incoming and existing LMC resource materials, along with other duties assigned by the instructor. **A separate application requesting placement as a library media center aide is required when submitting your enrollment form.** A student must interview with the Library Media Center instructor. This course is only available to juniors and seniors who have displayed an above average effort in areas of attendance, citizenship and scholarship. There are a limited number of slots. Applications may be picked up at either the counselor’s office or LMC.

# 0725 Work-Site Learning (.50 unit per semester) Work-Site Learning is a senior only course designed to provide additional and/or specialized experience for a student beyond the traditional classroom setting. Students get practical exposure to the business world, a heightened awareness of educational and career choices, real-world perspectives on the importance of education, an increase in self-esteem and motivation to succeed, an improvement of interpersonal skills, and a development of critical employment skills. An average of 7½ hours work per week is required for each period of worksite learning. Grading is done by the employer through an extensive evaluation sheet. Grades assigned are either pass or fail. Students may take a only one period of worksite learning per semester.

**AIR FORCE JUNIOR ROTC**

**Program Description:** The AFJROTC is a program for high school students instrumental in developing citizens of character dedicated to serving our nation and communities. Each year the course is divided into three categories: Aerospace Science (AS) 40%, Leadership Education (LE) 40%, and Wellness 20%. Students are provided a uniform free of charge and are required to wear the uniform once each week and meet Air Force grooming standards. A uniform cleaning fee may be assessed if the uniform is not turned in clean and pressed at the end of the year. Books and materials are provided by the Air Force. Instructors will be retired Air Force personnel who are certified in JROTC instruction. Guest speakers and field trips will be included as part of the curriculum. Wellness is an official part of the Air Force Junior ROTC program and is reinforced through an exercise program focused upon individual base line improvements with the goal of achieving a national standard as calculated by age and gender. **Students do not have any future military commitment**, but ROTC scholarship opportunities are available for top-performing students. At the discretion of each military service, advanced enlistment grade credit is normally available to students completing two or more years of the program.

**0810 A Journey into Aviation History AS-100** 9th Grade or First Year Students (1 unit) This aviation history course focuses on the development of flight throughout the centuries.  It starts with ancient civilizations, then progresses through time to modern day.  The emphasis is on civilian and military contributions to aviation; the development, modernization, and transformation of the Air Force; and a brief astronomical and space exploration history.  It is interspersed with concise overviews of the principles of flight to include basic aeronautics, aircraft motion and control, flight power, and rockets.

The Leadership curriculum introduces cadets to the Air Force Junior Reserve Officer Training Corps (AFJROTC) program and provides a basis for progression through the rest of the AFJROTC program while instilling elements of good citizenship. It contains sections on cadet and Air Force organizational structure; uniform wear; customs, courtesies, and other military traditions, health and wellness, fitness, individual self-control, and citizenship.

The Health and Wellness component makes up 20% of instructional time to motivate cadets to lead active healthy lifestyles beyond program requirements and into their adult lives. Individual baselines are established by the Presidential Fitness Challenge Program and the AFJROTC Wellness Program consisting of 19 exercises that target and develop all muscle groups with sufficient anaerobic and aerobic intensity.

**0811 Cultural Studies: An Introduction to Global Awareness AS-220** This is a course option available with a minimum enrollment of ten (10) cadets comprised of3rd Year JROTC Cadets (1 unit) This is a customized course about the world’s cultures. The course is specifically created for the US Army, Marine Corps, Navy, and Air Force Junior ROTC programs. It introduces students to the world’s cultures through the study of world affairs, regional studies, and cultural awareness. The course delves into history, geography, religions, languages, culture, political systems, economics, social issues, environmental concerns, and human rights. It looks at major events and significant figures that have shaped each region.

Leadership Education III: A Life Skills and Career Opportunitiestextbook will be helpful to students deciding which path to take after high school. Information on how to apply for admission to college or to a vocational or technical school is included. Information on how to begin the job search is available to students who decide not to go to college or vocational school. Available also is information about financial planning and how to save, invest, and spend money wisely, as well as how not to get caught in the credit trap. Students are informed about real life issues such as understanding contracts, leases, wills, warranties, legal notices, and personal bills. Citizen responsibilities such as registering to vote, jury duty, and draft registration will be helpful as well. For those students who may be moving into an apartment of their own, information is presented on apartment shopping and grocery shopping skills. There is information on how to prepare a résumé and the importance of good interviewing skills. If there are students who are interested in a career in the military, with the federal government, or an aerospace career, information is also provided for them.

The Health and Wellness component makes up 20% of instructional time to motivate cadets to lead active healthy lifestyles beyond program requirements and into their adult lives. Individual baselines are established with the Presidential Fitness Challenge Program and the AFJROTC Wellness Program consisting of 19 exercises that target and develop all muscle groups with sufficient anaerobic and aerobic intensity.

**0812** **The Science Of Flight AS-210** 2nd and 3rd Year JROTC Cadets offered every other year (1 unit) This is a science course designed to acquaint the student with the aerospace environment, the human requirements of flight, principles of aircraft flight, and principles of navigation. The course begins with a discussion of the atmosphere and weather. After developing an understanding of the environment, how that environment affects flight is introduced. Discussions include the forces of lift, drag, thrust, and weight. Students also learn basic navigation including map reading, course plotting, and the effects of wind. The portion on the Human Requirements of Flight is a survey course on human physiology. Discussed here are the human circulatory system, the effects of acceleration and deceleration, and protective equipment.

2nd Year Cadets Leadership II: Communication, Awareness and Leadership stresses communications skills and cadet corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects.

3rd Year Cadets, Leadership Education III: A Life Skills and Career Opportunitiestextbook will be helpful to students deciding which path to take after high school. Information on how to apply for admission to college or to a vocational or technical school is included. Information on how to begin the job search is available to students who decide not to go to college or vocational school. Available also is information about financial planning and how to save, invest, and spend money wisely, as well as how not to get caught in the credit trap. Students are informed about real life issues such as understanding contracts, leases, wills, warranties, legal notices, and personal bills. Citizen responsibilities such as registering to vote, jury duty, and draft registration will be helpful as well. For those students who may be moving into an apartment of their own, information is presented on apartment shopping and grocery shopping skills. There is information on how to prepare a résumé and the importance of good interviewing skills. If there are students who are interested in a career in the military, with the federal government, or an aerospace career, information is also provided for them.

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**0813 The Exploration of Space** **AS-300** 2nd and 3rd Year JROTC Cadets offered every other year (1 unit)This science course includes information about space science and exploration. The course begins with the study of the space environment from the earliest days of interest in astronomy and early ideas of the heavens, through the Renaissance, and on into modern astronomy. It provides a study of the Earth, Sun, stars, Moon, and solar system, including the terrestrial and the outer planets. It discusses issues critical to travel in the upper atmosphere such as orbits and trajectories, unmanned satellites, and space probes. It investigates the importance of entering space and discusses manned and unmanned space flights, focusing on concepts surrounding spaceflight, space vehicles, launch systems, and space missions. The section on manned spaceflight focuses on the Space Shuttle, space stations and beyond, covering milestones in the endeavor to land on the Moon and to safely orbit humans and crafts for temporary and prolonged periods. The course covers the human aspect of spaceflight, focusing on the human experience in space. It also examines the latest advances in space technology, including robotics in space, the Mars Rover, and commercial uses of space.

2nd Year Cadets Leadership II: Communication, Awareness and Leadership stresses communications skills and cadet corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Written reports and speeches compliment the academic materials. Cadet corps activities include holding positions of greater responsibility in the planning and execution of corps projects.

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The Health and Wellness component makes up 20% of instructional time to motivate cadets to lead active healthy lifestyles beyond program requirements and into their adult lives. Individual baselines are established with the Presidential Fitness Challenge Program and the AFJROTC Wellness Program consisting of 19 exercises that target and develop all muscle groups with sufficient anaerobic and aerobic intensity

**0814 Management of the Cadet Corps AS-400** 4th Year Cadets (1 unit)

Management of the Cadet Corps: The cadets manage the entire corps during their fourth year in the JROTC program. This hands-on experience affords the cadets the opportunity to put the theories of previous leadership courses into practice. All the planning, organizing, coordinating, directing, controlling, and decision making will be done by the cadets. They practice their communication, decision making, personal-interaction, managerial, and organizational skills.

Leadership Education 400 Principles of Management: This is the 4th course in leadership education. This course provides exposure to the fundamentals of management. Throughout the course many ethical dilemmas, case studies, and role play activities are built into the lessons.

The Health and Wellness component makes up 20% of instructional time to motivate cadets to lead active healthy lifestyles beyond program requirements and into their adult lives. Individual baselines are established with the Presidential Fitness Challenge Program and the AFJROTC Wellness Program consisting of 19 exercises that target and develop all muscle groups with sufficient anaerobic and aerobic intensity. **Prerequisite: Group level position and approval of the Senior Aerospace Science Instructor.**

**Cross-Town Agreement:** A Cross-Town Agreement exists between Knob Noster High School and several surrounding school districts. This agreement has been established to allow students from area high schools to participate in Air Force Junior ROTC classes and activities at Knob Noster High School (KNHS).

All guidelines for discipline established by the Knob Noster R-VIII Board of education or Knob Noster High school will be in effect. The SASI, with concurrence of the KNHS principal, may remove any student for failure to maintain AFJROTC standards. Disciplinary referrals will be sent to the sending high school for disposition.

Attendance will be reported daily to the student’s home High School by the SASI. The SASI will report grades to the student’s home High School on the schedule required of all teachers and the grades for AFJROTC will appear on report cards, along with all other grades.

All students are invited and encouraged to participate in all AFJROTC activities. Once a month we make a trip to the Missouri Veterans Home which can be counted toward your community service hours. We have drill and color guard team competitions with other area high schools. We do Color Guard for sporting events, parades, Cancer Walks, pep assemblies and many other requested performances.

**VOCATIONAL SCHOOL COURSE DESCRIPTIONS**

**Entry into Warrensburg Area Career Center (WACC) program is not** automatic; placement is based upon a mutual agreement between WACC, the Knob Noster High School administration and the student. The WACC option is open to juniors and seniors only. **A student’s academic progress, attendance, and behavior are all considered** when selecting students for enrollment at WACC. Students must arrange transportation home from KNHS on Wednesday afternoons.

**0910 Agriculture Education** (3 units) The vocational agriculture program emphasizes developing knowledge, understanding, and skills in agri-business, agriculture production, agricultural mechanics, conservation, and horticulture. Occupational experience is obtained on the farm, in a non-farm agricultural business, in the school's greenhouse, construction laboratory and land laboratories.

**0911 Computer Repair & Networking** (3 units) A typical student will have CompTIA A+ certification knowledge during their first year. This certification is an international industry credential that validates the knowledge of networking professionals with at least nine months of experience in network support or administration or adequate academic training. Earning this certification demonstrates that a candidate can describe the features and functions of networking components, and possesses the knowledge and skills needed to install, configure and troubleshoot basic networking hardware, protocols, and services. Comp TIA Network + certification is proof of professional achievement, providing: a viable career path; enhanced job opportunities; proof of professional achievement; and foundational knowledge for advanced certification.

**0912 Automotive Collision Technology** (3 units each) Auto Body students will learn to examine, estimate, and repair damaged automobile and truck bodies, align and re-form, fill and shape, smooth, prime and repaint auto body damage and replace panels, fenders, trim and glass. Other skills to be learned will include: use of Mig welders, plastic welders, electric and air grinders and sanders, suction feed paint spray guns, use of body fillers, masking and paint mixture, estimating and billing, ship safety, and paint booth operation and safety.

**0913 Automotive Service Technology** (3 units each) This course includes an introduction to automobile engine and chassis design, fuel systems, engine lubrication, automotive electricity, clutch, brake, transmission, and wheel suspension systems. Students will learn by studying theory and by actual hands-on experience in the above-mentioned areas. Also, students learn the proper use, care, and cleaning of tools, equipment, and the shop. During the second year auto mechanic students expand upon skills and fundamentals learned in Auto Mechanics I.

**0914 Construction Technology** (3 units each) Students receive training in rough framing, finishing work, drywall application, concrete finishing, painting, ceramic tiles, plumbing, and electrical wiring. Students also receive related information needed in the above training by actually building a residential home.

**0915 Health Sciences** (3 units each) The first few months are spent in the classroom and laboratory, where the student develops fundamental concepts of anatomy and physiology, medical terminology, personal health and hygiene skills, mental health, pre-employment preparation, field trips, and visits with health care professionals. Students practice skills in the lab such as monitoring blood pressure, temperature, pulse and respiration, sterile technique, isolation procedures, assessment development, and other basic health care skills. The second half of the year, students select health care careers in the areas of their interest-- such as radiology, veterinary medicine, child care, dental offices, laboratory, etc.--and work with health care professionals in area clinical facilities. Students are given the option of being certified in Cardiopulmonary Resuscitation, Red Cross First Aid, and Nursing Assistant in long-term care facilities.

**WORK-SITE LEARNING**

# Purpose:

The purpose of this program is to provide additional and/or specialized experience for a student beyond the traditional classroom setting. Work-Site Learning promotes education/business partnerships focused on communicating, understanding, and sharing the responsibility of helping prepare for their future as lifelong learners and productive citizens.

# Program Objectives:

1. Develop good attendance and punctuality habits that are necessary for successful employment or continuation in post-secondary education.

2. Develop skills or competencies that are necessary for successful employment or continued experience in a related career.

3. Develop the ability to deal effectively with other workers and to accept supervision.

4. Develop personal traits and attitudes necessary for success in a career or in post-secondary education.

**Requirements for Participating Students:**

1. Student must be a senior and accepted in the Work-Site Learning program.
2. Student must have consent from parent or guardian
3. Student must provide proof of medical insurance; parent provided coverage or student medical coverage plan provided through school district
4. Student must provide emergency medical information including emergency phone contacts and emergency medical care authorization
5. Student must provide own transportation or transportation must be predetermined
6. Student must provide proof of auto insurance if providing own transportation
7. Student must have a minimum GPA of 2.0 on a 4.0 scale
8. Student must have satisfactory school attendance and disciplinary records
9. Student will apply for and secure his/her own job
10. Student will submit employment agreement by the due date
11. Student will be enrolled in general courses if employment is not secured by the second week of the semester
12. Student will work 7.5 hours/week per hour enrolled in worksite (average)
13. Student will be on time to work
14. Student will submit time sheet or pay stub copy by the due date
15. Student will contact KNHS teacher with any worksite problems
16. Student will schedule an appointment and meet with KNHS teacher once per quarter during office hours
17. Student will be respectful to employer and others
18. Class will be graded Pass/Fail
19. All employment must be approved

INDEPENDENT STUDY

**Purpose** -The primary purpose of the Independent Study Pro­gram is to provide students with an opportunity to develop and expand their own unique talents and interests to the highest degree, and to promote the idea of students being more responsible in the teaching/learning process.

Only students who have mastered essential skills and knowledge in a particular subject area and earned a B cumulative grade average will be considered as candi­dates for the program. All projects will be student initiated. Generally, only seniors will be granted permission to enroll in an Independent Study course. However, there are instances where an Independent Study course will be initiated due to a transfer student needing a specific course to meet minimum graduation requirements.

It is acceptable for a student to be placed under supervision of an Independent Study instructor during the academic school day but not during the instructor’s plan time.

A student may only enroll in a maximum of one (1) Independent Study course per semester.

**Student Responsibilities -** Students will:

1. Originate the basic idea for a project or study.

1. Select and approach an instructor to assist with the independent study
2. Develop and refine, with the instructor's assistance, the study methodol­ogy, objectives, and proce­dures.

4. Agree to meet with the instructor on a regular basis during extra class hours. In addition, the student is to maintain a log of the extra time spent in contact with the instructor *(not less than one hour per week.)*

5. Prepare a typed outline of the intended course of study to be submitted to the principal *(to be done a minimum of 30 days prior to the start of a semester unless special circumstances are approved by the principal).* Upon receipt and review of the intended course of study, the principal will confer with the student and instructor before deter­min­ing the feasi­bility and potential credit to be awarded (not to exceed one unit).

6. Complete all objectives on the time schedule specified in the pro­spec­tus. Schedule changes require both the instructor and principal's approval.

1. Purchase any material or supplies necessary for the study above the base maximum

 amount allowed by the school-- ($100.00).

**If a student does not submit an outline for intended course of study at least 30 days prior to the start of the school year, enrollment in the course will be cancelled and another course will be assigned by the counselor.**

**Instructor Responsibilities -** Instructors will assist the student in developing a course of study.

 *The course of study must include:*

* + - A detailed and approved curriculum for the required Independent Study project
		- Objectives *(stated in performance and measurable terms).*
		- Measurable Performance Standards
		- A time line for completion of objectives, performance standards, and projects
		- A description of procedure to be followed
		- A method of evaluating the project must be specified

**Grading -** Independent study courses will not count toward grade point average and will not be weighted.

**Final Approval**: At the conclusion of the semester, **the student shall present to the principal or their designee a complete portfolio that indicates completion of the predetermined course of study along with artifacts of the students work.** At this time, the decision will be made as to whether the conditions set forth for the course were followed. If in the judgment of the principal or their designee it is determined all pre-established criteria were followed – credit will be awarded. **No grade or credit will be assigned at semester until portfolio of student work is submitted.** If in the judgment of the principal or their designee it is determined all pre-established criteria were not followed, no credit will be awarded and the student will be reassigned to a regular course. A student denied credit may appeal the decision in writing to the Assistant Superintendent of Schools within five (5) school days.

**EARLY COLLGE DUAL CREDIT ENROLLMENT COURSES**

**1150 ENGL 101 - English Composition I** (0.5 unit)This course emphasizes planning, drafting, and revising along with critical thinking and information management skills and their role in communicating concise written ideas to a range of audiences for a variety of purposes. Basic computer skills are essential for successful completion. (3 units college credit) **Prerequisites:** **3.0 GPA and ACT placement score of 18 or higher in English.**

**1151 ENGL 102 - English Composition II** ( 0.5 unit) This course combines the process writing techniques acquired in ENGL 101 with critical reasoning and research skills to emphasize the real-life relevance in the act of managing information. This includes retrieving it from a variety of sources and evaluating, analyzing, and combining it with other sources to communicate ideas in meaningful and articulate writing. Basic computer skills are essential for successful completion. (3 units college credit) **Prerequisite: ENGL 101 with a grade of C or higher.**

**1152 ENGL 106 - Creative Writing** (0.5 or 1 unit) A study and practice in the techniques of writing poetry, fiction, nonfiction, and/or drama. Emphasis is placed on the recognition of those techniques in published works and their utilization in original work. Peer evaluation and individual conferences with the instructor are employed. (3 units college credit) **Prerequisites:** **3.0 GPA**

**1250 SOC 100 - General Sociology** (0.5 unit) Introduction to the basic principles, concepts, research strategies, and empirical findings representative of the field today. Explores the relationships of individuals and groups in the context of broader social patterns. Establishes a basis for further study in the field. Course topics may include gender and racial inequality, deviance, economic and political institutions, social mobility, and concepts related to current social and cultural change. (3 units college credit) **Prerequisites:** **3.0 GPA and ACT placement score of 18 or higher in English and Reading.**

**1251 PSY 101 - General Psychology** (0.5 unit) Introduction to the scientific study of behavior and mental processes. Includes a survey of historical and current theories, theorists and perspectives in psychology. Goals include increasing critical thinking and intellectual curiosity about psychological phenomenon and provides a basis for further study in the field. Topics may include: neurology, sensation and perception, consciousness, learning, psychometrics, personality development, and mental illness and wellness. (3 units college credit) **Prerequisites: 3.0 GPA and ACT placement score of 18 or higher in English and Reading.**

**1450 EASC 116 - Environmental Science** (0.5 unit) Non-lab course introduces environmental concepts and problems. Topics will include basic ecology, human population ecology, natural resources, and pollution. Students will learn how man interacts with his environment. (3 units college credit) **Prerequisites: 3.0 GPA and ACT placement score of 18 or higher in English and Reading.**

**0550 FREN 101 - Elementary French I** (0.5 unit) Begins the four basic skills of language communication: listening, speaking, reading, and writing. Includes an introduction to the French culture. (3 units college credit) **Prerequisites:** **3.0 GPA and ACT placement score of 18 or higher in English and Reading.**

**0551 SPAN 101 - Elementary Spanish I** (0.5 or 1 unit) Begins the four basic skills of language communication: listening, speaking, reading, and writing. Includes an introduction to the Spanish culture. Concentrates on the present indicative tense with the class conducted primarily in Spanish. (3 units college credit) **Prerequisites: 3.0 GPA and ACT placement score of 18 or higher in English and Reading.**

**1153 SPTH 101 - Public Speaking** (0.5 unit)Study and practice of basic techniques involved in generating, designing, delivering, and evaluating ideas for speech situations facing adults of our society. (3 units college credit) **Prerequisites: 3.0 GPA**

**0450 ART 101- Art Appreciation** (0.5 unit) Study of art history from the last of the 19th century through the present. This course consists of formal lectures, films, slides, gallery and studio visits, assigned readings, as well as hands-on experiences with art materials. Also includes the evolution of art by focusing on the major art movements of the last 100 years. (3 units college credit)

**0650 HLTH 101 Personal Health and Fitness** (0.5 unit) This course present a basic knowledge of physical fitness and personal fitness, the human body, personal hygiene, food and nutrition, diet and weight control, mental health, alcohol, narcotics and drug abuse education, and protection against communicable diseases and other health hazards. (2 units college credit)

**1154 LIT 101 Introduction to Literature** (0.5 unit) Student will study fiction, poetry, and drama. Special attention is given to literary terminology and critical analysis. (3 units college credit)

**1252 HIST 101 U.S. History Before 1877** (0.5 unit) This course is a survey of the political, economic, and social development of the United States from its European origin through the Reconstruction Process. A study of the Missouri Constitution is included to meet the state’s requirement in Senate Bill No. 4. (3 units college credit) **Prerequisites: ACT scores of 18 or above in English and Reading.**

**1253 HIST 108 World History Before 1500** (0.5 unit) This is a survey of the political, social, military, culture, and religious history of Europe, Asia, and Africa from 1500 to the end of the Cold War. (3 units college credit)

**1451 BIO 112 Introduction to Biology with Lab** (1 unit) Introduction of biology that develops understanding of basic, unifying concepts in science and biology through an investigative laboratory environment. (5 units college credit) **Prerequisites: ENGL 101 and MATH 112 Intermediate Algebra and a Math ACT score of 20.**

GRIEVANCE PROCEDURES

Grievance policies and procedures relative to Title IX policy for students claiming discrimination on the basis of race, sex, color, creed, or national ancestry.

(1) Informal Procedures

(a) Verbal communications of alleged discrimination or grievances shall be made directly to the teacher or other school employee involved.

(b) Unresolved complaints shall be taken immediately to the building administrator.

(c) Complaints not resolved satisfactorily by the teacher and/or principal shall be reported immediately by the principal to the administrative assistants in charge of Title IX grievance procedures.

(d) Students may arrange an appointment and meet with the administrative assistants to present their alleged discrimination charges or grievances.

(e) If complaints are not resolved with the student, a meeting with the student accompanied by parents or guardians and the administrators in charge of grievances may be held.

(2) Formal Procedures

Complaints not resolved in the informal steps may be presented as formal charges. See Board Policy Manual for procedures.

**KNOB NOSTER R-VII SCHOOL DISTRICT**

**SPECIAL EDUCATION PROGRAMS AND SERVICES**

All public schools are required to provide a free and appro­priate public ­education to all students, including those attending private/parochial schools, beginning on the child's third birth­day through age twenty (20), regardless of the child's disabili­ty. Disabilities include: learning disabili­ties, mental retar­dation, speech disorders (voice, fluency, or articulation), behavior disorders/emotional distur­bance, language disor­ders, visually impaired, hearing impaired, physically/ot­her health im­paired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their chil­dren. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Depart­ment of Educa­tion or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for imple­mentation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Director of Special Programs.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/­legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential and submit­ted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/addr­ess, birth date and age of each child, and each child's disability or suspect­ed disabili­ty. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact Terri Combs, Director of Special Programs and Knob Noster R-VIII District at 563-5597.

**EDUCATION AND CAREER PLANNING**

Career exploration will help you learn more about yourself, research and evaluate your options, set goals, and make plans to assure your success after high school. Whether you want to go to college, get a job, or follow some other pathway, your journey will be more rewarding if you plan. Counselors will help you think about what you want from high school and take concrete steps to achieve your goals and reach your dreams.

The first step in career planning is to identify your interests and match them with a wide variety of careers. This does not tell you what you should be, but organizes your interests in six broad categories of work called “Career Paths.”

**What Are Career Paths?** Career paths are clusters of occupations/careers that are grouped because many of the people in them share similar interests and strengths. All paths include a variety of occupations that require different levels of education and training. Selecting a career path provides you with an area of FOCUS, along with FLEXIBILITY and a VARIETY of ideas to pursue.

**How Can Career Paths Help Me?**

Deciding on a career path can help you prepare for your future. The intent is not for you to decide on a specific occupation for the rest of your life, but to select a career path into which you can begin directing your energies. Identifying a career path can help you in selecting school courses, activities, and part-time employment to help you to reach your goals.

**HOW DO I DECIDE WHICH CAREER PATH BEST SUITS ME?**

A counselor will help you consider the possible careers in each path in relationship to your interests, abilities, and talents. Then you can select courses that are related to your Career Path and begin planning your future. To help in selecting a Career Path, use the website [www.missouriconnections.org](http://www.missouriconnections.org). See a counselor for your user id and password.

**Missouri Career Pathways National Career Clusters**

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| **A ARTS & COMMUNICATION**Careers in this path are related to the humanities and the performing, visual, literary, and media arts. These include architecture; graphic, interior, and fashion design; writing; film; fine arts; journalism; languages; media; advertising; and public relations. | **A** ARTS, MEDIA TECHNOLOGY & COMMUNICATION |
| **B BUSINESS, MANAGEMENT,** **MARKETING & TECHNOLOGY**Careers in this path are related to all aspects of business including accounting, business administration, and finance; information processing, economics, management, marketing and entrepreneurship. It also includes human resources, sales, landscape and hospitality management. | **B** BUSINESS, MANAGEMENT & ADMINISTRATION**F** FINANCE**H** HOSPITALITY & TOURISM**I** INFORMATION TECHNOLOGY**M** MARKETING, SALES & SERVICE |
| **E ENGINEERING/MANUFACTURING** **& INDUSTRIAL TECHNOLOGY**Careers in this path are related to technologies necessary to design, develop, install or maintain physical systems. It includes engineering, manufacturing, and construction. Working with tools, equipment, and other kinds of machinery is important to people who select careers related to this pathway. | **C** ARCHITECTURE & CONSTRUCTION**M** MANUFACTURING**S** SCIENCE, TECHNOLOGY ENGINEERING & MATHEMATICS**T** TRANSPORTATION, DISTRIBUTION & LOGISTICS |
| **H HEALTH SCIENCE**Careers in this path are related to the promotion of health and the treatment of disease. These include research, prevention, treatment, and related health technologies. | **H** HEALTH SCIENCE |
| **S HUMAN SERVICE**Careers in this path are related to economic, political, and social systems. These include education, government, law and law enforcement, leisure and recreation, military, religion, child care, social services, and personal services. | **E** EDUCATION & TRAINING**H** HUMAN SERVICE**L** LAW, PUBLIC SAFETY & SECURITY**G** GOVERNMENT & PUBLIC SERVICE |
| **N NATURAL RESOURCES** **& AGRISCIENCE**Careers in this path are related to agriculture, the environment, and natural resources. These include agricultural sciences, earth sciences, environmental sciences, fisheries, forestry, horticulture, and wildlife. | **A** AGRICULTURE, FOOD & NATURAL RESOURCES |

**FOREIGN EXCHANGE STUDENTS**

Foreign exchange students add to the richness of the high school setting for both the District and the foreign exchange students. Therefore, the District will accept a maximum of two foreign exchange students on a first-come, first-served basis. The District, however, reserves the right to refuse any foreign exchange student prior to enrollment.

Arrangements for foreign exchange students must be approved in advance by both the principal and the superintendent. Approval must be given no later than the second week of May the proceeding school-year that the foreign exchange student wishes to attend.

The student must be a participant of an "official Foreign Exchange Program" as defined in the publication from the National Association of Secondary School Principals, entitled, "Advisory List of International Educational Travel and Exchange Programs."

To protect the interests of the District and the students, the District has adopted the following guidelines:

1. The foreign exchange student must be eighteen (18) years of age or younger at the time of enrollment.
2. The foreign exchange student must reside with a legal resident of the District.
3. The foreign exchange student must have sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English. English proficiency must be verified through scores on a standardized English proficiency test such as the TOEFL (Test of English as a Foreign Language).
4. The foreign exchange student will be expected to meet all appropriate standards required of any student enrolled in the District. Foreign exchange students may participate in ceremonies and receive a certificate of attendance.
5. Orientation must be provided by the exchange organization, both pre-departure and upon arrival in the United States, to the exchange student.
6. The District must be provided written information which includes at least name, address, and phone number of both local and area coordinators for the exchange organization and a twenty-four-hour emergency telephone number for immediate assistance by the exchange organization.
7. The sponsoring foreign exchange organization must assume the final responsibility of resolving problems, including, if necessary, the changing of host families or the early return of the exchange student because of personal, family, or school difficulties.
8. Foreign exchange students must maintain passing grades in all classes, follow rules and regulations of District student policies, and show satisfactory discipline and attendance. Failure to comply with these expectations may result in dismissal of the student from the District.