# 2022-2023 <br> Curriculum Guide $9^{\mathrm{TH}}-\mathbf{1 2}^{\mathrm{TH}}$ GRADES 



Excellence in Small Things - Excellence in All Things

# Laurel Hill School <br> 8078 Fourth Street <br> Laurel Hill, Florida <br> 32567 

## TABLE OF CONTENTS

Registration Instructions Page 2
Grade Classification/Grading Scale ..... Page 4
Grade Forgiveness Page 4
Guidance and Counseling Services Page 4
Graduation Requirements ..... Page 5-6
OCSD Honor Graduation Requirements ..... Page 7
Competitive Sports ..... Page 7
Bright Futures Scholarships ..... Page 8
Advanced Placement and AICE Programs ..... Page 9
Dual Enrollment and Online Education ..... Page 10
College and Career Planning ..... Pages 11-13
2022-2023 $9^{\text {th }}-12^{\text {th }}$ Grade Core Course Offerings ..... Pages 14-20
2022-2023 9 $^{\text {th }}-12^{\text {th }}$ Grade Elective Course Offerings ..... Pages 21-26- Miscellaneous electives

- CHOICE
- Okaloosa Technical College


## LAUREL HILL SCHOOL <br> 2022-2023 <br> Grades 9-12 <br> REGISTRATION INSTRUCTIONS FOR STUDENTS

As a student enrolled in Laurel Hill School, you are given the opportunity to select coursework each spring for the following year. It is important that you involve your parents in course selection, that you make certain you meet the prerequisites, and that you keep high school graduation requirements and career objectives in mind. This guide is designed to aid you in making appropriate choices by providing brief program and course descriptions, prerequisites, and other information related to this process. In orderto complete registration successfully, you are urged to follow the steps identified below:

1. READ the curriculum guide. Curriculum guides are available online at www.okaloosaschools.com/laurelhill
2. REVIEW the list of graduation requirements and determine which requirements have been met and which courses need to be taken next year. Consider courses which need to be repeated because of class failure.
3. TALK to your parents and teachers about course selections and appropriate academic levels (general, honors, advanced studies, or vocational) as determined by your classroom teacher.

- General - These courses are designed for in-depth instruction that challenges students. These classes are suitable for all students.
- Honors - These courses are designed for self-motivated students who wish to pursue a more challenging curriculum while in high school.
- Advanced Studies (Advanced Placement/AICE) - These college-level courses are designed for highly motivated students who wish to pursue potential college credit in high school.
- Vocational - These courses are designed to prepare students for employment and/or postsecondary education in a career of their choice.

4. SELECT courses that will correspond to or complement your goals for the future.

Choose your courses carefully, as requests for schedule changes will only be considered for the following reasons:

- Scheduling error (example - request Algebra I and receive Algebra II)
- Failure to complete a prerequisite course or requirement
- Graduation or college requirement omitted from schedule
- Special programs requiring unique schedules (examples - Choral, Vocational, Exceptional Student Education, Dual Enrollment, Advanced Placement, AICE)
- Summer school course completion (if summer school is available)


## SCHEDULE ADJUSTMENT and CHANGE POLICY

Laurel Hill School's schedule change policy for the beginning of each semester is as follows: The first week of the semester.
The only schedule adjustments allowed are for students who fit one or more of the following situations; no routine requests to change classes will be accepted.

- Students who have no schedule at all - report to front office during $1^{\text {st }}$ period*
- Students who have no course during a particular period - report to front office during that period*
- Students who are scheduled for a class previously completed successfully - check in with the teacher and report to front office that period*
- Seniors who are missing a required class for graduation - report to front office during first elective*
* A list of schedule adjustment requests will be maintained in the front office. Students will be assisted according to priority.


## REMINDERS:

- Any request for a change must be made by the parent. Any concern by a parent will require a conference to include the teacher/student/parent/administrator.
- LHS does not accept specific teacher requests.
- Administration reserves the right to make necessary changes based on class size and teacher load as determined by the State of Florida class size requirements. As a reminder, LHS does not accept specific teacher requests.
- Placement in core courses (English, Mathematics, Science and Social Studies) may be changed by the LHS administration and guidance department utilizing the student's State assessment scores and academic history.


## General Information

## GRADE CLASSIFICATION

The following classification system applies to Laurel Hill School students:

Freshman
Promotion or placement from eighth grade
Junior
12 credits are needed for promotion to this grade

Sophomore
6 credits are needed for promotion to this grade
Senior
17 credits are needed for promotion to this grade

## GRADING SCALE AND POINT VALUE PER CREDIT FOR ACADEMIC SUBJECTS

The following table reflects the statewide, uniform grading system used on report cards for grades 1-12, the grade definitions, and the grade point values. The table also lists the weighted grade point values that apply to Okaloosa County. F.S. 1003.437

| Grade | Percent | Grade Definition | Grade Point <br> Value <br> Non-weighted | Grade Point Value <br> Weighted: all other <br> district approved <br> weighed courses | Grade Point Value Weighted: <br> IB, AP, AICE, Gifted, Dual <br> Enrollment, CHOICE courses <br> receiving college credit- <br> applies to SUS and county <br> only (does not apply for FL <br> Bright Futures) |
| :---: | :---: | :---: | :---: | :---: | :---: |
| A | $90-100$ | Outstanding Progress | 4 | 4.5 | 5 |
| B | $80-89$ | Above Average Progress | 3 | 3.5 | 4 |
| C | $70-79$ | Lowest Acceptable Progress to <br> Average Progress | 2 | 2.5 | 3 |
| D | $60-69$ | In Danger of Failing | 1 | 1.5 | 2 |
| F | $0-59$ | Failure | 0 | 0 | 0 |

## GRADE FORGIVENESS

Students who earn a grade of " D " or " F " may retake the course and replace the " D " or " F " grade with a grade of " C " or higher. Credit toward graduation can only be awarded once. For those students who received high school credit in middle school, courses for forgiveness may be taken if a student earned less than a " $B$ " average in the original course.

## GUIDANCE AND COUNSELING SERVICES

In an effort to provide a successful and rewarding school experience, a number of services have been made available to assist you and your parents through the Guidance Department. They include the following:

- Short-term individual crisis intervention
- Registration of new students
- Course selection and scheduling
- Maintenance and transfer of student records
- Conference scheduling
- Group presentations involving financial aid, college admissions procedures and scholarships
- Academic credit checks

You are encouraged to meet with our counselor on an individual basis and to use her expertise in planning for the future. To schedule a meeting with our guidance counselor, Please call:(850)652-4111

## Florida High School Graduation Requirements

## What Students and Parents Need to Know

## STANDARD 24-CREDIT DIPLOMA REQUIREMENTS

## 4 Credits English Language Arts

- ELA 1,2,3 and 4
- ELA Honors, Advanced Placement (AP), Advanced International Certificate of Education (AICE), International Baccalaureate (IB) and Dual Enrollment courses may satisfy the requirement


## 4 Credits Mathematics

- One of which must be Algebra 1 or its equivalent and one of which must be Geometry or its equivalent. Industry certification courses that lead to college credit may substitute for up to 2 mathematics credits (Except for Alg I and Geo).


## 3 Credits Science

- One of which must be Biology 1
- Two of which must have a laboratory component.
- An industry certification that leads to college credit substitutes for up to one science credit (Except for Biology 1).
- An identified rigorous computer science course with a related industry certification substitutes for up to one science credit.


## 3 Credits Social Studies

- $\quad 1$ credit in World History and 1 credit in US History
- .5 credit in American Government and .5 credit in Economics with Financial Literacy


## 1 Credit Fine and Performing Arts, Speech and Debate or Practical Arts

- Eligible courses are specified in the Florida Course Code Directory www.fldoe.org/articulation/CCD/default.asp


## 1 Credit Physical Education

- To include the integration of health
- Eligible courses are specified in the Florida Course Code Directory www.fldoe.org/articulation/CCD/default.asp


## 8 Elective Credits

- Note: 2 credits in the same world language are required for admission into state universities


## 1 Online Course

- School offered courses are notated in the Curriculum Guide
- Check with the Counselor for additional online options


## Must-Pass Assessments

- $\quad 10^{\text {th }}$ Grade FSA ELA Assessment
- Algebra 1 EOC

Can a student who selects the 24 -credit program graduate early?
Yes, a student who completes all the 24 -credit program requirements for a standard diploma may graduate in less than eight semesters.

## What is the Credit Acceleration Program (CAP)?

CAP allows a student to earn high school credit if the student passes a statewide course assessment without enrollment in the course. The courses include: Algebra 1, Geometry, U.S. History and Biology 1.

# 18-Credit Academically Challenging Curriculum to Enhance Learning (ACCEL) DIPLOMA REQUIREMENTS 

- Physical education is not required.
- 3 elective credits is required.
- Online course is not required.

All other graduation requirements for a 24-credit standard diploma must be met (per section 1003.4282(3)(a)-(e), Florida Statute [F.S.]).

## Optional Diploma Designations

## Scholar Diploma Designation

In addition to meeting the 24-credit standard high school diploma requirements a student must:

- Pass the ELA Grade 11 statewide assessment once implemented
- Earn 1 credit in Algebra 2 (must pass statewide assessment)
- Earn 1 credit in statistics or an equally rigorous mathematics course
- Pass the Biology 1 EOC
- Earn 1 credit in chemistry or physics
- Earn 1 credit in a course equally rigorous to chemistry or physics
- Pass the U.S. History EOC
- Earn 2 credits in the same world language
- Earn at least 1 credit in AP, IB, AICE or a dual enrollment course.


## Merit Diploma Designation

In addition to meeting the standard high school diploma requirements a student must:

- Attain one or more industry certifications from the list established (per s. 1003.492, F.S.).

Acceleration courses and advanced coursework options include, AICE Program, AP Program, IB Program, industry certification and dual enrollment and early admission. For more information, visit
www.fldoe,org/schools/Support/ForNGHS.asp

For more information on local public school district graduation programs, please contact the school counselor.

The Florida Department of Education provides additional resources on the Graduation Requirements webpage at www.fldoe.org/bii/studentpro/grad-equire.asp.

## Postsecondary Options

## State University System

Admission into Florida's public universities is competitive. Prospective students should complete a rigorous curriculum in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements:

- High school graduation with a standard diploma
- Admission test scores
- 16 credits of college preparatory academic courses
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra 1 level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language)
- 2 approved electives www.flbog.edu/forstudents/planning


## The Florida College System

Includes 28 state colleges. These institutions offer career-related certificates and two-year associate degrees that prepare students to transfer to a bachelor's degree program or to enter jobs requiring specific skills. Many also offer baccalaureate degrees in high-demand fields. Florida College System institutions have an open door policy. This means that students, who have earned a standard high school diploma, have earned a high school equivalency diploma or have demonstrated success in postsecondary coursework will be admitted to an associate degree program.
www.fldoe.org/fcs

## Financial Aid

The Office of Student Financial Assistance administers a variety of postsecondary educational state-funded grants and scholarships.

> www.floridastudentfinancialaid.org/

## Bright Futures

The Florida Bright Futures Scholarship Program rewards students for their academic achievements during high school by providing funding to attend a postsecondary institution in Florida. www.floridastudentfinancialaid.org/SSFAD/bf/

## ANNE T. MITCHELL COUNTY HONORS PROGRAM SELECTION OF HONOR GRADUATES

Students must be on track for graduation. The weighted GPA, listed below, delineates the selection of Honors Graduates, which includes high school courses taken during middle school, dual enrollment, and virtual/online courses.In order to be considered an Honors Graduate, students must be enrolled in the same year-long course at the same level and receive a grade for the 8th semester or have completed their four (4) required courses by the end of the 7th semester.

* Summa Cum Laude: 4.25 and above
* Magna Cum Laude: 4.0-4.2499
* Cum Laude: 3.75-3.99

Grade 12 Graduates: All students who are deemed Honor Graduates will be invited to attend the Anne T. Mitchell Senior Academic Honors Assembly at Northwest Florida State College.

## Three Special Awards are presented to Graduating Seniors

- The Peggy Gorday Bruner Award is presented to the county's most outstanding academic scholar. Each high school principal may nominate that school's number one senior academic scholar. The Okaloosa County School Board will select one senior student countywide from the school nominations by using SAT and/or ACT scores, GPA, awards, leadership roles, community service, and a principal's nomination by using their cumulative weighted GPA.
- The Gerald B. Gill Award is an award given at each high school in OCSD to the student who has shown the most improvement during high school, in terms of leadership, character and academics.
- The Maryann Foreman Award shall be presented at each high school to the senior who has faced the challenges of having a learning disability or other exceptionality and is committed to pursuing a post- secondary education and setting career goals. The school award winner must have a 2.5 or higher GPA.


## School Based Recognitions

Each school will use the following criteria in recognizing Honors Students at an assembly at the school:

- Grade 11: All students who have a cumulative 3.75 WGPA or higher at the end of their 5th semester.
- Grade 10: All students who have a cumulative 3.75 WGPA or higher at the end of their 3rd semester.
- Grade 9: All students who have a cumulative 3.75 WGPA or higher at the end of their 1st semester.


## EXTRACURRICULAR ACTIVITIES / COMPETITIVE SPORTS

Extracurricular activities include any after-school, school-sponsored activities, such as athletic competitions, musical performances, school dances, and club meetings. Many activities require a cumulative 2.0 GPA for participation. Below is a list of competitive sports/teams students may participate in at LHS. The majority of LHS sports require a tryout. All competitive sports require that the sports packet be completed prior to trying out. The following is a list of competitive sports offered at LHS:

Baseball<br>Basketball (Boys and Girls)<br>Competitive Cheer<br>Sideline Cheer

Cross Country (Boys and Girls)
Softball
Volleyball

## BRIGHT FUTURES SCHOLARSHIPS OFFERED BY THE STATE OF FLORIDA

There are three scholarship awards under the title of Florida Bright Futures. The following is a list of the current requirements. For the latest information you can call 1-888-827-2004 or visit the home page at http://www.floridastudentfinancialaid.org/SSFAD/bf/. A student may qualify for all three award levels but may only receive the highest one earned.

## The Florida Academic Scholars Award requires:

- 3.5 weighted GPA in the 16 credits identified by the Florida Board of Regents college-preparatory courses:
- 4 English
- 4 Math (Algebra I and above)
- 3 Science
- 3 Social Studies
- 2 Foreign Language (sequential, same language)
- SAT score of 1290 or higher or ACT score of 29 or higher.
- 100 hours of documented community service


## The Florida Medallion Scholars Award requires:

- 3.0 weighted GPA in the same 16 credits identified by the Florida Board of Regents as college- preparatory courses listed above.
- SAT score of $\mathbf{1 1 7 0}$ or higher or ACT score of $\mathbf{2 6}$
- 75 hours of documented community service


## The Florida Gold Seal Vocational Scholars Award requires:

- 3.0 weighted GPA in 16 specific courses
- 4 English
- 4 Math (Including Algebra II)
- 3 Science
- 3 Social Studies
- 1 Fine or Practical Art (may be .5 of each)
- 3.5 un-weighted GPA in the required 3 vocational courses in the same program
- 30 hours of documented community service
- The following minimum scores on one of the following tests:

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SAT - Verbal 440 - Math 440
ACT - Reading 19 • English 17 • Math 19
PERT - Reading 106 • Writing 103 • Math }11
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Detailed information may be found at FloridaStudentFinancialAid.org/SSFAD/BF/awardamt.htm as changes in legislation may still occur.

Parents and students can monitor their Bright Futures status through the following website:
https://www.floridashines.org/

## TRANSCRIPTS

A transcript is the official record of a student's high school record and is available to current students free of charge, online at www.okaloosaschools.com. Look on the right side of the webpage and click on the icon, Transcript Request.

## COLLEGE BOARD ADVANCED PLACEMENT

The Advanced Placement Program ${ }^{\circledR}$ is a cooperative educational endeavor between secondary schools and colleges and universities. Since its inception in 1955, the Program has provided motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the Program not only gain college-level skills, but in many cases they also earn college credit by scoring a 3 or higher on the AP exam at the end of the course. AP courses are taught by dedicated and enthusiastic high school teachers who follow course guidelines developed and published by the College Board. All AP courses receive a 5.0 weighting. The AP exam score is not part of the student's classroom grade. The College Board recognizes students each year who successfully pass three or more Advanced Placement Exams each year.

## NATIONAL AP SCHOLAR RECOGNITION

Students are recognized by the College Board after AP exam scores are released.

- AP Scholar - The award of AP Scholar is granted to students who receive grades of 3 or higher on three or more AP exams on full-year courses
- AP Scholar with Honor - AP Scholar with Honor is granted to students who receive an average grade of at least 3.25 on all AP exams, and grades of 3 or higher on four or five or more of these exams on full-year courses
- AP Scholar with Distinction - AP Scholar with Distinction is granted to students who receive an average grade of at least 3.5 on all AP exams taken and grades of 3 or higher on five or more of these exams on full-yearcourses
- AP State Scholar - AP State Scholar is granted to the one male and one female student in each U.S. state and District of Columbia with grades of 3 or higher on the greatest number of AP exams (at least three full-year course exams or the equivalent), and then the highest average grade (at least 3.5) on all AP exams taken
- AP National Scholar - National AP Scholar is granted to students in the United States who receive an average grade of at least 4 on all AP exams taken, and grades of 4 or higher on eight or more of these exams on full-year courses


## ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)

The University of Cambridge International Examinations (CIE) is the world's largest provider of international qualifications for $4-19$ year olds. CIE is a part of the University of Cambridge and a not-for-profit organization. CIE was formally established in 1998 to provide high-quality, leading-edge qualifications that meet the ongoing demands of employers and educators around the world. Students who pass the end-of-course exam will receive an Academic International Certificate of Education (AICE) certificate. Scores of A, B, C, D, or E are considered passing for an AICE exam and will earn credits at many colleges and universities. All AICE courses receive a 5.0 weighting. Like AP exams, the AICE exams are not part of the student's high school grade; however, Cambridge requires that a student sit for an AICE exam in order to complete the course and receive the weighted credit. AICE recognizes students on an individual basis depending on their level of achievement among other students.

## DUAL ENROLLMENT

Dual enrollment courses available at Northwest Florida State College offer qualified high school students the opportunity to enroll in college courses while also enrolled in high school. Dual enrollment courses at UWF are offered online and are available to juniors and seniors who meet admission requirements set forth by UWF. Students receive both high school and college credit for courses taken at either school; therefore, students may only register for college courses which have been approved by the high school counselor. NWFSC exempts dual enrollment students from application, course, and laboratory fees and requires a weighted GPA of 3.0. UWF requires qualifying juniors and seniors to have a 3.0 unweighted GPA.
Note: 9th and 10th grade students may not be considered for dual enrollment opportunities at NWFSC during the school day. Participation in dual enrollment by 9th grade students may only occur during the summer after the last day of school. Sophomores have the opportunity to take dual enrollment courses after their regular high school day ends and in the summer.

## ONLINE EDUCATION

Florida HB7067 (Section 4.Section 1002.45) requires each school district to provide eligible students the options of participating in an online instructional program. For more information, please contact our guidance counselor. For course offered at LHS that meet the online graduation requirement, look for this icon.

## LHS Four-Year Course Planner

| 9th Grade | 10th Grade |
| :--- | :--- |
| English | English |
| Math | Math |
| Science | Science |
| Social Studies | Social Studies |
| Elective | Elective |
| Elective | Elective |
| Elective | Elective |
| Elective | Elective |


| 11th Grade | 12th Grade |
| :--- | :--- |
| English | English |
| Math | Math |
| Science | Science |
| Social Studies | Social Studies |
| Elective | Elective |
| Elective | Elective |
| Elective | Elective |
| Elective | Elective |

## College and Career Planning

## FRESHMAN YEAR

- Take schoolwork seriously because your GPA begins here. Ninth grade counts toward college admission, the Bright Futures Scholarship, and Honors Graduation.
- Create a four-year high school plan. Think about what you'd like to accomplish in the next four years.
- Make sure you know which high school courses are required by colleges and that you're taking the right classes as early as ninth grade. You can ask your teachers or guidance counselor about what the "right" courses.
- Get to know the levels of courses offered at LHS. Make sure your course selections are preparing you for your future goals. Stretch yourself and consider advanced classes: Honors/Pre-AP/AP, AICE especially in your areas of strength.
- Develop good attendance habits.
- Join service organizations at Laurel Hill and in the community that may expose you to new interests and possible careers. Investigate and participate in community service projects.
- Visit www.collegeboard.org and www.floridashines.org online and become familiar with the resources available there. Sign up at bigfuture.org and begin your personal plan for attending college.
- Explore khanacademy.org for a wide range of available tutorials.
- Develop your organization and time management skills. Use a planner!
- Sign up to take the PSAT test in October.
- Start thinking about your life after school, including the types of jobs that might interest you. This will change - often - but it is good to explore the possibilities.
- Identify your interests, likes and dislikes - not just in classes but also in every area. This will help you focus on your goals.
- Talk to other people, such as your school counselor, teachers, recent college graduates who are working, professionals in the community, etc., about careers you might find interesting.
- Take advantage of everything high school has to offer. Participate in extracurricular activities; academics aren't everything. Explore your interests in sports, school clubs, performing groups and community service activities.
- Save for college. It's not too late to put money aside for college. Every little bit helps!


## SOPHOMORE YEAR

- Review your course selections and be sure they are preparing you for your future goals. Ensure that your course selections are challenging enough to prepare you for college. Take the most rigorous course of study you can. Make sure you are taking any prerequisites for advanced-level courses.
- Check the requirements for the Bright Futures Scholarship at floridashines.org.
- Maintain and improve your GPA.
- Be an active participant in clubs, consider leadership roles and continue working on volunteer hours in community service. Remember that colleges would rather see real in-depth involvement in a few activities instead of a loose connection to several.
- Be certain to take the PSAT test in October.
- Attend college and career fairs that take place in the fall.
- Take advantage of tutorials available at khanacademy.org
- Begin your college search by developing a list of colleges that you would be interested in attending. Take advantage of vacations or other family travel to visit colleges to see what they're like. Even if you have no interest in attending the college you are visiting, it will help you learn what to look for in a college.
- Begin to prepare a student résumé with community service hours, leadership roles, and academic and athletic achievements and awards.
- Update your personal plan on bigfuture.org and explore possible careers.
- If you are interested in attending a U.S. military academy you should request a pre-candidate questionnaire.
- Explore summer opportunities. Look for a job, internship or volunteer position that will help you learn about a field of interest.


## JUNIOR YEAR FALL

- Take as many college level courses in which you can be successful. Laurel Hill has several programs with courses that give you the opportunity to earn college credit while still in high school. Also, colleges look favorably on students who take a rigorous course of study.
- Maintain and improve your GPA. Grades can make the difference in whether or not you receive scholarships and grants.
- Register to take the PSAT in October. It is the only way to qualify for the National Merit Scholarship Program.
- Become familiar with online resources at www.collegeboard.org and www.floridashines.org.
- Meet with college representatives when they visit Laurel Hill.
- Update your plan on bigfuture.org.


## SPRING

- Register and take the ACT and SAT exams.
- Write a résumé. If portfolios, audition tapes or writing samples are required for admission or scholarships, start to develop them. Think about people who might write you a letter of recommendation; start with teachers, counselors and employers.
- Discuss your family's financial resources and review plans for financial aid.
- Contact the guidance office for information regarding potential scholarships.
- Register to take the ASVAB test. This test provides you with a free career evaluation. You will also be provided with information regarding job placement if you enter the military.
- Students who are interested in seeking a U.S. military service academy appointment should begin the application process.
- Complete paperwork in Guidance for you to request release of your transcripts. Request a transcript for you to review and to verify credits.
- Student Athletes should register with the NCAA clearing house.


## SUMMER

- Consider enrolling in academic courses at the NWFSC, pursuing summer school programs, completing an internship, or working as a volunteer.
- Make appointments for visits to college campuses, especially if visiting during the summer. Meet with admission counselors.
- Prepare and submit application packages. Review deadlines and requirements such as test scores, transcripts, essays, and recommendations. Give teachers, counselors, employers or other adults at least a month to complete the recommendation forms, and provide a stamped self-addressed envelope with each letter. APPLY EARLY!


## SENIOR YEAR FALL

- Take a full course load. Continue to challenge yourself by taking college level courses. They will give you the opportunity to earn college credit while still in high school. Also, colleges look very favorably on students who take a rigorous course of study.
- Do not let "senioritis" set in! Colleges want to see strong academics in your senior year. Accepting colleges do look at second semester senior grades.
- Continue to evaluate colleges and narrow your choices. Request your transcripts be sent to all colleges to which you are applying.
- Review scholarship information in Guidance.
- Visit www.collegeboard.org and www.floridashines.org online and continue to make use of the resources available there.
- Attend college fair held at the Northwest State College.
- Meet with college representatives when they visit Laurel Hill.
- Take the SAT \& ACT test or re-take if needed. Send official ACT, SAT and AP score results to your prospective colleges from www.act.org and www.collegeboard.org.
- Gather information including income tax records required to file the FAFSA which opens on October 1.
- Register for the Bright Futures Scholarship online, beginning December 1st .


## SPRING

- After January 1, but before the earliest college or scholarship deadline, file the FAFSA. Apply early to maximize your chances for receiving additional financial aid.
- Monitor applications to make sure all materials are sent on time. Create a master list or calendar that includes fees, dates and registration deadlines for tests you'll take; college application due dates; other materials you'll need such as recommendations, transcripts, etc. and their mid-year reports submission requirements.
- Secure nominations and complete applications for US service academy appointments in January.
- Send a Thank You note to everyone who has helped with your applications.
- Wait for college admissions decisions and financial aid awards letters. You need to determine the school that best meets your academic and financial needs. Many schools have an early May deadline to accept or decline offers of admission. Some may require a deposit to reserve a space in the freshman class.
- Apply for housing and submit required deposits if you plan to live on campus.

LHS 2022-2023 Core Course Offerings $9^{\text {th }}-12^{\text {th }}$ Grade

## ICON KEY

Use the icons listed to determine the weighting of both core and elective courses listed in this guide. For your convenience an icon is also provided to identify which courses meet the online graduation requirement.


## ENGLISH LANGUAGE ARTS

The State of Florida requires a minimum of 4 Language Arts credits to graduate and to be considered for honors graduation status.

## 1001310 - English I

This course requires students to read literature in all genres: short stories, novels, poetry, and non-fiction passages. Students must also be able to analyze those pieces of literature for meaning, literary elements, and writing style. The English 1 course a solid foundation for students who want to transition easily from high school into the world of work with the necessary skills to read, write, and communicate effectively in the workplace; however, it does not limit those who may later decide to move into more difficult preparatory courses such as honors. 1 year; 1 English credit; grade 9

## 1001320 - English I Honors

English I Honors is a rigorous course meant for students who want to increase their skills in critical reading and writing. The course is demanding but with organization and attentiveness in class and a strong work ethic, students will excel with ease. Students who take this course will read and analyze texts of high complexity and write for various purposes. Students will also be challenged to think and collaborate critically on the content they are learning. 1 year; 1 English credit; grade 9

## 1001340 - English II

The purpose of this course is to provide complex, integrated education experiences in literature. Students will be given instruction on comprehending complex texts, analyzing the central idea and its development, citing evidence to support analysis, and comparing various mediums' accounts of common themes. Students will write routinely and be given instruction to produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience, including arguments to support claims and informative. Explanatory texts to convey complex ideas. In addition, students will be given opportunity to participate in a range of collaborative discussions and diverse partners on topics, texts, and issues, building on others' ideas and expressing their own idea clearly and persuasively.
1 year; 1 English credit; grade 10

## 1009360 - AICE General Writing Paper I

Students taking this course will be enrolled in English 2 Honors for the first semester with a 4.5 weight and AICE General Paper for the second semester with a 5.0 weight. Upon competition of both semester, students will have earned a full credit in English. At the end of the school year, all students will take the AICE General Paper exam. This class provides many opportunities to improve reading, wiring, and critical thinking skills in order to respond to questions of high complexity. Students should expect analytical reading of passages, stories, and novels in class and at home. 1 year; 1 English credit; grade 10

## 1001370 - English III

This course emphasizes ideas through a variety of literary periods and movements in American literature. Students will read, research, compose, and edit meaningful and purposeful writing. This class will incorporate vocabulary development, grammar instruction, literary analysis, and oral language skills. English III is an in-depth study of U.S. literature and U.W literary nonfiction especially foundational works and documents from the $17^{\text {th }}$ century through the early $20^{\text {th }}$ century. The reading, writing, speaking and listening, and language skills for this class are career and college readiness skills.
1 year; 1 English credit; grade 11

## 1001380 - English III Honors

This course is designed to provide motivated English students enriched experiences in critical, collegiate reading and writing with a study of American literature selections. Students who take this class should have a strong work ethic and organizational skills.
1 year; 1 English credit; grade 11

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## 1001420 - AP English Language and Composition

This course is recommended for any student planning to attend a four-year university. The purpose of this course is to provide students with an understanding of the semantic, structural, and rhetorical resources of the English language as they relate to the principles of effective writing. The course also provides a variety of writing opportunities calling for the use of different styles and tones. Students will take the AP English Language and Composition exam at the end of the course. 1 year; 1 English credit; grade 11; completion of English II Honors; $A / B$ average; minimum; teacher recommendation. Offered in alternating years.


## 1001430 - AP English Literature and Composition

This course is an introductory college level literary analysis course. Students participate in close reading and critical analysis of a variety of classic literature paying specific attention to structure, style, themes, figurative language, imagery, symbolism, and tone. Writing assignments include analytical and argumentative essays requiring detailed literary interpretation and analysis. Students will take the AP English Literature and Composition exam at the end of the course. 1 year; 1 English Credit; grade 12; completion of English III Honors or AP Language and Composition; A/B average; teacher recommendation.

## 1001430 - English IV

This course will prepare 12th grade students for college and career paths after graduation by using texts of high complexity, as well as integrated language arts study in reading, writing, speaking, listening, and language. This class will also incorporate vocabulary development, grammar instruction, literary analysis, and oral language skills. 1 year; 1 English credit; grade 12

## MATHEMATICS

The State of Florida requires a minimum of four math credits to graduate to include one credit of Algebra I and one credit of Geometry.

## ALGEBRA

## 1200310 - Algebra I / 10000001 Intensive Math Block

This course will be taught during a two-period block that will allow students to master the entire Algebra 1 course content in one school year. Topics will include the language of algebra, solving equations with one and two variables, polynomials, quadratics, exponents, statistics, factoring functions, and graphing. At the completion of this course, all students will take the state mandated Algebra 1 EOS exam which counts $30 \%$ of the student's final grade. Passing the Algebra 1 EOC is required for graduation.
1 year; 1 math credit and 1 elective credit; prerequisite: FSA Level or 2

## 1200330 - Algebra II

This course extends the topics first seen in Algebra 1 and provides advanced skills in algebraic operations. Additionally, linear and quadratic functions and relations, exponential and logarithmic functions, graphing, and sequences and series will be explored.
1 year; 1 math credit; grades 10-12; prerequisite: Algebra I A/B/C average; Geometry A/B/C average

## 1200340 - Algebra II Honors

Algebra II Honors builds upon students' knowledge of linear, quadratic, polynomial and exponential functions, adding rational, radical and logarithmic functioning to their repertoire with emphasis on using functions in modeling contexts, as well as their application. Instruction is rapidly paced for the most advanced math student. 1 year; 1 math credit; grades 10-12; prerequisite: Algebra I Honors A/B/C+ average; Geometry Honors A/B/C average

## 1200384 - Mathematic for Data and Financial Literacy

This course is targeted for students who need additional instruction in content to prepare them for success in upperlevel mathematics. Also, this course addresses financial topics such as budgeting, personal investments, taxes, credit card interest, and savings to empower students with fiscal responsibility.
It also incorporates Algebra, Geometry, Number and Quantity, Statistics, and the Florida Standards for High School Modeling. 1 year; 1 math credit; grades 10-12

## 1200710 - Math for College Algebra

This course is most appropriate for students with PERT math scores between 113-122 or an ACT math score between 19-22 or an SAT math score 440-520. The purpose of this course is to strengthen the skill level of high school seniors who have completed Algebra 1, Geometry, and Algebra 2, and who wish to pursue credit generating mathematics courses at the college level. Students must have Algebra 2 credit to enroll in this course. 1 year; 1 math credit, grade 11

## GEOMETRY

1206310 - Geometry
Geometry will include the language of geometry, reasoning, and proofs, parallel and perpendicular lines, congruent triangles, applications of triangle relationships, quadrilaterals, similarity, right triangles, trigonometry, circles, polygons, area, surface area, volume, coordinate geometry, and transformations. At the completion of this course, all students will take the state mandated EOC exam which counts $30 \%$ of the student's final grade.
1 year; 1 math credit; grades 10-12; prerequisite: Algebra I

## 1206320 - Geometry Honors

This course gives a rigorous in-depth study of geometry with emphasis on methods of proof and the formal language of mathematics. Geometry Honors also models the logic of business analysis through mathematics to ready the business leaders of tomorrow. Instruction is rapidly paced for the most advanced math student. At the completion of thesis course, all students will take the state mandated EOC exam which counts $30 \%$ of the student's final grade. 1 year; 1 math credit; grades 10-12; prerequisite: A/B/C+ in Algebra I Honors C

## MATHEMATICS ELECTIVE

## 1200400 - Intensive Math I

The state of Florida requires all students to pass the Algebra 1 EOC to receive a high school diploma. This course is designed to strengthen Algebra skills for students who have not passed the FSA Algebra 1 EOC. Placement is determined once scores arrive during the summer. 1 year; 1 elective credit

## ADVANCED MATHEMATICS

The purpose of these courses is to develop and supplement the understanding of advanced topics in mathematics below the level of calculus.

## 1202340 - Pre-Calculus Honors

The purpose of this course is to prepare students for college-level calculus. Students will thoroughly study trigonometric functions as well as polynomial and rational functions. In addition, students will work with sequences and series, analytic geometry, and limits. Students taking this course will gain an understanding of the use of a graphing calculator. 1 year; 1 math credit; grades 11-12; prerequisite:
Algebra II Honors, math teacher recommendation elective credit. Offered in alternating years.

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## 1210300 - Honors Probability and Statistics

Data analysis and modeling are incorporated into real-life applications. Probability and Statistics is a semester course designed to introduce the methods used in the field of applied statistics. Emphasis is given to basic concepts and techniques for collecting and analyzing data, drawing conclusions, and making predictions.
1 year; 1 math credit; grades 11-12; prerequisite.
Algebra II Honors, math teacher recommendation elective credit. Offered in alternating years

## Science

The State of Florida requires students to complete three years of science, one of which must be Biology, for graduation.

## 2000320- Honors Biology

The purpose of this course is to provide students with exploratory experiences and activities in the concepts of life. While the content focus of this course is consistent with the Biology I course, the students will explore these concepts in greater depth. These concepts include the practices of science, biochemistry as well as the organization and development, diversity and evolution, heredity and reproduction and interdependence of living organisms. Scientific inquiry, research, measurement, problem-solving, laboratory apparatus and technologies, experimental procedures, and safety procedures are an integral part of this course. 1 year; 1 science credit; 9th grade Level 3, 4, or 5 on 8th grade FSSA.

## 2002400 - Integrated Science 1

This course is designed for high school students needing an entry-level science course covering basic concepts found in Earth Space, Biology, Astronomy, Physics and General Inquiry. Topics included in this study are: Inquiry, Astronomy, Oceanography, Energy and Matter, Waves, Cells and Earth Science. 1 year; 1 science credit; 9th grade Level 1 or 2 on 8th grade FSSA and 10th grade level 1 and 2 on Biology EOC.

## 2002500 - Marine Science 1

The purpose of this course is to student the living organisms of the sea and their environment. Course content includes oceanography, production and consumption of food, energy exchanges and life cycles of organisms and adaptations. 1 year; 1 science credit; 11th or 12 grade

## 2002510 - Honors Marine Science 1

The purpose of this course is to student the living organisms of the sea and their environment. Course content includes oceanography, production and consumption of food, energy exchanges and life cycles of organisms and adaptations. While the content focus of this course is consistent with the Marine Science 1 course, the students will explore these concepts in greater depth. 1 year; 1 science credit; 10th grade Level 3, 4, or 5 on Biology EOC and 11th or 12th grade

## 2003350 - Honors Chemistry 1

The purpose of this course is to provide a college-preparatory curriculum that includes the concepts of: measurement and calculations; the nature and structure of matter and energy; elements, atoms, and ions; nomenclature; chemical bonding; states of matter; acids and bases; reaction equilibrium and kinetics; solutions; and nuclear reactions. Emphasis is placed on laboratory experiences and the development of problem-solving skills. This rigorous course will prepare students to enter upper level honors and AP courses. . Offered in alternating years. 1 year; 1 science credit; 10th grade Level 3, 4, or 5 on Biology EOC and 11th or 12th grade C

## 2000360 - Honors Anatomy and Physiology

The purpose of this course is to introduce students to the human body's structure and function (anatomical terminology and the chemistry necessary to understand the physiology of the human body). Course content includes: cells, tissue types, body systems (such as skeletal, muscular, nervous, cardiovascular, etc.), multi-system interactions and physiology, and homeostasis. Laboratory experiences include dissections and investigation of selected body systems. Offered in alternating years. 1 year; 1 science credit; 10th grade Level 3, 4, or 5 on Biology EOC and 11th or 12th grade (C)

## Social Studies

The State of Florida requires a student to complete three social studies credits to graduate; one credit of World History, one credit of U.S. History, 5 credit of Economics with Financial Literacy, and .5 credit of American Government.

## 2103300 - World Cultural Geography

Students in World Cultural Geography will develop a 'sense of place' by looking at the world around them on a local, regional, and global scale. Concepts include the examination of natural and man-made environments and the study of some of the processes which affected their development. Students will also look at the ways in which people interact their environment and the opportunities and challenges an environment can present. Students in this course will gain a deeper insight into the different communities and cultures that exist around the world. 1 year; 1 social studies credit; grades 9-12

## 2109310 - World History

Enables students to understand their connections to the development of civilizations by examining the past to prepare for their future as participating members of a global community.
1 year; 1 social studies credit; grades 9-12

## 2109320 - World History Honors

In the World History Honors Course, students will be exposed to the cultural patterns of major world civilizations beginning with the fall of the Roman Empire. Students will develop a greater understanding of the cause and effect relationships between past events and current events as well as the ripple effect globally of a particular nation's actions. 1 year; 1 social studies credit; grades 9-12; prerequisite: Social Science teacher recommendation

## 2100310 - US History

Provides students an understanding into the development of the US with a major focus on the post-
Reconstruction period. 1 year; 1 social studies credit; grades 10-12

## 2100320 - US History Honors

An advanced course that provides students with an understanding into the development of the US within the context of history with a major focus on the post- Reconstruction period 1 year; 1 social studies credit; grades 10-12; prerequisite: Social Science teacher recommendation

## 2106310 - American Government

Provides students an understanding of American Government and political behavior that is essential for effective citizenship and active involvement in a democratic society 1 semester; .5 social studies credit; grades 11-12

## 2106320 - American Government Honors

Advanced course which provides students an understanding of American Government and political behavior that is essential for effective citizenship and active involvement in a democratic society
1 semester; . 5 social studies credit; grades 11-12; prerequisite: Social Science teacher recommendation

## 2102310 - Economics

Provides an understanding of how society organizes its limited resources to satisfy its wants; students will gain understanding of choices they must make as producers, consumers, investors, and taxpayers.
1 semester; . 5 social studies credit; Grades 11-12

## 2102320 - Economics Honors

An advanced course which provides students an understanding of how society organizes its limited resources to satisfy its wants; students will gain understanding of choices they must make as producers, consumers, investors, and taxpayers. 1 semester; . 5 social studies credit; grades 11-12; prerequisite: Social Science teacher recommendation

## ENGLISH LANGUAGE ARTS ELECTIVE

1000412/1000414/1000416/1000418- Intensive Reading
The state of Florida requires any student who has not passed the reading portion of the FSA receive remediation. Students will receive remediation either through Intensive Reading or through a content-area class if a reading endorsed teacher is available. Placement is determined once scores arrive during the summer. 1 year; 1 elective credit Special Notes:

- At the time of registration, students should designate which elective to drop in the event this course is required.
- All level 1 students will be enrolled in Intensive Reading
- Intensive Reading will primarily focus on fluency, vocabulary, and comprehension strategies through the use of flexible small group instruction and guided and independent practice.


## SOCIAL STUDIES ELECTIVES

## 2103420 - Honors Geography

Students will develop a 'sense of place' by looking at the world around them on a local, regional and global scale. Concepts include the examination of natural and man- made environments will examine a range of natural and manmade environments, the study some of the processes which affected their development. They will also look at the ways in which people interact with their environment and the opportunities and challenges an environment can present, thereby gaining a deeper insight into the different communities and cultures that exist around the world.
1 year; 1 elective credit; grades 9-12

## 1700372 - AICE Thinking Skills 1 - Interdisciplinary

AICE Thinking Skills involves the learning of a specific set of intellectual skills independent of subject content. The problem solving component is designed to assess a student's ability to analyze numerical and graphical information in the context of real life situations and apply appropriate numerical techniques in order to find new information or derive solutions. Problem solving draws on a range of skills such as data handling, reading, modeling, logic and reasoning. Students will take the AICE Thinking Skills 1 exam at the end of the course. 1 year; 1 elective credit; grades 10-12

## 1700374 AICE Thinking Skills 2

See Thinking Skills 1 for a course description, TSII is a continuation. Students will take the AICE Thinking Skills 2 exam at the end of the course.
2nd semester only; . 5 elective credit; 5.0 weighted credit; prerequisite: AICE Thinking Skills 1

## FOREIGN LANGUAGE

Foreign language courses receive one elective credit; though not required for graduation from LHS, Florida universities require two years of the same foreign language for college entrance. Special Note: In the event there are not enough course requests to hold a certain level of a foreign language, students should plan to take through an alternative means, e.g. online.

## 0708340 - Spanish I

Spanish I introduces students to the target language and its culture. The student will develop communicative skills in all 3 modes of communication and cross-cultural understanding. Emphasis is placed on proficient communication in the language. An introduction to reading and writing is also included as well as culture, connections, comparisons, and communities 1 year; 1 elective credit; grades 9-12

## 0708350 - Spanish II

Spanish 2 reinforces the fundamental skills acquired by the students in Spanish 1. The course develops increased listening, speaking, reading, and writing skills. 1 year; 1 elective credit; grades 9-12; Prerequisite: Spanish I

## 0708360 - Honors Spanish III

An honors level course that is provided to students with the ability to learn the Spanish language at a faster pace; this track allows students to progress to AP Spanish the following year.
1 year; 1 elective credit; grades 11-12; prerequisite: Spanish II; teacher recommendation
LEADERSHIP
This year-long service-learning course offers opportunities for students to develop important leadership skills including communication, character education, stage and podium etiquette, group and self-evaluation, tolerance, and using critical thinking in leadership situations. As a continuing part of the Leadership program at LHS, students apply what they learn in class to manage various school and community service projects. There is a 40-hour community service requirement. 1 year; 1 elective credit; prerequisite: minimum 2.5 weighted GPA, teacher recommendation, and leadership teacher approval

| 2400300 - Leadership Skill Development | (Year 1) |
| :--- | :--- |
| 2400310 - Leadership Techniques | (Year 2) |
| 2400320 - Leadership Strategies | (Year 3)* |
| 2400330 - Approaches to Leadership | (Year 4)* |
| *Have a course weight of 4.5* C. |  |

## PHYSICAL EDUCATION

State graduation requirements include . 5 credit in Personal Fitness AND $\mathbf{5}$ credit in a PE skills course. LHS offers general PE, specialized PE and weight lifting to meet the required . 5 PE skills credit portion for graduation.

## General PE Courses

During certain periods of the school year, due to weather considerations and/or availability of facilities, physical fitness activities will be held either inside or outside.

1501300 - Personal Fitness (required for graduation and NOT considered a PE skills course)
The purpose of this course is to acquire knowledge of physical fitness concepts, understand the influence of lifestyle on health and fitness and to begin to develop an optimal level of fitness. Part of the semester is spent in the classroom and part outdoors. 1 semester; .5 personal fitness credits

$1^{\text {st }}$ Semester<br>1501300 - Personal Fitness<br>1501310 - Fitness Lifestyle Design<br>1502470 - Recreation<br>1503350 - Team Sports 1<br>1501340 - Weight Training 1

| $\quad \frac{2^{\text {nd }} \text { Semester }}{}$ |  |
| :--- | :--- |
| 1501390 - Comprehensive Fitness | (Grade 9) |
| 1502410 - Individual Sports 1 | (Grade 10) |
| 1502420 - Individual Sports 2 | (Grade 11) |
| 1503360 - Team Sports 2 | (Grade 12) |
| 1501340 - Weight Training 2 | (Grade 11/12) |

## Teacher's Assistant

The purpose of this course is to prepare students for a career in education. As a teacher's assistant, the student is responsible for aiding the teacher in the classroom with needed tasks. Students are not allowed to grade papers and are not privy to other student information. This course includes a project at the end of the semester or year, depending on the amount of time the student is serving in this capacity. Students who wish to receive community service hours will not receive credit.
1 year; 1 elective credit; grades 11-12; prerequisite: teacher approval, parent approval, AICE Thinking Skills I

## 8909010 - Teacher Assistant 1 <br> 8909020 - Teacher Assistant 2 <br> 8909030 - Teacher Assistant 3

## NO-CLASS OPTION

Students may no-class either first or seventh period. Only students on track for graduation with a minimum of 14 credits, a passing score on the FSA Reading and Algebra EOC, and a cumulative un-weighted GPA of 2.50, will be allowedto register for a no-class. Requests for a no-class should be made at the time of registration and the completed notarized parent form MUST be returned BEFORE the last day of the current school year. Requests for a no-class period will NOT be considered after the last day of the current school year due to courses and teacher's schedules being built based on student requests. Final approval for $11^{\text {th }}$ and $12^{\text {th }}$ graders making a request will occur after FSA scores and GPA's are received during the summer.

NOCL001 - First Period
NOCL007 - Seventh Period

## Career and Technical Education

## INFORMATION TECHNOLOGY

At the IT institute, students learn how to implement the newest technologies while using industry standard equipment and applications. The IT Academies—Adobe Digital Media, Microsoft Networking, Adobe Web Design, Microsoft Programming, Pathways to Engineering, and Apple Professional Applications-are all aimed at the various career opportunities in today's high-skill, high-wage market. Students entering ITI will be prepared for any number of the 28 national certification tests that will allow them to enter directly into the job market or continue training at a community college or university with a Florida Bright Futures Gold Seal Scholarship earned from three IT elective credits. NOTE: Three courses in an academy are required for Florida Bright Futures Gold Seal Scholarship Eligibility.

## 8209510 - Digital Design 1: Photoshop Fundamentals and Digital Photography (Meets Fine Art Fundamentals Requirement)

Use cutting edge technology in this program to help you learn the basics of photography and graphic design while earning industry standard certifications. Learn to enhance, manipulate, and transform photographs using Adobe's Photoshop CC. Projects include: Designing a CD cover, Movie Poster, Magazine Cover, the LHS Planner, Package Design, turning photos into paintings, creating panoramas, and more! 1 year; 1 elective credit; grades 9-12


## 8209520 - Digital Design 2: Illustrator <br> (Meets Fine Art Requirement)

Experience the industry's premier vector drawing environment and maximize your creative talents using Adobe Illustrator while taking the Digital Design 2 course. You will be able to bring your vision to life with shapes, color, effects, typography, and more. Learning Adobe Illustrator will allow you to develop your unique personal style and perfect your skills as a graphic artist while adding to your electronic portfolio. Students will learn how to use DSLR cameras and photography techniques. Students will prepare to earn their certification in Adobe Illustrator.

1 year; 1 elective credit; grades 9-12


## 8209530 - Digital Design 3: InDesign

(Meets Fine Art Requirement)
Turn your dreams into action by using Adobe InDesign in Digital Design 3. In this course, you will experience the extraordinary power of the InDesign software and the creative freedom that allows you to take your designs to new levels. This course introduces the fundamentals of InDesign's tools, menus, panels and interactivity. Discover how to create custom page layouts, digital e -books, magazines, interactive web sites, and develop Apps. Advanced projects using InDesign, Photoshop and Illustrator will strengthen your electronic portfolio and skill as a graphic artist. Students will prepare to earn their certification in Adobe InDesign.

1 year; 1 elective credit; grades 9-12


## Building Trades

8722010 - Building Trades and Construction Design Technology 1
Grades 9-12
1 Year
The Carpentry Fundamentals course is the foundational course that prepares students for a pursuit of any career in the field of construction. It prepares the student for the basic knowledge to function safely on or around a construction site and in the industry in general. This course explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Course content discusses the causes and results of accidents and the dangers of rationalizing risks. It includes the basic content of OSHA 10-hour safety standards. It also includes the basic knowledge and skills needed in the following areas: construction math, hand and power tools used in the field, general blueprints, and basics of rigging safety.

## 8722020 - Building Trades and Construction Design Technology 2

Grades 10-12
1 Year
Students will continue to take their construction knowledge further in this course. This course will train students in rough and finish carpentry, masonry and painting. Students will have the opportunity to further their training in the use of construction tools and technology. The curriculum integration of theory and practice provides students with fundamental entry level skills necessary for the construction industry. The Home Builder's Institute Industry Certification will be offered in this course.

8722030 - Building Trades and Construction Design Technology 3
Grades 10-12
1 Year
Students will continue to build on their construction knowledge. This course will develop student competencies in construction related math and science, the built environment and the green environment.

8722040 - Building Trades and Construction Design Technology 3
Grades 10-12
1 Year
Students will continue to build on their construction knowledge. This course will develop student competencies in construction laws, contracts, document specifications, building codes and regulations.

25 | Page

