

## **MAKING CHOICES**

**MAKING CHOICES** is designed to provide information about academic requirements and the subjects offered at Lutheran High School West and to give assistance to students planning their program of studies.

When planning course selections, the following questions should be considered:

1. What are the graduation requirements and the provisions of the selected program of studies?
2. What subjects best fit your individual needs, abilities and interests?
3. What subjects will best equip you to realize your post-graduation plans?

It is important to plan a tentative program of study from ninth to twelfth grade, but because new interests and abilities develop each year, it is important to re-examine the program and re-evaluate the choices yearly and make any necessary changes. A schedule planning worksheet is included in this booklet. Although students are required to complete a specific Program of Studies, (General or College Prep.), a great deal of flexibility and variety is allowed within these programs to recognize individual differences.

In using Making Choices, students should select courses and after discussing these courses with their parents, meet with a Guidance Counselor to review the plan, hear suggestions, and have the plan checked in terms of graduation requirements. Guidance counselors and teachers are available to help students in making their selections. When course selections have been completed, they will be sent home for parent approval.

Students and parents should give careful consideration to the selection of courses. A number of school-wide decisions are based on these subject choices including the number and size of classes, staffing and budget allocations. Once the selections are finalized, changes in student schedules should not be made.

### **DEFINITION**

Required Courses - Required courses are those specific courses, which must be completed in order to earn a diploma. At Lutheran West, 21 credits are required for graduation. In addition, a passing grade in Religion for every semester in attendance must be achieved.

Elective Courses - Elective courses are those that a student chooses to take on the basis of interest, aptitudes and future plans.

Prerequisite - A prerequisite is a course or requirement which must be completed or met before taking a course.

## **GRADUATION REQUIREMENTS**

A student in good standing is recommended for graduation when a minimum of 21 credits (excluding Religion) have been earned. A passing grade is required in Religion for every semester in attendance.

Students must complete a selected program of studies (General or College Prep.). The selected program of studies will be recorded on the Permanent Record.

The Cleveland Lutheran High School Association recognizes credits for transfer students as listed on a transcript from a State accredited school.

## **CERTIFICATE OF ATTENDANCE**

A Certificate of Attendance may be issued to a student attending Lutheran West. This certificate indicates the student has completed a prescribed course of studies which conforms to minimum graduation requirements, but has not achieved the minimum standards necessary to earn credit in all 21 credits required for a Diploma.

## **REQUIREMENTS FOR EARLY GRADUATION**

Students desiring to accelerate their high school program in order to complete their requirements for graduation in less than the normal four years of high school must meet the following requirements:

1. Students interested in participating in the Early Graduation Program must apply through their Guidance Counselor.
2. Complete requirements for graduation as specified by The State of Ohio and The Board of Trustees of The CLHSA.
3. Maintain a 3.25 G.P.A. at the time of application and graduation and exhibit intellectual and emotional maturity. The Principal and Guidance Counselor of the school must approve the early graduation.
4. Application for Early Graduation must be turned in to the Guidance Counselor before April 1 of the Sophomore year and the plan must be confirmed before June 1 of that year.
5. Planning must include a conference for the parents and student with the Guidance Counselor. The Principal must give approval of the plan.
6. A maximum of three credits toward graduation may be earned in summer and/or extension school. No credits may be earned prior to completion of the eighth grade. All courses must be pre-approved by the Administration.
7. Should a student fail to complete this program at the end of six semesters, the student will be required to complete the senior year with the customary load and two semesters in attendance.
8. A passing grade in Religion must be obtained for every semester in attendance. Exceptions must be approved by the Guidance Counselor and Principal.

## **SCHEDULE CHANGES**

There is a charge for schedule changes. A fee schedule will be mailed home in the Spring.

### Dropping Classes

Upon request with recommendation of the teacher or Guidance Counselor, a student may drop a class without penalty of failure within the first four weeks of the semester.

After four weeks of the semester, if a class is dropped, a failing grade will be recorded for the semester. Exceptions must be approved by the teacher, Guidance Counselor, and Principal.

### Adding Classes

Classes may be added to a student schedule before the 10th day of the semester. Exceptions must be approved by the teacher, Guidance Counselor, parents, and Principal.

## **CREDIT POLICY**

Course credit is granted at the conclusion of each semester.

All English failures must be made up prior to enrollment in the next level of English.

Currently enrolled students may not add a full-year course at mid year for credit. Students who fail a semester of a class may repeat the failed semester to earn the credit for that class.

## **COURSE LOAD**

A student's schedule must have a maximum of 1 every-day Study Hall. Exceptions to the course load requirement for Seniors must be approved by the Guidance Counselor and the Principal.

### Request for Reduced Class Load

The following conditions must be met for a student to be granted a request for a reduced class load (early dismissal/late arrival) during the senior year. Students must be enrolled in a Post Secondary Options Program or be enrolled in the course "School to Work" with employment Monday through Friday during hours that would necessitate the early dismissal. The job should be of such nature that it would lead to post secondary employment.

1. A letter must be submitted from the parent stating reason for the reduced load.
2. A letter must be submitted from the employer stating days and hours that the student will be employed. A letter confirming employment would be needed for each academic quarter. Post secondary options candidates must submit a class schedule for each semester in attendance as well as a grade card at the end of the college term.
3. A reduction in tuition will not be granted for this request.
4. The student must have earned a minimum of 17 credits toward graduation by the end of the junior year.
5. Post secondary option students must have a six-semester cumulative GPA of 3.00

