

## **Academic and Career Guidance Career Exploration & Planning**

Developing a career plan means taking steps beginning in middle school to explore areas of career interests. To be prepared to attend a college or university you will also need to begin to plan in middle school. Remember that the grades you earn and the activities in which you participate are important factors when seeking college admission.

To assist in career development, school counselors will work with students in the following areas:

- Complete career interest inventories
- Review Virginia Department of Education's 16 Career Clusters:
  - Agriculture, Food & Natural Resources
  - Architecture & Construction
  - Arts, A/V Technology & Communications
  - Business Management & Administration
  - Education & Training
  - Finance
  - Government & Public Administration
  - Health Science
  - Hospitality & Tourism
  - Human Services
  - Information Technology
  - Law, Public Safety, Corrections & Security
  - Manufacturing
  - Marketing
  - Science, Technology, Engineering & Mathematics
  - Transportation
- Develop an academic/career plan
- Participate in your 7<sup>th</sup> Grade Career Day
- Provide information to parents regarding academic planning
- Utilize online programs to support career and college exploration

### GRADE 6:

- Take all tests very seriously, particularly the SOL tests. Talk with parents, teachers, and counselors about your course choices. Good choices now will ensure that you will be able to take the courses you want in the future.
- Talk with parents, teachers, and counselors about enrolling in Algebra I, Pre-Algebra or Math 7 in the seventh grade.

### GRADE 7:

- Take all tests very seriously, particularly the SOL tests.
- Talk with parents, teachers, and counselors about enrolling in Pre-Algebra, Algebra I, Geometry, French, German, Spanish, or Chinese in the eighth grade. When completed, these courses enable you to move to more advanced instruction in high

school. High school credit will be awarded for these courses if passed. Grades received in these courses figure into your high school grade point average (GPA).

### GRADE 8:

- Take all tests very seriously including the SOL's and all other tests in your classes during the year.
- When you register for high school, closely listen to the advice of your teachers, parents, and counselors. Make a four-year plan for your high school years. Explore several colleges, investigate several careers, and determine entrance/training requirements to help you with your four-year plan for high school.
- During the summer before your ninth grade year, start investigating colleges and universities in your home state and in other states that you visit. Even if you're not sure of the colleges to which you might apply later, each visit will give you a better idea of the type of school that best meets your needs.
- During the summer before your ninth grade year, investigate volunteer opportunities.
- Learn how to ask good questions and how to find information about college and other opportunities. You will need these skills sooner than you think.
- Read! You'll gather valuable information, as well as improve vocabulary for college entrance exams. Newspapers, books, and magazines provide a wealth of important information and an opportunity to learn new knowledge and to develop essential skills.

### ALL STUDENTS:

- Maintain good attendance and keep your grades as high as possible.
- Explore extracurricular activities at school and in the community. Become involved in activities that interest you. Community service, athletics, fine arts (art, band, choir, drama, publications) and activities which involve leadership are of particular interest to colleges when you apply. They want to know the talents you possess and how you are using these talents.
- Use the summer for enrichment activities.

The use of this timeline, while helpful, is not a substitute for constant contact with your guidance counselor who is your best source of up-to-date information.

### **High School Credit Classes**

Students wishing to enroll in high school credit classes at Andrew Lewis should do so only after careful consideration of the following:

1. When one enrolls in a credit class, the high school transcript is therefore begun. The grades earned in those classes will count toward the student's grade point average for graduation.
2. Students enrolled in credit classes are subject to the same course rules and regulations as students at the high school: e.g., dropping and adding classes. See the drop/add policy below.

3. Parents may request that a grade earned by a middle school student in a high school credit-bearing course be omitted from the student's record. "Request to Omit Grade" forms are mailed to parents/guardians at the end of each semester in which the credit would have been earned. These must be signed, dated, and returned to the Guidance Office by the dates specified in order to have the course grade omitted.

Credit toward high school graduation will be given only upon successful completion of any of the following courses:

Course:	Credit:	Course:	Credit:
Algebra I	1.0	Photojournalism/Desktop Publishing	0.5
Geometry	1.0	Introduction to Photography	0.5
World Geography	1.0	Keyboarding	0.5
French I	1.0	Computer Applications	0.5
Spanish I	1.0	Design, Multi-Media & Web Tech	0.5
German	1.0	Art Foundations	0.5
Chinese	1.0	Child Development & Parenting	0.5
		Exploring Foods	0.5
		Manufacturing Systems	0.5
		Intro to Engineering	0.5
		Intro to Architecture	0.5
		Physical Education 9	0.5
		Health 9	0.5

### **Drop/Add Policy**

Changes from one course to another will be made under the following circumstances only:

- A. Failure of a course which is a prerequisite for a scheduled course or a graduation requirement
- B. Human or computer error
- C. Change in program of study
- D. Grouping adjustments and balancing of class sizes
- E. Recommendation of screening committee and/or eligibility committee

#### Dropping a high school credit course:

- a. Students who drop a credit course will receive no credit for that course.
- b. Students who transfer to a lower level class (ex.: moving from Algebra I to Pre-Algebra) will carry with them the grade they earned in the previous class.
- c. A signed and dated "Request to Omit Grade" form must be submitted to the Guidance Office at the close of the semester in which the credit would have been earned.

Adding a high school credit course:

- a. No student may add a semester credit course after the first seven days of a semester.
- b. No student may add a full-year credit course after the first 14 days of the school year.
- c. Exception: Students moving from Algebra I to Pre-Algebra may move during the first semester.

Student athletes are reminded that they must carry a minimum of 5 credits at all times. Questions should be referred to the athletic director.

Transfer students from other accredited schools will be evaluated and placed based upon the merits of their individual cases.

### **International Baccalaureate (IB) at Salem High School**

The International Baccalaureate is recognized world-wide as a rigorous academic program designed for those who are strongly self-motivated and desire to achieve excellence. The preparation and planning for pursuing an IB Diploma must begin in the middle school.

#### **IB Certificate**

Students with special interests and aptitudes find challenges in the IB Curriculum. Individual courses available for certificates include higher level courses in English, history, art, music, drama, biology, and computer science. Students may earn a certificate in any of these areas without working toward the IB Diploma.

#### **IB Diploma**

Students pursuing the IB Diploma will sit for 25 hours of externally assessed examinations after completing six college level courses, including a course in philosophy. A research essay and community service are also required.

**Students considering the International Baccalaureate Diploma should complete the following courses before entering Salem High School:**

- Algebra I
- World Language (Spanish I, French I, German I or Chinese I)

Please Note:

- International Baccalaureate students follow a different schedule for the Virginia Department of Education end-of-course SOL tests. Therefore, appropriate sequencing of courses is very important.
- Keyboarding and word processing skills are strongly recommended.

## Credits required for graduation with a Standard Diploma

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics <sup>1</sup>	3	1
Laboratory Science <sup>2</sup>	3	1
History and Social Sciences <sup>3</sup>	3	1
Health and Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education	2	
Economics and Personal Finance	1	
Electives <sup>4</sup>	4	
Student Selected Test <sup>5</sup>	1	
<b>Total</b>	<b>22</b>	<b>6</b>

<sup>1</sup> Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Algebra Functions, and Data Analysis, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup> Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup> Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup> Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

<sup>5</sup> A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics, or other areas as prescribed by the board in 8 VAC 20-131-110.

## Credits required for graduation with an Advanced Studies Diploma

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English	4	2
Mathematics <sup>1</sup>	4	2
Laboratory Science <sup>2</sup>	4	2
History and Social Sciences <sup>3</sup>	4	2
World Language <sup>4</sup>	3	
Health and Physical Education	2	
Fine Arts or Career and Technical Education	1	
Economics and Personal Finance	1	
Electives	3	
Student Selected Test <sup>5</sup>		1
<b>Total</b>	<b>26</b>	<b>9</b>

<sup>1</sup> Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. The board shall approve courses to satisfy this requirement.

<sup>2</sup> Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The board shall approve courses to satisfy this requirement.

<sup>3</sup> Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The board shall approve courses to satisfy this requirement.

<sup>4</sup> Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>5</sup> A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics, or other areas as prescribed by the board in 8 VAC 20-131-110.

## Common Course Pathways

The following tables illustrate the common pathways that a student's course selections in math, science, history/social science, and language arts may follow. These pathways assume successful completion of the previous course as well as meeting other prerequisites that may apply. **This is intended as a planning guide only.**

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Math 6	Math 7	Pre-Algebra Algebra I	Algebra/Block	Geometry	AFDA	Computer Math 7
			Algebra I	Geometry	Geometry	Algebra II
Advanced Math 6	Pre-Algebra	Algebra I	Geometry	Algebra II	Adv. Alg./Trig. or Liberal Arts Math or IB Math Analysis	Calculus* or IB Math Analysis or IB Math Studies *
	Algebra I	Geometry	Geometry Algebra II: Pre-IB	Geom./Trig. Pre IB or Adv. Alg./Trig. Pre IB	IB Math Analysis	IB/AP Calculus *

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Science 6	Life Science 7	Physical Science			Physical Science II, Chemistry, or Environ. Ecology	(none required for standard diploma)
			Earth Science	Biology	Chemistry	Physics, Anatomy, IB Chemistry I, or Environ. Ecology
			Pre-IB Chemistry	Pre-IB Chemistry or Physics	IB Biology I, IB Physics, or IB Chemistry SL	IB Biology II HL, IB Physics, or IB Chemistry SL*

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Social Science 6	Social Science 7	World Geography	World History 9	World History 10 (Ancient Civilizations)	US/VA History	US/VA Government
					US History or College History*	US Government or College Government*
			College US History*	College Government *	IB World History I	IB History II

Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
Language Arts 6	Language Arts 7	English 8	English 9	English 10	English 11-Career Communications	English 12-Career Communications
		English 8			English 11-College Preparatory	English 12-College Preparatory
		Adv. English	English 9 Pre-IB	English 10 Pre-IB	IB/AP English I*	IB/AP English II*

An asterisk (\*) denotes dual enrollment classes with Virginia Western Community College.

## Registering for Courses

Included with course descriptions for grades 7 and 8 is a Registration Worksheet. Use the worksheet in this Registration Guide to plan your course requests for next year. Then copy your requests onto the Registration Form given to you by your counselor. Return this completed form (**with your parent's signature**) by the deadline listed.

The number of courses available to students will increase each year through high school. As early as seventh and eighth grades, course selections begin to affect the sequence of courses a student will follow through high school. For your reference, a chart showing the most common course pathways through language arts, math, science, and social studies is provided for you. Also provided for your information is a chart illustrating the different diplomas available and the corresponding requirements.

**Although it is important to consider how course choices now will affect selections in the future, it is more important to consider the student's readiness, interest, and commitment. Registering for courses is only the first and easiest step. Successful completion of the selected course ultimately determines what choices a student will have in future years.**