

**Central  
High School  
Advocate  
Handbook**



## **ADVISORY (Formerly known as Super Study)**

Advisory will be held on Monday-Friday. Building rules apply to Advisory just like any other class at CHS. Wednesday's will be designated as "Advisory days". Advisory days are for completing SD MyLife requirements, attending class meetings and working on various activities that pertain to personal growth and college and career preparation.

Math tutoring will be available every day except Wednesday's during Super Study with permission from the advocates. Students should not be attending math tutoring on their "Advisory Day" unless given special permission by their advocates.

## **STUDENT EXPECTATIONS**

Students are given time to work on homework independently or with peer tutors. Students that don't have homework or missing work can either volunteer to be peer tutors within their Advisory, silent read, or meet with their Advocates to discuss grades, career plans, courses, scheduling, etc.

## **ADVOCATE EXPECTATIONS**

Advocates are academic lifeguards and should be constantly:

1. Monitoring students' grades and contacting teachers/parents as necessary
2. Monitoring students' missing work and contacting teachers/parents as necessary
3. Monitoring students' attendance and referring to administration as necessary
4. Monitoring students' behavior and referring to administration or complete an SAT referral form as necessary
5. Conducting one-on-one meetings with students regularly (weekly?) regarding grades/progress
6. Tracking progress toward meeting graduation requirements and endorsements

## **RESOURCES AND SUPPORT**

### Advocate Weebly Site:

This site has a variety of lessons, for each grade level, that Advocates can use as needed. The site will also have the list of SDMyLife Completion requirements for each grade level, and the dates of the class meeting for the school year.

A link to the site can be found on the CHS Homepage, under "Staff Forms."

### School Counselors:

Advocates are encouraged to make referrals to Student Services as needed.

Counselors are separated by alphabet and academic plan, so be sure to refer to the appropriate School Counselor.

- A-G: Mrs. Cooper
- H-O: Mrs. Stadel
- P-Z: Mrs. Knuppe
- A-Z students who are IEP/SPED: Amy Hauge

### Student Assistance Team (SAT):

The Student Assistance Team meets every other week. The team is comprised of the three School Counselors, an Assistant Principal, Indian Education Coordinator, SPED Director, and one teacher representative.

If you have a student who is struggling academically in multiple classes, has poor attendance, and/or behavior issues, we encourage you to refer the student to the SAT. Referral forms can be found under Staff Forms on the CHS homepage, can be filled out electronically and emailed to the SAT Team Leader, Mr. Phillips.

Once referrals are received, the student will be brought up at the next scheduled meeting. The team will then decide if data needs to be collected from other teachers before determining a plan, or put a plan into action right away with new interventions.

The assigned School Counselor will be in contact with the referring teacher to update on the SAT decisions.

If there is a concern that a student should be looked at for possible IEP services, the first step is to go through the SAT process.

## **Course Registration**

- Advocates are responsible for working with students on the course registration process each Fall.
- Advocates are responsible for entering in their students' registrations into Campus.
- The School Counselors will hold 9<sup>th</sup>-11<sup>th</sup> grade class meetings to go over various registration info.
- Advocates are responsible to be knowledgeable of the GoldBook, disperse course registration sheets, and assist your students in filling the sheets out correctly.
- All students **MUST** register for 8 credits (16 Units in the Student Portal)
- All students **MUST** register for 2 Alternate Courses – these are courses the student is ok with taking in the event their first choice does not work out.
- **Teacher Aide**
  - Juniors and Seniors can take up to TWO Teacher Aide's during the last two years of high school.
  - Students WILL NOT register for a Teacher Aide; they MUST register for an in house class instead due to teacher schedules not being known at registration time.
  - Once schedules are released, Juniors and/or Seniors can fill out the Teacher Aide form and turn in to their School Counselor for a schedule change.
    - *Teacher Aide Forms can be picked up in Student Services.*
- **Open Blocks**
  - Seniors who want open blocks need to include that in their 8-credit count. (Think of each open block as 0.5 credit)
  - Seniors can have up to 8 Open Blocks for the school year, no more than 2 Open Blocks each term.
  - Early Grads are only allowed 4 Open Blocks, no more than 2 Open Blocks each term
- **Early Graduation**
  - Seniors who want to Early Grad at the end of the first semester, only need to register for 4 credits (8 units in the Student Portal)
- **AP Courses**
  - Students who want to take AP courses will need to get a signature on their registration form from the designated AP teacher
  - All AP Courses are worth 2 credits
  - AP Teachers and Courses at CHS:
    - Mrs. Dix – AP Biology
    - Mrs. Perman – AP Lang and Comp
    - Mrs. McQuillen – AP Lit and Comp
    - Mr. Hermansen – AP Chemistry
    - Mr. Vogel – AP US History
    - Mr. Hansen – AP European History

- **Dual Credit**

- For Juniors and Seniors wanting to take Dual Credit courses – they will register for those courses through our usual process to “hold” a spot on their schedule.
- Students need to factor Dual Credit Courses into their credit count.
  - Each Dual Credit course is worth 1 credit.
- The Dual Credit section is on the second page of the Registration Sheets.
  - Students can take up to 3 Dual Credit courses per semester.
- Student’s schedule will read “Dual Credit – Must Be Filled” until they are officially enrolled in a Dual Credit course.
- They will still need to register through the college they plan to take course through and will need to complete the Dual Credit application.
- College Registration for the specific Dual Credit course will take place when the colleges open up their registration each semester.
  - Student who plan to take a Dual Credit course(s) first semester next year, will register through the colleges in April.
  - Students who plan to take Dual Credit course(s) second semester next year, will register for the Spring ’24 college classes in November.
- Student Services will announce when the colleges have opened up registration for their courses so students can come and pick up the application information in the Student Services office.
- Please encourage students who are interested in taking Dual Credit courses to check with you and/or their School Counselor to be sure they are eligible.

- **Dual Credit Eligibility**

- If students are not eligible to take Dual Credit courses at the time of registration, they DO NOT register Dual Credit, and need to pick courses to take at CHS.
  - If they become eligible later, we can adjust their schedule at that time.
- Students who are interested in taking Dual Credit courses **MUST** meet **ONE** of the requirements listed below to be eligible to take Dual Credit courses:
  - *Seniors:*
    - Rank in the top half of their class **OR**
    - Have an ACT composite score of 21 **OR**
    - Have a 3.25 cumulative grade point average or higher on a 4.0 scale. Students also cannot have any F’s or incompletes the prior semester.
  - *Juniors:*
    - Rank in the top third of their class **OR**
    - Have an ACT composite score of 24 **OR**
    - Have a 3.5 cumulative grade point average or higher on a 4.0 scale. Students also cannot have any F’s or incompletes the prior semester.
  - *Juniors and/or Seniors*
    - Have an ACT composite score of 18 **AND**
    - Have completed four credits of English, three credits of Advanced Mathematics, three credits of Laboratory Science, three credits of Social Studies and one credit of Fine Art

## Graduation Requirements & Endorsements

- Students can graduate without any endorsements, if they just meet the minimum graduation requirements.
- Students can graduate with one, two or all three endorsements.
- Any endorsement earned will be on the student's transcripts.
- ALL seniors will take the NCRC in the fall of senior year.
  - This is a requirement for the Advanced Career Endorsement and will be a great addition to their resumes.
- Use the Endorsement/Credit Tracker sheet to help you track your student's credits towards diploma/endorsements.

## CENTRAL HIGH SCHOOL MINIMUM GRADUATION REQUIREMENTS

Subject	Within Required Credits, Must Include:	Total Credits Required
English	0.5 credit English 1 0.5 credit Speech 1.0 credit English 2 1.0 credit English 3 1.0 credit English 4	4.0 credits
Mathematics	1.0 credit Algebra 1	3.0 credits
Science*	1.0 credit Biology	3.0 credits
Social Studies	1.5 credit Social Studies Elective 0.5 credit U.S. Government 1.0 credit of U.S. History	3.0 credits
Fine Arts		1.0 credit
Physical Education		1.0 credit
Health		1.0 credit
Personal Finance OR Economics		0.5 credit
Approved CTE – OR – World Language – OR – Capstone Experience		1.0 credit
Electives		7.5 credits
<b>TOTAL</b>		<b>25 credits</b>

# WHICH ENDORSEMENT(S) WILL YOU EARN?

\*\*The Shaded Areas Indicate The Differences In Requirements For Each Endorsement Compared to Minimum Grad Requirements\*\*

Subject	ADVANCED ENDORSEMENT <i>Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.</i>		ADVANCED CAREER ENDORSEMENT <i>Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.</i>		ADVANCED HONORS ENDORSEMENT <i>Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-31.1 (High school course requirements for South Dakota Opportunity Scholarship eligibility)</i>	
	Within Required Credits MUST Include:	Credit Earned	Within Required Credits MUST Include:	Credit Earned	Within Required Credits MUST Include:	Credit Earned
English	0.5 credit English 1	Y / N	0.5 credit English 1	Y / N	0.5 credit English 1	Y / N
	0.5 credit Speech	Y / N	0.5 credit Speech	Y / N	0.5 credit Speech	Y / N
	1.0 credit English 2	Y / N	1.0 credit English 2	Y / N	1.0 credit English 2	Y / N
	1.0 credit English 3	Y / N	1.0 credit English 3	Y / N	1.0 credit English 3	Y / N
	1.0 credit English 4	Y / N	1.0 credit English 4	Y / N	1.0 credit English 4	Y / N
Mathematics	1.0 credit Algebra 1	Y / N	1.0 credit Algebra 1	Y / N	1.0 credit Algebra 1	Y / N
	1.0 credit Geometry	Y / N	1.0 credit Math -	Y / N	1.0 credit Geometry	Y / N
	1.0 credit Algebra 2	Y / N	1.0 credit Math -	Y / N	1.0 credit Algebra 2	Y / N
					1.0 credit Math	Y / N
Science	1.0 credit Biology	Y / N	1.0 credit Biology	Y / N	1.0 credit Biology	Y / N
	1.0 credit Lab Science -	Y / N	1.0 credit Science -	Y / N	1.0 credit any Physical Science	Y / N
	1.0 credit Lab Science -	Y / N	1.0 credit Science -	Y / N	1.0 credit Chemistry or Physics	Y / N
					1.0 credit Lab Science Elective	Y / N
Social Studies					0.5 credit World Geography	Y / N
					0.5 credit World History	Y / N
	0.5 credit U.S. Government	Y / N	0.5 credit U.S. Government	Y / N	0.5 credit U.S. Government	Y / N
	1.0 credit of U.S. History	Y / N	1.0 credit of U.S. History	Y / N	1.0 credit of U.S. History	Y / N
1.5 credit Social Studies Elective	Y / N	1.5 credit Social Studies Elective	Y / N	0.5 credit Social Studies Elective	Y / N	
Fine Arts	0.5 credit -	Y / N	0.5 credit -	Y / N	0.5 credit -	Y / N
	0.5 credit -	Y / N	0.5 credit -	Y / N	0.5 credit -	Y / N
Physical Education	0.5 credit -	Y / N	0.5 credit -	Y / N	0.5 credit -	Y / N
	0.5 credit -	Y / N	0.5 credit -	Y / N	0.5 credit -	Y / N
Health	0.5 credit Health 1	Y / N	0.5 credit Health 1	Y / N	0.5 credit Health 1	Y / N
	0.5 credit Health 2	Y / N	0.5 credit Health 2	Y / N	0.5 credit Health 2	Y / N
Personal Finance OR Economics	0.5 credit -	Y / N	0.5 credit -	Y / N	0.5 credit -	Y / N
Approved CTE – OR – World Language – OR – Capstone Experience	1.0 credit -	Y / N	2.0 credits of either of the following <b>OR</b> a combination of the two:	Y / N	2.0 credits of either of the following <b>OR</b> a combination of the two:	Y / N
			Approved CTE credits from the <b>SAME</b> career cluster:		Approved CTE courses:	
			Capstone Experience:			
			<b>AND</b> Attainment of an industry recognized credential <b>OR</b> National Career Readiness Certificate (NCRC) of SILVER or higher	NCRC Score:	World Language (Units <b>MUST</b> be in the same language)	
			Industry Credential:			
Electives	7.5 credits -	Y / N	6.5 credits -	Y / N	4.5 credits -	Y / N
<b>TOTAL</b>		25 credits		25 credits		25 credits
	<b>ADVANCED ENDORSEMENT EARNED</b>	<b>Y / N</b>	<b>ADVANCED CAREER ENDORSEMENT EARNED</b>	<b>Y / N</b>	<b>ADVANCED HONORS ENDORSEMENT EARNED</b>	<b>Y / N</b>

# THE BLUE AND GOLD RULE



**Respect  
yourself and  
others**

**Take  
responsibility  
for your  
behavior**

**S** **See it  
through**

- Don't settle for less than your best
- Strive for excellence
- Finish what you start

**O** **Own your  
actions**

- Think before you speak or act
- Be kind
- Show empathy

**A** **Adapt  
your plan**

- Embrace your strengths
- Learn from your mistakes
- Fail forward

**R** **Reflect &  
revise**

- Focus on the good
- Develop positive coping skills
- Grow through adversity