



MARY E. PHILLIPS HIGH SCHOOL

Course Registration Guide

2018-2019

Planning for Success!

Welcome to that exciting time of year when you choose the courses you will take during the upcoming school year. This registration guide is designed to help parents and students make important decisions about course selections and provide information to promote a successful high school experience. Our goal is to provide a quality educational experience for all students at Mary E. Phillips High School.

Parents and students are encouraged to use all registration materials to plan a program of study that will promote success. We also encourage parents and students to review the **Mary E. Phillips 2018—2019 High School Planning Guide** for important information regarding the planning and registration process. This guide can be found on the MEPHS or WCPSS websites. School counselors and teachers are always available to assist you in making course selections that are appropriate for your child's future. Contact your child's school counselor or teacher if you need assistance.

Working together, parents, students, and the school can ensure that wise decisions are made concerning programs and courses for the upcoming school year.

Mary E. Phillips High School

IMPORTANT DATES

March 5 - March 16

Rising 10-12th Graders
Course Registration

Wednesday, March 28

End-of-Quarter

Thursday, March 29

Snow Make-Up Day

Friday, March 30

Holiday

April 2—April 6

Spring Break

April 23—April 27

Senior Week

April 30—May 4

Spirit Week

Saturday, May 5

Prom

Thursday, May 10

Awards Day

Monday, May 28

Holiday

June 4—June 8

Final Exams

Monday June 11

C/O '18 Graduation
Rehearsal
Graduation Ceremony
Last Day of School

COUNSELOR REGISTRATION APPOINTMENTS

Counselors are available to assist current 9—11 grade parents and students with the registration process. If you have questions about your child's course selections or if you need to review your child's Course of Study, Graduation Plan, or transcript, please call Student Services to schedule an appointment at (919) 856-7710.

COUNSELORS

Ron Hollar (rhollar@wcpss.net)
Valerie Nelson (vnelson@wcpss.net)

ASSIGNED STUDENTS

9th graders/Booster Students
10th—12th graders

All registration information will be posted on the MEPHS Website,
<http://phillipshs.weebly.wcpss.net>

Do You Have a Special Request?

We are beginning to prepare for the 2018-2019 school year. Students will be entering the registration process and selecting courses for next year. These course selections will be used to determine staffing needs and courses to be offered. While we use specific criteria to form classes, parental input is critical when it comes to finding the right match for each student. This is the time of year to share your thoughts on the type of classroom environment that would benefit your child for the upcoming school year. Any parent who would like to make special request, may do so in writing by **Friday, May 18, 2018**. All requests should be submitted to Assistant Principal, Kim Harrison (ksharrison@wcpss.net). Each request will be given careful consideration, but scheduling conflicts may make it impossible to honor some requests. Requests received after May 18, 2018 may not be honored.

STUDENT COURSE SELECTIONS

The Wake County Public School System's high school program provides students many options based on their career goals, needs, and individual interests. Students may choose from a wide array of courses and programs. Choices students make in high school impact the options they have for future education and job opportunities after high school.

Students may select courses from **Arts Education, Career and Technical Education, English Language Arts, World Languages, Healthful Living, Mathematics, Science and Social Studies.**

Students must meet all course, credit, and test requirements of Future Ready Core to earn a high school diploma. The courses are designed to prepare students for postsecondary opportunities from entry-level career options to highly technical fields, from community colleges to colleges and universities. Students are encouraged to pursue the most challenging pathway in which they can be successful.

This planning guide is provided to assist students and their parents or court appointed custodians in the planning and registration process. It is the responsibility of all students and their parents or court appointed custodians to make sure that students are registered for the courses they need in order to meet graduation and college/university admission requirements.

Students will register for 2018—2019 courses **March 7– March 28.** The Dean of Students will create the schedule for the current 9th, 10th, and 11th grade students to follow for registering for classes.

Counselors will be available to assist students with entering course selections in Homebase/Powerschool. Students will receive a copy of their 2018– 19 course selections before leaving the registration site. Students should share this information with parents. Course selections can be viewed on Powerschool.

Parents should review course selections and submit changes before Friday, May 18, 2018

PROMOTION REQUIREMENTS

High school students shall be promoted by attaining credits that are earned through successful completion of specific required courses as illustrated in the following:

From Grade 9

A student must earn 4 credits—English I, two credits in the areas of mathematics, social studies, or science, and one additional credit

From Grade 10

A student must earn 8 credits—English II, one credit in mathematics, one in social studies, one in science

From Grade 11

A student must earn 14 credits—English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements

From Grade 12

A student must earn at least 21 or 22 credits—English IV, complete Future Ready Core requirements, and successful completion of identified state tests.

TEACHER RECOMMENDATIONS

Some courses are offered at both academic and honors levels. Students may choose courses at any level. Some courses are restricted or may require a teacher recommendation for enrollment.

Teachers will make recommendations based on previous success in a prerequisite course, work ethic, maturity, or other factors that predict student success.

Teacher recommendations are offered to suggest the most appropriate level of a course to ensure maximum success for the student. Please review teacher recommendations before selecting courses for next year. Consult your current teacher about the next course you should take.

YEAR-LONG COURSES & SCHEDULING

The following courses require special scheduling. They are offered as year-long course pairings. Both courses are required.

- ◆ LIFE
- ◆ Intro to HS Writing/English II
- ◆ Foundations of NC Math I/NC Math I
- ◆ Intro to Principles of Biology/Biology

Parents and Students: Though we seek to offer a variety of courses and course formats, please note that student course selections will ultimately dictate placement of courses and how they are offered.

Early Graduate? Mid-Year Graduate?

If you plan to begin post-secondary education or join the military before June 2019 you may qualify as an Early Graduate or Mid-Year Graduate.

For graduation prior to one's class, a student must:

- ⇒ Show satisfactory mastery of high school academic skills and concepts;
- ⇒ Show a need for early graduation; and
- ⇒ Meet the graduation course and testing requirements that were effective the year he/she entered ninth grade for the first time.

Procedures for Early/Mid-Year Graduation:

1. Parent(s)/guardian(s) of a student may request early graduation by filing a written request with the school principal by **May 18, 2018**, prior to the beginning of the student's last semester of enrollment.
2. The principal, along with Student Services considers the request and approves or denies graduation prior to one's class on an individual case-by-case basis, subject to the criteria stated above
3. Early/mid-year graduates are still part of the graduating class and have all rights and privileges afforded those seniors who are actually enrolled in courses.

SCHEDULE CHANGES

This spring, a series of scheduling activities will take place to assist each student in selecting the most appropriate courses for the 2018—2019 school year. Extensive time will be spent developing a master schedule that provides the best educational opportunities for our students. Schedule changes have serious effects on staffing, class sizes, and academic programs and will only be made under certain conditions. The following is a list of these conditions:

- Incomplete schedules (missing a class)
- Failure of a prerequisite course or incorrect course (English II instead of English I)
- Completion of course during summer school
- Master schedule conflict (two courses in the same period in the same semester)

The following reasons are NOT considered appropriate reasons for schedule changes and will not be honored:

- Dropping or adding a course because you changed your mind
- Teacher preference
- Block (class period) preference

Mid-Day Release

A student who has met all graduation requirements and do not require a full schedule may seek to be released after serving at least half of the day. Students leaving before serving at least half of the day will be counted as a visiting student and will marked absent daily. Students will need to do the following to be considered for mid-day release:

1. Present a written request from parent/guardian by **May 18, 2018**
2. Conference to take place with counselor, student and parent to chart best course of action for student
3. If a student is indeed eligible for mid-day release, they must have a reliable and consistent transportation everyday and exit campus immediately after their last class.
4. If a student needs to remain after school for enrichment, events, etc, they must speak with administration 24-hours in advance so student supervision can be planned.

COURSE WITHDRAWAL PENALTY

Students are not allowed to drop a course after the first ten days of school. If a student withdraws after the ten-day period and an emergency situation does not exist, a failure (WF) is noted as the grade, and the course is counted as a course attempted with no quality points earned. This will appear on the transcript and will be calculated into the overall GPA.

2018—2019 SCHEDULE PICK-UP

All students will have an opportunity to pick-up class schedules before the first day of school. Class schedules will be distributed at Open House. Details on Open House will be sent to you during the summer. If you move or your mailing address changes, it is your obligation to contact the school with updated information.

New Student Orientation will be held in July. Students will have an opportunity to decide on courses for the upcoming school year.

FUTURE READY CORE GRADUATION REQUIREMENTS
From Mary E. Phillips

For 9th Graders Entering in 2012 and later	
Content Area	Course/Credits
English (4 Credits)	I, II, III, IV
Mathematics (4 Credits)	Math I or Algebra I Math II or Geometry Math III or Algebra II 4 th Math to be aligned with your plans after high school
Science (3 Credits)	Earth/Environmental A Physical Science Biology
Social Studies* (4 Credits)	World History American History I American History II Civics & Economics
World Languages (2 credits) None required for graduation	2 years of same language required to attend a college in the UNC System
Health & Physical Education (1 Credit)	Healthful Living I
Specific Electives (6 Credits)	2 Elective credits of any <u>combination from either</u> ☐ Career and Technical Edu- cation (CTE) ☐ Arts Education ☐ World Languages (4) Elective credits strongly recommended (4 course concentration) from one of <u>the following:</u> ☐ Career and Technical Edu- cation (CTE) ☐ JROTC ☐ Arts Education (e.g. dance, music, theater or, visual arts) ☐ Any other subject area (e.g. math, science, soc. stud., english)
Total Credits Required	22

Wake County Public School System High School Registration Work Plan

Name _____ ID# _____ Email _____
Last First Middle

Parent/Court Appointed Custodian Address _____

High School _____ Current Middle School _____
(rising 9th only)

Directions: Completing the information on this worksheet will help you prepare for the course selection process. Teachers and school counselors will guide you in choosing the most appropriate courses. Note: If you are not selecting a healthful living course, enter an additional course from another subject area.

Subject Area	Course Number	Credit	Course Name
1. English			
2. Math			
3. Science			
4. Social Studies			
5. Healthful Living			
6. Additional Course*			
7. Additional Course			
8. Additional Course			
1. Alternative Course			
2. Alternative Course			
3. Alternative Course			
4. Alternative Course			

Student Signature _____

Parent/Court Appointed Custodian Signature _____

Home Phone # _____ Work Phone # _____

Parent/Court Appointed Custodian Email _____

*Second Language, Arts, CTE, JROTC, etc. _____



REGISTRATION CHECKLIST

- ☑ Determine the courses needed to meet the minimum promotion and graduation requirements. Refer to the Mary E. Phillips High School Program Planning Guide for information at www.phillipshs.wcpss.net.
- ☑ Review the additional information in the “General Information” section of the program planning guide.
- ☑ Review a copy of your transcript. You can access this through your CFNC or PowerSchool accounts
- ☑ Select courses based on the list of offerings at Phillips. Course descriptions of course offerings can be found in the MEPHS Program Planning Guide.
- ☑ Consult with school counselors and other school personnel for assistance and answers to questions.
- ☑ Complete your Graduation Plan located on the next page of this guide.
- ☑ Record your course selections on the WCPSS High School Registration Work Plan form and transfer to the online registration program in Powerschool. **Make sure you select 8 courses and 3 alternates.**
- ☑ Have your parents double check your selections to make sure you have registered for the courses you need in order to meet graduation and college/university requirements.
- ☑ Print your course selections and ask your parents to review.

ENTERING COURSE SELECTIONS IN HOMEBASE/POWERSCHOOL

- Go to <https://wcpss.powerschool.com/public/> in URL space. The HOMEBASE/POWERSCHOOL icon may be on your desktop.
- Enter your **POWERSCHOOL** User Name and Password.
- Click on “Class Registration” located in the left margin.
- To register for your classes click on the “pencil” icon next to each subject/category. Please select 8 classes and 3 alternates.
- Once you have selected 8 courses AND have 3 alternates click on **“SUBMIT”** at the bottom of the page. **NOTE: IF YOU DO NOT CLICK SUBMIT, THE COURSES YOU SELECTED WILL NOT BE SAVED!**
- Print two copies of your course selections. Give one to Mrs. Pettis. Keep one for your records and share with your parents.
- **Remember, you must select 8 primary courses and 3 alternates.**