# **How-To High School Guide**

\*If you have any questions about these steps please contact your RC / HSSC. If you have specific high school questions, check the [High School Directory](https://north.sites.beehived.com/high-school/111-hs-directory) in the HST Handbook.

## **Research Student Background**

\* Make sure to look up your student prior to speaking with the family.

1. Log into School Pathways and check transcripts.
	1. [How to check for and read high school transcripts in Pathways](https://docs.google.com/document/d/1Dd_QCmNpiRVzq_m_1uGB509oC2ogtcBERP_Tzq6_sbU/edit?usp=sharing).
	2. Make sure you know what the [high school graduation requirements](https://north.sites.beehived.com/high-school/graduation-requirements) are for your school.
2. Enter information from transcript (credits earned to date) onto IGP.
	1. [Directions for creating an IGP](https://docs.google.com/document/d/1uNplxcVq7DHZLqpaQiyKN1KxZ_3WZrMVECIm5-K3drM/edit?usp=sharing). Create the IGP as a Google Doc.
		1. [Blank IGP](https://docs.google.com/document/d/19tXg3n3XAS3J_yppsh06jN0-CBEtcalUgklIZocI0v8/edit?usp=sharing)
		2. [NCAA IGP](https://docs.google.com/document/d/1CUevrPsfBCiSxBn03rseZc6wBdEaqd4DI1GFGj_AIx0/edit?usp=sharing)
		3. [Example of IGP for college bound student](https://drive.google.com/file/d/1Fak_BX7BNjp3nnyYcKDZneggW1Uy_Z7N/view?usp=sharing).
		4. [Example of IGP for minimum graduation requirements](https://drive.google.com/file/d/14lqertZ0KYa73D1vxTvygLoFJwispqTW/view?usp=sharing).

## **Initial call / meeting with family**

\* These steps should be completed within 24 hours of enrollment, so an accurate Master Agreement can be sent.

The purpose of this call is to get to know the family, discuss courses, and discuss curriculum.

1. Suggestions for initial call talking points:
	1. Verify information in Pathways (student name, phone number, email, primary contact, etc.)
	2. What brought the family to your school? What is the student’s educational history?
	3. What are the student’s plans for after high school?
	4. Does the family have ideas for curriculum? (if not, see resources to support curriculum choice - below)
	Resources to support the conversation (as needed):
		1. Students must take a minimum of 20 credits per semester (or 15 if they have at least one community college course on the MA), and a maximum of 40 credits per semester. Students must be scheduled to graduate within four years. HSTs with students interested in taking more than 40 credits must email the HSSC or High School Counselor for approval.
		2. [High School Course Catalog](https://north.sites.beehived.com/high-school/courses/course-catalog) (includes course descriptions and list of course options by curriculum provider)
		3. [Course Outlines](https://north.sites.beehived.com/high-school/courses/course-outlines) (course outlines for families using non-aligned curriculum, as well as lists of suggested curriculum)
		4. [Resources to support curriculum choice](https://docs.google.com/spreadsheets/d/1PJdigq62WdmPgjAHBSZ9hMaWpAOrvdKZQ2jH-r8A36k/edit?usp=sharing) (utilize the spreadsheet and resource documents to help families/students choose curriculum)
		5. [Concurrent Enrollment Information](https://north.sites.beehived.com/high-school/concurrent-enrollment) (for students wishing to take Community College courses)
		6. [Certificate of Completion How-To](https://docs.google.com/document/d/1RFI4Rcfw_cas3itHPHGalrmUJ3I5D9-WJsFYLPrNG80/edit?usp=sharing) (for students whose IEP indicates the student is earning a certificate of completion instead of a diploma)
		7. [NCAA Information](https://north.sites.beehived.com/high-school/ncaa) (for students interested in playing sports in college)
2. Update the IGP based on call. Share the most current IGP with your family in a PDF format. If you make any major changes to the IGP, please let your HSSC or High School Counselor know.
3. Add the courses to the student’s account in Pathways.
4. Send the Master Agreement.
5. If the family is using an adopted curriculum, you (the HST) will order it from the Curriculum Ordering System (COS). If the family is not using an adopted curriculum, the parent (or you, the HST) will order the curriculum through the Enrichment Ordering System (EOS).

## **Monitoring Progress**

The frequency of progress monitoring by the HST will be determined by individual student need. New and struggling students should be monitored frequently (weekly at a minimum).

HSTs automatically receive an account for curriculum when ordered. If you need an educator account for a curriculum option, please email curriculum@inspireschools.org.

Check the [Curriculum Department Website](https://sites.google.com/inspireschools.org/curriculum/high-school-tutorials?authuser=0) for progress monitoring support videos for adopted curriculum.

## **College & Career**

Please review the [College & Career](https://north.sites.beehived.com/high-school/college-career) and the [Concurrent Enrollment](https://north.sites.beehived.com/high-school/concurrent-enrollment) section of the handbook. Planning for your student's post-high school goals starts now.

## **Science Labs**

Science labs are now built into the course outlines and in person labs are no longer required.

## **If there is an HST Change**

1. Be sure to share the IGP with the new HST AND make the new HST the owner of the IGP google doc.
2. Update the new HST with any information on curriculum already ordered (though the EOS or COS).
3. Provide the new HST with all necessary information to support the family (student goals, IGP, curriculum information for ALL courses, family questions and concerns, etc.).
4. Email any HQTs and let them know of the teacher change.

## **Progress Reports**

Progress report time is an opportunity to ensure that all courses are accurate on the student’s schedule. [Progress Report Training](https://drive.google.com/file/d/1HlG5-uCg0WNz5rH8SG9tQIFmxqLTGY-t/view?usp=sharing) (includes cover letter to send to families).

## **Semester / Year End**

At the end of the semester, please make sure all grades are entered.

1. Review the [Report Card Directions](https://drive.google.com/file/d/1aInZ6c74viTpUjbf_YpgcLXbdxLeb9IX/view?usp=sharing).
2. Revisit IGP and make any necessary updates - update the same document every semester. Please notify the HSSC or High School Counselor if there are any major changes to the student's graduation plan.
3. Revisit curriculum selection and order spring courses as necessary. If the family is not using an adopted curriculum, the parent (or you, the HST) will order the curriculum through Enrichment Ordering System/Inspiration Station.
4. Revisit course selection, including electives. Update the courses in Pathways as necessary, and send an addendum if needed.

If the student is taking Community College courses, remind the family to send their concurrent enrollment form and proof of enrollment to the High School Counselor. If the student has completed the college course and grades have been posted to the college transcript, please work with the family to ensure that official college transcripts are sent to our Records Department. Visit the [Concurrent Enrollment](https://north.sites.beehived.com/high-school/concurrent-enrollment) section of the handbook for more information.

## **Petition to Graduate Early**

Please fill out this Petition to Graduate Early survey if your student plans to graduate early (before the end of the spring semester of 12th grade). Please fill this survey as soon as you know your student plans to graduate early.

[Petition to Graduate Early](https://form.jotform.com/lindaq/petition-to-graduate-early)

## **Withdrawal**

Review the [Withdrawal](https://north.sites.beehived.com/150-records/withdrawals) section of the handbook.

For high school students who leave before the semester ends, they may be able to earn partial credits on the report card.

* If issuing partial credits, [here](https://docs.google.com/document/d/1RFI4Rcfw_cas3itHPHGalrmUJ3I5D9-WJsFYLPrNG80/edit?usp=sharing) are some guidelines.
* If the student did not complete enough work to earn partial credits, please issue a W and 0 credits on the report card.

Please make sure to follow the withdrawal process even if the student is graduating.