



# Heritage High School Counseling and Student Services

The mission of Heritage High School Counseling Department is to implement a comprehensive school counseling program that is relevant and engaging for all students. School counselors will assist all students to graduate with their cohort and equip them with life-long skills to be collaborative, creative, effective communicators and critical thinkers.

## Counseling and Student Services Assist Students With:

Academic	Career	Personal/Social
Graduation Requirements	College Planning	Stress Management
Promotion Requirements	Career Exploration Activities such as Friday Career Fairs	Anger Management
Parent/Teacher Conferences	ASVAB	Peer Mediation/Conflict Resolution
Four-Year Graduation Plans	College Recommendations	Adjusting to High School
Graduating Early	Financial Aid for College	Time Management
Course Selections	Scholarships for College	Suicide Assessment
Transcripts	Military Recruitment Information	Attendance Issues
Governor's School	Parent Informational Meetings	Lost/Found Items
NC School of Science and Math Applications	Internships	Transition back to school after suspension
Summer Ventures	NCAA Eligibility Planning	Grief Support
Other Summer Enrichment	Job Shadowing	Substance Abuse
SAT Registration	College on-site Admissions	Crisis Intervention
ACT/PLAN Registration	General College Admissions	Peer Mentors
PSAT Registration	College Application Week	
AP Exam Registration		
Dual Enrollment Opportunities		
Withdrawal/transferring		
Novanet/NC Virtual Public School		
Alternative School Enrollment		

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

<b>Freshmen</b>	Prepare for strong academic outcomes for first year Generate a positive transition to high school Write a four-year graduation plan Get involved with extracurricular activities and/or community service Engage in career exploration Take PSAT (optional) Explore Summer opportunities
<b>Sophomores</b>	Prepare for strong academic outcomes for sophomore year Maintain/increase academic rigor Revisit four-year plan Continue extracurricular involvement and/or community service Continue career exploration activities Research colleges Take PSAT (all sophomores automatically registered) Explore summer opportunities (Governor’s School, Summer Ventures, etc.)
<b>Juniors</b>	Strong academic outcomes for junior year Maintain/increase academic rigor Revisit four-year plans Extracurricular involvement and/or community service Leadership opportunities Career exploration Job Shadowing Take PSAT (Qualifying year for National Merit Scholarships) Take SAT and/or ACT (at least once before the end of the year) College planning <ul style="list-style-type: none"> <li>• Visit college campuses, attend college fairs</li> <li>• Communicate with Admissions Reps</li> <li>• Preview applications for admission</li> <li>• Research scholarships</li> </ul> Summer opportunities (Governor’s School, Summer Ventures, etc.) NCAA initial eligibility
<b>Seniors</b>	Finish high school with strong academic outcomes Secure high school graduation requirements Secure requirements for college, military or work Apply for financial aid (scholarships, FAFSA) Take SAT and/or ACT Finish high school with strong academic outcomes Prepare for post high school transition Participate in senior activities Graduation

***Heritage High School Counseling and Student Services Team***

<b>Name</b>	<b>Assignment</b>	<b>E-Mail</b>
Dr. Theresa Tate	9 <sup>th</sup> , A - Z Freshman Coordinator	ttate@wcpss.net
Mr. John H. Walston	10 <sup>th</sup> – 12 <sup>th</sup> , A - Ge Junior Coordinator	jwalston3@wcpss.net
Ms. Lauren Weaver	10 <sup>th</sup> – 12 <sup>th</sup> , Gf - N Senior Coordinator	lweaver2@wcpss.net
Ms. Erin Macleod	10 <sup>th</sup> – 12 <sup>th</sup> , O - Z Sophomore Coordinator	emacleod@wcpss.net
Ms. Deirdra Williams, Dean	Early Graduates, OCS Graduation,	dcwilliams@wcpss.net
Ms. Yvonne Corcho	Student Assistance Program Counselor (SAP)	ycorcho@wcpss.net
Ms. Bonne Mwanda	Intervention Coordinator	bmwanda@wcpss.net
Ms. Dawn Beaster	Career Development Coordinator	dbeaster@wcpss.net
Ms. Susan Waldrum	Financial Aid Access Counselor (Tuesdays)	swaldrum@wcpss.net
Ms. Lisa Nelson	Student Services Technician	lnelson6@wcpss.net
Ms. Lisa Coombs-Martin	Transition Counselor	lcoombs- martin@wcpss.net
Ms. Sadarryle Rhone	School Psychologist	srhone@wcpss.net
Ms. Pat Jenks	Registrar/Records	pjenks@wcpss.net
Ms. Lisa Atkinson	School Nurse	latkinson@wcpss.net
Ms. Brigitte Muller	Attendance Clerk	bmuller@wcpss.net
Ms. Megan Lane	Special Programs Dept. Chair	mlane@wcpss.net

**How to Schedule an Appointment with Your Counselor**

Counselors are available daily during lunch, without an appointment. However, if you need to discuss a matter that requires more than a few minutes and more confidentiality, stop by Student Services either before school, during your lunch, or after school to schedule an official appointment. You'll be given a special pass to present to your teacher in order to leave the classroom. Note: teachers reserve the right to keep you in class if there is a test/quiz or other activity you shouldn't miss.

## ***FUTURE-READY CORE: GRADUATION REQUIREMENTS***

*Effective with the class entering ninth grade for the first time in the 2009-2010 school year & later*

<b>Curriculum</b>	<b>Unit</b>	<b>Courses</b>
<b>English</b>	4	<ul style="list-style-type: none"> <li>● English I</li> <li>● English II</li> <li>● English III</li> <li>● English IV</li> </ul>
<b>Mathematics</b>	4	<ul style="list-style-type: none"> <li>● Algebra I*/Common Core, Geometry, Algebra II <b>OR</b> Common Core Math I, II, III</li> <li>● Plus 4<sup>th</sup> Math Course to be aligned with the student's post high school plans</li> </ul> <p><i>In the rare instance a principal exempts a student from the FRC math sequence, the student would be required to pass Algebra I and Geometry or Algebra I and II, or Integrated Math I and II and two other application-based math courses.</i></p>
<b>Science</b>	3	<ul style="list-style-type: none"> <li>● Earth / Environmental Science</li> <li>● Biology</li> <li>● Physical Science</li> </ul>
<b>Social Studies</b>	3/4	<ul style="list-style-type: none"> <li>● World History</li> <li>● Civics &amp; Economics</li> <li>● United States History (*Beginning with 9<sup>th</sup> graders entering 2012-12, 2 credits of American History required)</li> </ul>
<b>Second Languages</b>	-	Not required for graduation. 2 credits required to meet minimum admission requirements for the UNC System
<b>Computer Skills</b>	-	No specific course required; students must demonstrate proficiency through state testing
<b>Health &amp; Physical Education</b>	1	<ul style="list-style-type: none"> <li>● Healthful Living</li> </ul>
<b>Required Electives</b>	6	<ul style="list-style-type: none"> <li>● <b>2 Electives credits of any combination from either:</b></li> <li style="padding-left: 20px;">__ Career Technical Education (CTE)</li> <li style="padding-left: 20px;">__ Arts Education</li> <li style="padding-left: 20px;">__ Second Language</li> <li>● <b>4 Elective credits strongly recommended (four course concentration) from one of the following:</b></li> <li style="padding-left: 20px;">__ Career and Technical Education (CTE)</li> <li style="padding-left: 20px;">__ JROTC</li> <li style="padding-left: 20px;">__ Arts Education (e.g. dance, music, theater arts, visual arts)</li> <li style="padding-left: 20px;">__ Any other subject area (e.g. mathematics, science, social studies, English, or cross-disciplinary)</li> </ul>

<b>Additional Electives</b>	5	Courses from any subject area
<b>Total</b>	26	

\*N.C.G.S. 115C-81(b) allows exceptions for students who have an IEP (Individualized Education Plan) that identifies them as Learning Disabled in math and states that the disability will prevent them from mastering Algebra I and above.

## How to Get Promoted to the Next Grade

High school students shall be promoted by attaining credits that are earned through successful completion of specific required courses as illustrated in the following (Note: The appropriate English credit is required for promotion each year.):

From Grade	Promotion Criteria	Credits
9	English I, two credits in the areas of mathematics, social studies, or science, and three additional credits	6
10	English II, one credit in mathematics, one in social studies, one in science, and two additional credits	12
11	English III and enrollment in a program which, if successfully accomplished, will result in the completion of graduation requirements	18

## How to Recover Credits

Students who take and fail certain courses are eligible for credit recovery through the NovaNET program. Specific core courses can be taken during the school day or after school. Students may also engage in credit recovery through North Carolina Virtual Public School. See assigned counselor for more details and application forms.

## HOW THE GRADING SYSTEM WORKS

**QUALITY POINTS (Freshmen beginning in August 2015 and beyond receive 1 additional point for AP and .5 for Honors courses.)**

LETTER GRADES	STANDARD COURSES	HONORS COURSES	AP COURSES
A	4	5/4.5	6/5
B	3	4/3.5	5/4
C	2	3/2.5	4/3
D	1	2/1.5	3/2
F	0	0	0
FF	0	0	0

Note: Students will receive one extra quality point for Community College courses approved by the Comprehensive Articulation Agreement (CAA)\*. Independent college and UNC system courses (100 and 200 level courses) will also earn one extra quality point. Official AP and IB courses and upper division courses (300 and 400 level courses) will earn two extra quality points.

\*CAA course list may be found at:

[www.ncwise.org/library\\_NCWISE.html](http://www.ncwise.org/library_NCWISE.html)

### GRADING SCALE

A = 90 – 100      B = 80 – 89      C = 70 – 79      D = 60 – 69      F = less than 60  
I = incomplete      WP = withdrawal, no penalty      WF = withdrawal with an F      FF = failed for violation of attendance policy

### GRADING PERIODS / INTERIMS / REPORT CARDS

Report cards are issued to students every nine weeks. Interim reports are issued to all students at the mid-point of the first and third nine weeks. Students who are failing or whose grade has fallen a letter grade receive an interim report at the mid-point of the second and fourth grading periods.

### NORTH CAROLINA ACADEMIC SCHOLARS RECOGNITION

Students who complete the requirements for this academically challenging high school program are named North Carolina Academic Scholars and receive special recognition, such as a seal attached to their diplomas.

Students must:

- Complete all the requirements of this North Carolina Academic Scholars Program.
- Have an overall four-year un-weighted grade point average of 3.500
- Complete all requirements for a North Carolina high school diploma.

Credits	
4	English I, II, III, IV
4	Mathematics (should include Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)
3	Science (Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
3	Social Studies (World History, Civics/Economics, and U.S. History)
1	Health and Physical Education
6	Two (2) elective credits in a second language required for the UNC System Four (4) elective credits constituting a concentration recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area
3	Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses
24	Total Credits

## HOW TO TAKE COURSES AT ANOTHER INSTITUTION (DUAL ENROLLMENT)

Students have opportunities to take courses at community colleges, universities or the North Carolina Virtual Public School. Courses taken must provide opportunities currently not available to the student at his/her school. Dual enrollment needs to be pursued with thought and planning and requires written approval of parents/court appointed custodians and the principal prior to enrollment. Graduation credits for academic enrichment courses taken within these accredited institutions will be awarded and grades will be used to calculate GPA only if the requirements of the WCPSS Board Policy 5534 and accompanying Regulations and Procedures are met.

### A special note about the North Carolina Virtual Public High School (NCVPS)

NCVPS is free for all students enrolled in North Carolina public schools. Students wishing to graduate early, recover credits from a failed course in order to graduate on time, or wanting to take a course HHS does not offer are eligible to take these dual enrollment courses. Before registering, you must consult with your counselor to determine if NCVPS is appropriate and to confirm the correct course. For more information, go to [www.ncvps.org](http://www.ncvps.org). Courses are offered for summer, fall, and spring semesters.

## UNIVERSITY OF NORTH CAROLINA SYSTEM ADMISSION REQUIREMENTS

While these are minimum requirements in the UNC system, some campuses require a more competitive transcript for final admission. Starting in the fall of 2013, students admitted to the UNC system will have to show a minimum of 2.5 GPA, 800 SAT or 17 ACT. Private colleges may have different admission requirements. Students should consult their school counselors and college catalogs for further information.

UNC SYSTEM ADMISSION (Effective Fall 2006)
<p>Six (6) credits in <b>language</b>, including</p> <ul style="list-style-type: none"> <li>• Four (4) credits in <b>English</b> emphasizing grammar, composition, and literature, and</li> <li>• Two (2) credits of a <b>language other than English</b></li> </ul>
<p>Four (4) credits in <b>mathematics*</b> in any of the following combinations:</p> <ul style="list-style-type: none"> <li>• Algebra I and II, Geometry, and one credit beyond Algebra II</li> <li>• Algebra I and II, and two credits beyond Algebra II, or</li> <li>• Integrated Mathematics I, II, and III and one credit beyond Integrated Mathematics III</li> </ul> <p>*It is recommended that prospective students take a mathematics credit in the twelfth grade.</p>
<p>Three (3) credits in <b>science</b>, including</p> <ul style="list-style-type: none"> <li>• At least one (1) credit in a life or <b>biological</b> science (for example biology),</li> <li>• At least one (1) credit in a <b>physical science</b> (for example, physical science, chemistry, physics), and</li> <li>• At least one (1) <b>laboratory course</b></li> </ul>
<p>Two credits in <b>social studies</b>, including,</p> <ul style="list-style-type: none"> <li>• One (1) credit in United States history**</li> </ul> <p>**An applicant who does not have a credit in U.S. history may be admitted on the condition that semester hours in that subject will be passed by the end of the sophomore year.</p>

### **Transferring to Another School? How to Withdraw:**

The following process will be used for withdrawing from school:

1. On the last day, the student should go to Student Services **prior** to their first period class to pick up the Withdrawal Form.
2. The student takes the Withdrawal Form to **each class** and has their teacher complete their section of the form including current grades.
3. The student returns their books to each teacher on the last day; returns any books to the Media Center and pays all fines.
4. At the end of the day, the student returns the Withdrawal Form to Student Services for processing their withdrawal.
5. The student will receive a copy of the Withdrawal Form and an unofficial transcript to take with them to their new school.

### **How to Pick Up a Student Message**

Protecting instructional time is critical to student academic success. Please make sure the message is absolutely necessary. Class time will not be interrupted to deliver messages to students. The following procedure will be used for notifying students who have messages:

1. Messages must be received before SMART lunch begins.
2. The message is taken and placed on the Student Message Board in Student Services.
3. Announcements are made prior to SMART lunch that students have a message.
4. Students are responsible for picking up the message during their lunchtime.
5. Final announcements are made at the end of the day for students who did not pick up their message during lunch.

**Classes will not be interrupted to deliver messages to students.**

### **How to Pick Up Items Dropped Off for Students**

Students are encouraged to plan ahead for items they will need for classes, athletics, band, and any other school-related activity. Class time will not be interrupted to deliver items to students. The following process will be used to notify students of items dropped off for them:

1. There will be a designated table/area in Student Services for items to be tagged/identified by the parent/family member and left for students.
2. The duplicate copy of the notification will be placed on the Message Board and the student's name will be added to the list of students who have messages on the Message Board.
3. Announcements are made prior to first lunch that students have a message on the Message Board.
4. Students are responsible for picking up their packages/belongings during their lunchtime.
5. Final announcements are made at the end of the day for students who did not pick up their packages/belongings during lunch.

**Classes will not be interrupted to deliver packages/belongings to students.**