

# **WASHINGTON HIGH SCHOOL**



**FRESHMAN SCHEDULING PACKET**

**CLASS OF 2028**

300 Washington Patriot Drive  
Charles Town, WV 25414

# Washington High School Counseling Department

Dear Future Patriot and Parent/Guardian:

Welcome to Washington High School! It is time to begin the scheduling process for your freshman year of high school. The WHS School Counseling Department is ready to help you in this very important decision-making process. We will be planning a scheduling night for your middle school to provide information and to answer questions. Your child's middle school will share the information with you once a date and time has been established.

Members of the WHS School Counseling Department will explain the scheduling process and assist you in completing the Parent/Student Registration Request (Scheduling) Form. We have developed information in this scheduling packet that will help you navigate the high school scheduling process. The packet contains the materials needed to select your courses for the 2024-2025 school year. **It is recommended that you complete a rough draft of your schedule prior to completing the final scheduling form.**

Remember to select courses that assist you in meeting graduation requirements and post-secondary goals. Discuss your course selections with your teachers, school counselor and parents to ensure that you have selected the appropriate course level. Students who seek enrollment in honors level classes must apply for approval. In addition, you need to read all course descriptions to ensure that you have met the course requirements (i.e., application, teacher permission, audition, etc.) and the course meets your interests. **You may be unable to change these courses once schedules are completed.** It is important to note that requesting a course does NOT guarantee placement in the course. Also, completing a high school schedule does not mean that you will be promoted to high school freshman status. You must meet all middle school requirements to be promoted to ninth grade. The Jefferson County Board of Education Retention/Promotion Policy for Middle School states:

To be assigned to grades six through nine, all students must pass four classes in the previous grade, three of which must be English, math, and reading. For any student not enrolled in reading, the third requirement would be the elective which is taking place of reading.

The WHS School Counseling Department is here for you. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

*Ms. Jennifer Stuntz*

Ms. Jennifer Stuntz  
School Counseling Department Chair  
jennifer.stuntz@k12.wv.us

# IMPORTANT PEOPLE TO KNOW

WHS faculty and staff are here to help you navigate through your high school journey. If you need help, do not be afraid to ask. In addition to your teachers, below are a few names you need to know:

## WHS Administration

Mr. Donald Showen, Principal	dshowen@k12.wv.us
Mrs. Jamie Ritzenthaler, Assistant Principal	jritzenthaler @k12.wv.us
Mrs. Brandy Derrickson, Assistant Principal	brandy.derrickson @k12.wv.us
Mr. Robert Bittner, Assistant Principal	robert.bittner@k12.wv.us
Mr. Dale Shaffer, Athletic Director	lshaffer@k12.wv.us

## School Counseling Staff

The WHS School Counseling Department consists of four full-time School Counselors, a Counseling Registrar, and a Counseling Clerk. Students are assigned to a School Counselor according to his/her last name. This ensures that you will have the same counselor throughout high school.

Ms. Bethanne Arthur (A – D)	bethanne.arthur@k12.wv.us
Mrs. Jessica Saxe (E – L)	jessica.saxe@k12.wv.us
Ms. Jennifer Stuntz, Dept Chair (M – R)	jennifer.stuntz@k12.wv.us
Ms. Michelle Manley (S – Z)	michelle.manley@k12.wv.us
Mrs. Beth Seylar, Registrar	bseylar@k12.wv.us
Ms. Candida Wills, Secretary	candida.wills@k12.wv.us

## Administrative Support

Mrs. Andrea Hudson, School Nurse	andrea.r.hudson@k12.wv.us
Corporal J.T. DeSarno, SRO	jonathan.desarno@k12.wv.us
VACANT, IEP Coordinator	VACANT

## **Communication**

Information from the WHS School Counseling Department is relayed to students through morning announcements, WHS website, WHS counseling webpage, Office 365 e-mail (student e-mail accounts), and Canvas. It is recommended that students check their Office 365 e-mail account daily.

## **Things to Know for High School Scheduling**

### **Learning Environment**

Jefferson County Schools will offer two learning environments for students:

Traditional (in-person/onsite)  
Jefferson Virtual Academy (JVA)

### **Graduation Requirements**

Students must earn 23 credits (13 prescribed and 10 electives) to graduate from Jefferson County Schools. The required courses needed to meet are outlined below:

STUDENTS MUST SUCCESSFULLY COMPLETE 23 CREDITS  
(13 prescribed and 10 electives)

Courses needed for graduation require mastery of approved content standards. Students should consult with their chosen post-secondary educational/training institution when choosing course options and electives. The required courses outlined below build strong content knowledge and extend disciplines by engaging students in work of quality and substance. Students will focus on selected coursework that leads to the successful completion of their personal and academic goals. Students may design their coursework to lead directly to placement in entry-level, credit bearing academic college courses, completion of an industry-recognized certificate or license, a workforce training program, or job placement. Students who do not demonstrate mastery of the approved content standards will receive extra assistance and time through personalized learning and support.

## Prescribed Credits

Required credit courses that are specifically prescribed per policy for all content areas across Grade 9 and 10. These courses are available every semester.

<p><b>ENGLISH LANGUAGE ARTS (ELA)</b> English 9 English 10 English 11</p>	<p><b>3 Prescribed Credits</b> An Advanced Placement (AP®), Dual Credit, or International Baccalaureate (IB®) ELA course may be substituted for any ELA credit</p> <p><b>1 Additional Personalized Credit</b></p>
<p><b>MATHEMATICS</b> Math I Math II</p>	<p><b>2 Prescribed Credits</b> An AP®, Dual Credit, or IB® Mathematics course may be substituted for any mathematics credit</p> <p><b>2 Additional Personalized Credits</b></p>
<p><b>SCIENCE</b> Earth and Space Science (Grade 9) Biology (Grade 10)</p>	<p>2 Prescribed Credits An AP®, Dual Credit, or IB® Science course may be substituted for any science credit</p> <p><b>1 Additional Personalized Credit</b></p>
<p><b>SOCIAL STUDIES</b> 1 credit from World Studies Social Studies Course 1 Credit from the United States (US) Studies* or US Studies Comprehensive 1 Credit from Civics (includes personal finance)</p>	<p><b>3 Prescribed Credits</b> An Advanced Placement (AP®) Social Studies course may be substituted for any social studies credit</p> <p><b>1 Additional Personalized Credit</b></p> <p>*9<sup>th</sup> grade cohort students who take US Studies must utilize Contemporary Studies as their Personalized Credit unless they are utilizing JROTC Courses I-IV.</p>
<p><b>PHYSICAL EDUCATION (PE)</b> PE 9-12, Integrated PE, or counties may choose to offer Extracurricular/Interscholastic PE both graded and non-graded</p>	<p><b>1 Prescribed Credit</b> JROTC I and II will fulfill the 1 credit PE requirement</p>
<p><b>HEALTH</b> Health 9-12</p>	<p><b>1 Prescribed Credit</b></p>
<p><b>PERSONAL FINANCE</b> Personal Finance</p>	<p><b>1 Prescribed Credit</b></p>

## Personalized Credits

Required courses for Grades 11 and 12 that may be personalized by student and staff per policy based on the student's post-secondary plans. These courses are available based on enrollment and interest.

<b>THE ARTS</b> Arts Offerings Arts College Courses	<b>1 Personalized Credit</b> An AP®, Dual Credit, or IB® Arts course may be substituted for any arts credit.
<b>PERSONALIZED EDUCATION PLAN (PEP)</b>	<b>4 Personalized Credits</b> 4 credits in a CTE Program of Study 4 credits that lead to post-secondary goals
<b>COMMUNITY READINESS</b>	Counties may allow students with disabilities to earn 4 credits in Community Readiness Training recommended through an IEP Team as a personalized, non-CTE program of study.
<b>ELECTIVES*</b>	The Jefferson County Board of Education has the authority to set graduation requirements beyond the state minimum. Students may typically earn up to 32 credits on a block schedule and up to 28 on a traditional schedule over their high school careers.  *When choosing electives, students should consult with their chosen post-secondary educational institution to make sure the electives are appropriate and acceptable. Elective courses are available based on student enrollment and may not be available every semester.

## **Career Cluster**

A career cluster is a broad group of careers that share common features. If you like one career in a cluster, chances are you will find other careers you like as well. Students initially select a career cluster in 8<sup>th</sup> grade.

### 16 West Virginia Career Clusters

- Agriculture, Food, & Natural Resources
- Arts, A/V Tech & Communications
- Architecture & Construction
- 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, & Math (STEM)
- Transportation, Distribution, & Logistics

## **Air Force Junior ROTC**

AFJROTC is a series of high school college preparatory or honors elective academic courses. AFJROTC classes are part of the school's class offerings, with students meeting one class period daily. AFJROTC is offered six periods a day; there are lots of opportunities to fit it in to a student's schedule. AFJROTC strives to develop scholars, leaders, and citizens with positive values, character, and conduct. Leadership education is the key part of the course. Academic emphasis is also placed on air and space science, technology, and related careers. This supports high school science, technology, and engineering, and mathematics courses. A wellness program to improve physical fitness, prevent or reduce obesity and juvenile diabetes, and promote a healthy lifestyle, is a part of AFJROTC. Students, called cadets, participate in community service as part of becoming better leaders and citizens. The curriculum is based on national standards. Cadets can earn 16 college credits for AFJROTC – in high school.

Cadets in every pathway career cluster and concentration have found AFJROTC to be helpful in high school and beneficial when applying for college and scholarships. There is a JROTC concentration in the Government & Public Administration Career Cluster, for those who are interested.

***Parents will be disappointed if they expect AFJROTC to be an alternative, disciplinary, or rehabilitation.***

### **Requirements**

Students must meet certain appearance standards and wear the AFJROTC uniform once a week. The uniform is provided free, on loan. A yearly \$100 activity fee is due when uniforms are issued, providing numerous items, events, and activities. This prevents parents or guardians from having to pay for things throughout the year. The fee must be paid in full or on an installment plan, at uniform issue. Contact a teacher if the activity fee is a problem.

### **To Enroll for the First Time**

Students only need to put AFJROTC on their schedule request.

### **Special Information for Parents and Students Who Live in the Washington High School District**

1. Transfer requests are not required; the school system automatically administratively transfers students requesting AFJROTC.
2. All Jefferson County High School Students can participate in AFJROTC at Jefferson High School
3. Cadets from the WHS district are Jefferson High School students in every respect. Their school counselors are at JHS, they will graduate from JHS, and they will play on JHS's sports teams, etc.
4. Cadets have the same opportunities for leadership positions, extra-curricular activities, etc.

**\*Students who want to enroll in the Air Force Junior ROTC Program must complete the attached Jefferson Air Force Junior ROTC Interest Sheet found in this document and submit it to their middle school counselor.**

### **National College Athletic Association (NCAA) Eligibility**

The NCAA determines a college student athlete's eligibility. It is the responsibility of the parent/guardian and student to check with the NCAA and their post-secondary institution before completing their student's schedule. To learn more about the NCAA and eligibility requirements, visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## **Honors Requirements**

Most core classes (Math, Science, English, and Social Studies) offer an honors level equivalent. These honors level courses have a higher weight when compared to its corresponding general level course when it comes to your high school GPA. These courses are also more rigorous and require more time and effort in order to be successful. If you would like to be placed in to an honors level course, current teacher initials are required on your scheduling registration form in order to be considered for the honors level course.

## **Appeals Process**

- Contact current Middle School Counselor
- Written explanation from the student with supporting documentation of the extenuating circumstances explaining why criteria was not met
- WHS does not evaluate freshman honors applications

## **Advanced Placement Program**

The Advanced Placement (AP) Program is administered by The College Board that allows students to enroll in college level courses as their local high school. Students show master of the AP course by taking the corresponding AP examination in May of the school year. Students who score a 3, 4, or 5 on the AP examination may earn college credit and/or “advanced placement” in college.

The main advantage of taking an AP course is that it better prepares you for the rigor of college. The content of AP courses is more challenging than that of a typical high school course. As stated earlier, AP courses are college level courses. AP teachers attend specialized training to be able to deliver college level instruction. AP courses require more of a time commitment and a greater workload.

Freshmen are eligible to take AP World History. For more information about the AP World History course, contact Ms. Malott at [amalott@k12.wv.us](mailto:amalott@k12.wv.us). For more information about the Advanced Placement Program, visit [www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com).

### **Ninth Grade Course Selections**

Below are the courses that 9<sup>th</sup> graders are eligible to take. Please use this when you are completing your Course Registration Request Form.

### **Graduation Required Core Courses**

Course descriptions begin on page 18 of the JCS 2024-2025 Program of Studies which can be found on the JCS Website under “Students” in the menu.

ENGLISH LANGUAGE ARTS	SOCIAL STUDIES	MATHEMATICS	SCIENCE
English 9 (G)	World Studies (G)	Math I (G)	Earth & Space Science (G)
English 9 (H)	World Studies (H)	Math I (H)	Earth & Space Science (H)
	Advanced Placement (AP) World History	Math II (G)	
		Math II (H)	
		Math III (G)	
		Math III (H)	

***Please Remember!!***

\*\*Consult your current teachers when selecting the course level.

\*\*Advanced Placement courses are college level courses taught in high school.



## Graduation Required Courses

Each student must complete a Health, Physical Education, and a Fine Arts credit in order to meet graduation requirements (\*denotes a semester course).

PHYSICAL EDUCATION & HEALTH	FINE ART	
Health	Art I	Music History
PE Traditional	Art History	Piano
PE Integrated (See PE Policy)	Digital Imaging I	Guitar I
PE Extracurricular/Interscholastic (See PE Policy)	Theater I	Chorus I
	Band I	Dance I

### ***Please Remember!!***

\*\*Read the JCS PE Policy if you plan to take the Integrated or Extracurricular/Interscholastic PE option.

\*\*Traditional PE students should review the required dress code.

\*\*You must play an instrument to be in Band I. First semester of Band I is marching band and students are required to attend Band Camp.

## Elective Courses

Students are required to take four (4) electives to meet graduation requirements. (\*denotes a semester course and \*\*denotes an audition course)

### Agriculture Science & Natural Resources

- Intro to Agriculture, Food, & Natural Resources
- Companion Animal Care
- Fundamentals of Ag Mechanics

### Business, Marketing, and Information Technology

- Business Computer Applications I
- Business & Marketing Essentials
- Coding, App, & Game Design I
- Digital Imaging/Multimedia I
- Cross Media Marketing
- Personal Finance

### English Language Arts

- Creative Writing\*
- Speech/Oral Communication\*

### Family & Consumer Sciences

- Fashion/Interior Design
- Parenting & Strong Families

### Fine Arts Electives

- Expressive Movement\*\*
- Band I-Jazz\*\*
- Flags & Rifle\*\*
- Instrumental Ensemble (Percussion)
- Vocal Ensemble (Chamber Choir)\*\*
- Drawing\*
- Crafts\*
- Painting\*

### World Languages

- French I
- Spanish I
- Spanish II

### ***Please Remember!!***

\*\*Select electives that meet graduation requirements and your interests.

\*\*Fine Art electives DO NOT meet the fine art graduation requirement.

\*\*Students interested in FFA MUST take an agriculture class.

\*\*A world language is NOT needed to meet graduation requirements, but may be required for college admissions.

\*\*Students interested in participating in collegiate sports must review the courses approved for WHS for NCAA eligibility.

# JEFFERSON AIR FORCE JUNIOR ROTC INTEREST SHEET

This form is for any student living in the Washington High School District interested in transferring to Jefferson High School to take Air Force Junior ROTC for the 2024-2025 school year. Please return this form to your middle school counselor.

Name: \_\_\_\_\_ WVEIS Number: \_\_\_\_\_  
                    First                    MI                    Last

Address: \_\_\_\_\_

Contact Info:

Student:

Home phone                      Cell phone                      Email

Parent:

Name                      Relationship                      Cell Phone                      Email

Parent:

Name                      Relationship                      Cell Phone                      Email

Current Middle School: \_\_\_\_\_

How did you learn about Air Force JROTC? Please check all that apply.

Current Cadet  Website  Former Cadet  AFJROTC Postcard  Parent (s)  Other \_\_\_\_\_

Please explain: Why do you want to enroll in Jefferson Air Force JROTC?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I will be riding the transfer bus (requires 7th period Reteach/Enrichment for no credit).

\_\_\_\_\_ I will provide my own transportation.

**I understand the following:**

- ❖ As a student in the AFJROTC Program, I am a Jefferson High School Student.
- ❖ If for any reason, I am no longer in the AFJROTC Program, I will return to Washington High School.
- ❖ If I decide during the summer that I no longer want to participate in the AFJROTC Program, it is my responsibility to notify the School Counseling Departments at Jefferson and Washington High Schools.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# NOTES