

Lee-Scott Academy

Freshman and Sophomore College Handbook



For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.

Jeremiah 29:11

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What to Expect in High School

People experience greater success when they know what to expect. In high school, expect to find the following:

More Courses to Choose From

High school offers courses in a wide variety of subjects (academics, fine arts, foreign language, ACT prep, social sciences, Christian studies, health science, athletic management, etc.).

New Teachers and Classmates

For all students, high school means new teachers, new classmates, and new friends.

More Extracurricular Activities and Athletic Programs

High schools have a variety of activities/clubs and athletic programs available for its students.

More Independence and More Responsibility

High school students are expected to be mature and responsible enough to hand the additional freedoms they are given.

Greater Emphasis on Academic Achievement

High school courses are more difficult and the grades are more important. High school grades will help determine the kinds of jobs a student can get and which colleges he/she will be able to get into.

More Social Events

There are lots of social activities (games, dances, etc.) in high school. Some students also find that there's more social pressure.

Consequences for Failing Classes

Students who fail classes may not be able to graduate on time and/or be athletically eligible.

Greater Need for Time Management and Organization

Because high school students have more activities, more homework, and more responsibilities, they need to have good time management skills and they need to be organized.

Understand Your Academic Record

It's important that you understand your academic requirements. Take a minute now and see if you can answer the questions below about academic requirements.

1. How many credits is an academic course like English worth?
2. How many credits do you need to graduate with an Advanced diploma?
3. What courses are required for Graduation?
4. What is the difference between Academic Average and GPA?
5. Are there standardized tests you must take while in High School? If yes, when do you take them?

If you don't know the answer(s) to one or more of the above questions, talk to your counselor. If you ever have a question regarding your academic record, see your counselor.

Academic Average

The academic average is the numerical semester average of the five academic areas (English, Social Studies, Mathematics, Social Studies and Foreign Language) from grades 9-12. Academic average is used in determining such things as: Valedictorian, Salutatorian, and Honor Graduates.

Grade Point Average (GPA)

GPA includes all credit courses a student completed throughout his or her high school career, from grades 9-12. (This includes electives.) *The higher your grades, the higher your GPA.* GPA is calculated by semester averages using the following scale:

Grade	Average	Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	65-69	1.0
F	Below 65	0.0

AP Courses

A student who completes an AP course with an 85% semester average or higher, will have 10 points added to his/her Semester Average. In order to receive the extra 10 points for taking an AP course, a student must receive an average of 85% or higher and complete the AP exam in May.

In addition to the added 10 points, students will receive additional weight to their GPA for completing an AP course. (GPA weight is added regardless of the semester average, even if the student did not receive an 85% or higher.) *The Dual Enrollment courses taught at LSA (Calculus I and Calculus II) are treated like AP courses as far as the weighting of the GPA and 10 points added to semester average.*

The GPA scale for AP courses is as follows:

Grade	Average	Points
A	90-110	5.0
B	80-89	4.0
C	70-79	3.0
D	65-69	2.0
F	Below 65	0.0

Honors Courses

A student who completes an Honors course with an 85% semester average or higher, will have 5 points added to his/her semester average. In addition to the added 5 points, students will receive additional weight to their GPA for completing an Honors course. (GPA weight is added regardless of the semester average, even if the student did not receive an 85% or higher.) The GPA scale for Honors courses is as follows:

Grade	Average	Points
A	90-110	4.5
B	80-89	3.5
C	70-79	2.5
D	65-69	1.5
F	Below 65	0.0

Honor Roll

Honor Roll is based on the student's quarter grade in every class. Honor roll grades are not weighted. Additional Honor Roll information can be found in the Student Handbook.

Exam Exemption

Exam exemption is based on the student's unweighted semester grade. (Even if a student is enrolled in an AP course, his/her exemption status will be based upon his/her unweighted semester grade.) Additional exemption information can be found in the Student Handbook.

Class Rank

Lee-Scott Academy does not rank. Valedictorian, Salutatorian, and Honor Graduates are determined by Academic Average.

High School Transcript

A high school transcript is a document that details a student's academic achievement in grades 9 – 12. This includes grades and credits for each course completed and the cumulative GPA. An official transcript has a signature verifying its authenticity. An unofficial transcript is exactly the same as an official transcript, except that it has no signature. Students can get an unofficial transcript (to check their credits or take on a college visit) from the counseling office. Most colleges require that an official transcript be submitted along with a student's application for admission. A transcript is also usually required when a student applies for a scholarship.

How to Get Good Grades

Be In School Every Day

When you miss school, you miss lectures, notes, class discussions, homework explanations, assignments, quizzes, and tests. It doesn't matter how good you are about making up your work, you can never make up everything you miss, even if you're out of school for only one day. *In order to get good grades, you need to be in school every day!*

If you must be absent from school, remember that YOU are responsible for finding out what you missed and for getting all of the work made up. You are, of course, also responsible for arranging to make up any quizzes or tests that you may have missed.

Since teachers usually don't want to take up class time to talk about make up work, see each teacher before or after class, and ask when he/she might have time to talk to you. Once you find out what you need to do, make the work up as soon as possible. If you know that you are going to miss school, tell your teachers ahead of time and ask for assignments.

Be Organized

- Use a student planner or an assignment notebook
- Have a separate colored pocket folder for each class
- Have phone numbers for classmates
- Keep your locker and backpack neat
- Get everything organized for the next day before you go to bed

Manage Your Time Well

- Use any extra time in school to get started on homework
- Create a study plan that works for you
- Break large assignments down into smaller parts

Be Successful in the Classroom

- Learn how to adapt to different teachers
- Learn each teacher's class rules and procedures
- Be in class, on time, every day
- Have everything you need with you when you go to class
- Always do your homework
- Participate in class
- Don't leave class with unanswered questions
- Treat others with courtesy and respect

Take Good Notes

- Be an active listener – think about what's being said
- Recognize and write down important information
- Take notes that are neat and easy to read
- If you're absent, get copies of the notes you missed

Know How to Read a Textbook

- SCAN the assignment to get an overview
- READ the assignment
- REVIEW what you've read

Study Smart

- Find a good place to study
- Organize your study time
- Allow more time for homework than you think you'll need
- Know how to use a computer to write papers and do research
- Use "tricks" to help you memorize things

Use Test-Taking Strategies

- Have everything you need for a test
- Before you start, look over the test and develop a plan
- Mark the question you want to return to
- Check your answers
- Use all of the time available

Set Goals

Setting goals is important for people of all ages. Get in the habit of setting both short-term and long-term goals.

Setting goals helps you determine where you want to go and what you want to accomplish. Goals give you focus, direction, and purpose. Having a goal also helps you determine a plan of action. If, for example, you want to go to college, there are specific things that you must do in order to achieve your goal.

While goals can be short-term (get a B on tomorrow's World History test) or long-term (graduate with a 3.0 GPA), every goal should be 1) specific, 2) measurable, and 3) attainable.

Let's say, for example, that you've decided that your goal for the term is to "try harder in Algebra I." This goal is not specific, it's not measurable, and it's hard to judge whether or not it's attainable. A much better goal would be to "get a B in Algebra this term." This goal is specific and it's measurable. If you're in the right math class and you work hard, it should be attainable.

At the beginning of each term, set three academic and three non-academic goals for yourself. Once you've set your goals, make a list of the specific things that you need to do to reach each goal.

Make Good Choices and Decisions

When you make good choices and decisions, you reap the rewards. When you make poor choices and decisions, you suffer the consequences.

In high school, you have more freedom and more independence. Of course, with this greater freedom and independence comes greater responsibility. As a high school student, you need to accept responsibility for your actions and for the choices that you make.

You're required to make lots of decisions in high school, so it's important that you have good decision-making skills. When you have a decision to make, try going through the following steps:

1. Figure out what your choices are.
2. Write down the positive and negative aspects of each choice.
3. Make sure that you have all the information you need.
4. Think about your choices and then make a decision.
5. If you need to, talk with your parents, teachers, administrator, or school counselor.

Know How to Handle Stress

A little stress helps us stay alert and focused. Too much stress can keep us from doing and feeling our best.

Whenever you're under a lot of stress, make sure that you get enough sleep, that you eat right, and that you get plenty of exercise. Physical activity can actually reduce stress. Try to spend time with your family and friends, and talk about what's causing you stress. Talking will help put things in perspective. Also, try to keep a sense of humor and try doing things that have helped you feel calm and relaxed in the past (e.g., listening to music, going for a walk).

When you're feeling stressed, try one of the following relaxation techniques:

1. Take a deep breath and then slowly release it. Do this until you feel your body relax.
2. Start at the top of your head, flexing and then relaxing each part of your body.
3. Think of a place where you feel very relaxed and calm. Close your eyes and visualize being in that place.

Use Available Service

In order to get the most out of your high school experience, take advantage of the many people, services, and resources that are available to you.

If you look around your high school, you'll find teachers, principals, counselors, media specialist, tutors, and secretaries. All of these people are there to help you have the best experience possible. If you have a question, concern, or problem, go and talk to the appropriate person.

If you don't know who to talk to, see your counselor. Your school counselor can help you with any question or problem that you may have.

Plan and Prepare for Your Future

To prepare for your future, get the best education that you possibly can.

When you graduate, you want to be able to look ahead to a future that's full of opportunities and choices. There are, of course, many factors that will determine what kinds of opportunities will come your way. The most important determining factor, however, will be your education. *The better your education, the more choices and opportunities you'll have!*

Choose Your High School Courses Carefully

Other than your required courses, you may want to take as many foreign language courses as you can. These courses will expand your mind and they will provide you with knowledge and insight into the world in which we live.

In addition to your academic courses, look for courses that will allow you to express yourself creatively. *Most importantly, make sure that you are taking all of the courses that you need to fulfill the graduation requirements.*

If you ever have a question about which courses to take, see your counselor. Your counselor can help you decide which courses would be best for you.

Choose a Career That's Right for You

A job is employment that provides you with income. A career, on the other hand, is something that is both financially and personally rewarding. A career is employment that you enjoy, it's work that you want to get better at, and work that you plan to do for an extended period of time.

In order to choose a career that's going to be right for you, there are many things that you need to consider. You need to think about abilities (what you're good at), your interests (what you like to do), and your aptitudes (what you have a natural talent for). You also need to consider what's important to you (money, travel, etc.).

There are a number of books available that can help you choose a career. You can also find a great deal of information on the Internet (e.g., www.bls.gov/oco, www.mapping-your-future.org). If you'd like to have a list of careers that match your interests, you can take a career interest test (also called a personality test) at <http://personality-testing.info/tests/RIASEC.php> and use those results to research your matching career(s) and college major(s) at www.onetonline.org.

Remember, no career path is permanent or irreversible. Most people, in fact, change careers during their lives. Make your career choices based on who you are today, but know that you can always choose a different career path in the future.

Preparing for Your Career

Eighty percent of today's careers require education or training beyond a general high school education. Prepare your career by choosing one of the three educational options described below. For additional information on any of these options, see your counselor.

1. Four-Year Colleges

A four-year college education, or bachelor's degree, can open doors, provide status, and prepare students for financially rewarding careers. Four-year colleges vary in their size, costs, admission requirements, and in the majors they offer. All four-year colleges, however, want students who are prepared for college-level work.

Students who plan to go to a four-year college need to take college prep courses in high school. They also need to sign up for the right tests and complete the required forms. *Our goal is for LSA graduates to be accepted into the college of their choice.*

2. Community Colleges (Two-Year Colleges)

Community colleges provide affordable, career-oriented programs that enable students to begin their careers after two years of college or less.

3. The Military

The military trains young men and women so they can serve and protect our country. The military offers qualified individuals a good salary and free job training. The military also provides discipline and structure, as well as opportunities for career advancement and travel. In addition to the Army, Navy, Air Force, Marines, and Coast Guard, there are opportunities in the Reserves and the National Guard. For information, go to www.todaysmilitary.com.

College Timetable – Freshman and Sophomore

This section will give you some basic guidelines on what you need to do at each grade level to prepare for college. For additional information or for personal advice, see your counselor.

Freshman Year

When you become a freshman, everything starts to “count.” All of your freshman courses, grades, and credits will be on your transcript, and your freshman grades will be used to determine your GPA. Freshman activities, honors, and awards can also be listed on college and scholarship applications. As a freshman, become involved in activities, establish good study skills, and work hard to get good grades.

Checklist of Freshman Year:

- Create a Resume to keep track of activities, honors, and awards
- Participate in community service opportunities and document hours served
- Attend student conferences, workshops, and camps (especially in the summer)
- Join clubs and extra-curricular activities
- Hold leadership positions
- Attend College Fairs and College Workshops
- Complete Interest Inventories
- Attend Major Days at colleges (Engineering Day, Ag Day, etc.)
- Prepare for and do your best on the ACT Aspire
- Keep your grades up and continue to build a high GPA

Sophomore Year

In addition to working hard in school and being involved in a variety of activities, try to identify your abilities, interests, and aptitudes. Also look for opportunities to further develop your skills and talents. Spring of your sophomore year is when you should take college tests. For more information regarding test prep options and to register, see your counselor or visit www.act.org and www.collegeboard.org. *The #1 way to earn scholarship money for college is a high GPA and high ACT or SAT score. Mastery of the ACT/SAT is possible with appropriate standardized test preparation.*

Checklist of Sophomore Year:

- Continue to update your Resume
- Participate in community service opportunities and document hours served
- Attend student conferences, workshops, and camps (especially in the summer)
- Join clubs and extra-curricular activities
- Hold leadership positions
- Attend College Fairs and College Workshops
- Complete Interest Inventories
- Attend Major Days at colleges (Engineering Day, Ag Day, etc.)
- Prepare for and do your best on the PreACT (Fall) and PSAT (Fall)
- Look into ACT/SAT test prep options

- Take the ACT/SAT in the Spring
- Keep your grades up and continue to build a high GPA
- Consider taking Dual Enrollment classes
- Check your credits and be sure you are on track to graduate
- Create a personal email to use for college and scholarship correspondents

College Timetable – Junior and Senior

Junior Year

Your junior year is when you should take college tests, make college visits, and start searching for scholarships. This is also the time when you should focus on improving your ACT and/or SAT score. For more information regarding test prep options and to register, see your counselor or visit www.act.org and www.collegeboard.org. *The #1 way to earn scholarship money for college is a high GPA and high ACT or SAT score. Mastery of the ACT/SAT is possible with appropriate standardized test preparation.*

Checklist of Junior Year:

- Continue to update your Resume
- Participate in community service opportunities and document hours served
- Attend student conferences, workshops, and camps (especially in the summer)
- Join clubs and extra-curricular activities
- Hold leadership positions
- Attend College Fairs and College Workshops
- Complete Interest Inventories
- Attend Major Days at colleges (Engineering Day, Ag Day, etc.)
- Prepare for and do your best on the PSAT (in October)
- Look into ACT and/or SAT test prep options
- Continue to take the ACT and/or SAT
- Keep your grades up and continue to build a high GPA
- Consider taking Dual Enrollment classes
- Check your credits and be sure you are on track to graduate
- Create a personal email to use for college and scholarship correspondents
- Schedule College Visits
- Research and calendar scholarship opportunities (apply now for some!)
- Register with the NCAA and/or NAIA if interested in collegiate athletics

Senior Year

Your senior year is when your hard work and planning pay off. Complete your applications in the fall, and *be aware of deadlines*. (Your freshmen through junior years are what get you into college – your senior year is what keeps you there!)

Checklist of Senior Year:

- Complete your Resume to include with college applications and scholarships
- Turn in all required community service hour documentation
- Attend student conferences and workshops
- Join clubs and extra-curricular activities
- Hold leadership positions
- Attend College Fairs and College Workshops
- Complete Interest Inventories
- Attend Major Days at colleges (Engineering Day, Ag Day, etc.)
- Continue to take the ACT and/or SAT (in the Fall) if needed
- Consider taking Dual Enrollment classes
- Check your credits and be sure you are on track to graduate
- Calendar scholarship opportunities and meet all deadlines
- Apply for college and be aware of deadlines
- Complete the FAFSA and possibly the CSS Financial Profile (both in October)

Dual Enrollment

What is Dual Enrollment?

Dual Enrollment is a program that allows high school students to enroll in college coursework and earn college credits. These courses are completed on the college calendar by semester. Classes may be taken online or physically on the college campus, if scheduling permits.

Who can take Dual Enrollment courses?

Dual Enrollment is available to students in grades 10-12.

What are the requirements for Dual Enrollment?

Requirements vary depending on the college. (Usually, the minimum requirements are a 20 on the ACT and a 2.5 GPA.)

What is the cost?

The cost varies depending on the college. (SUSCC starts out at roughly \$150 per credit hour. Most courses are 3 credit hours.) The student pays the tuition/fee directly to the college.

Which colleges offer Dual Enrollment?

Most colleges (4 year and 2 year) offer Dual Enrollment opportunities. LSA students have worked with some of the following colleges: Auburn University, University of Alabama Early College, Troy University Accelerate Program, Southern Union State Community College, and Wallace Community College Selma. We encourage students to research colleges beyond this list.

How does Dual Enrollment work with a high school schedule?

College courses may be taken online or physically on a college campus. LSA will offer a “study hall” period for those students enrolled in a Dual Enrollment class. Online classes seem to suit our students best. (LSA students must be in high school classes between the hours of 7:50am-2:05pm.)

What college class(es) are available as Dual Enrollment?

Most colleges provide a recommended list of dual enrollment courses. LSA students take anything from Western Civilization to Freshman English to Psychology. The choice is yours! Just be sure to check with your counselor.

I’m sold! How do I get started?

Review the requirements on the website of the college you’re interested in attending. Speak with your high school counselor. (Application, Dual Enrollment form, ACT scores, Transcript, and Drivers License will be necessary to complete the process.)

Things to consider....

1. Which semester(s) are you busy with extra-curricular activities? Dual Enrollment can be taken in the fall, spring, and/or summer.
2. Did you do well on the ACT/SAT and/or AP exams? You may be “exempt” from college freshman English or History depending on test scores. Be sure to check with your college of choice and high school counselor before enrolling in one of these classes.
3. What major are you interested in? Dual Enrollment can be a great way to start earning credits towards your major. Again, check with the college and your high school counselor.

AUBURN UNIVERSITY

<http://www.auburn.edu/admissions/dualenrollment/>

UNIVERSITY OF ALABAMA EARLY COLLEGE

<http://uaearlycollege.ua.edu/>

TROY UNIVERSITY ACCELERATE PROGRAM

<https://trojan.troy.edu/online/accelerate/>

POINT UNIVERSITY (in-state tuition)

<https://point.edu/admissions/dual-enrollment/>

COLUMBUS STATE UNIVERSITY (in-state tuition)

<https://admissions.columbusstate.edu/dualenrollment/dual.php>

SOUTHERN UNION STATE COMMUNITY COLLEGE

<https://www.suscc.edu/about-suscc/dual-enrollment.cms>

WALLACE COMMUNITY COLLEGE SELMA

<http://www.wccs.edu/academics/dual-enrollmentearly-college/>