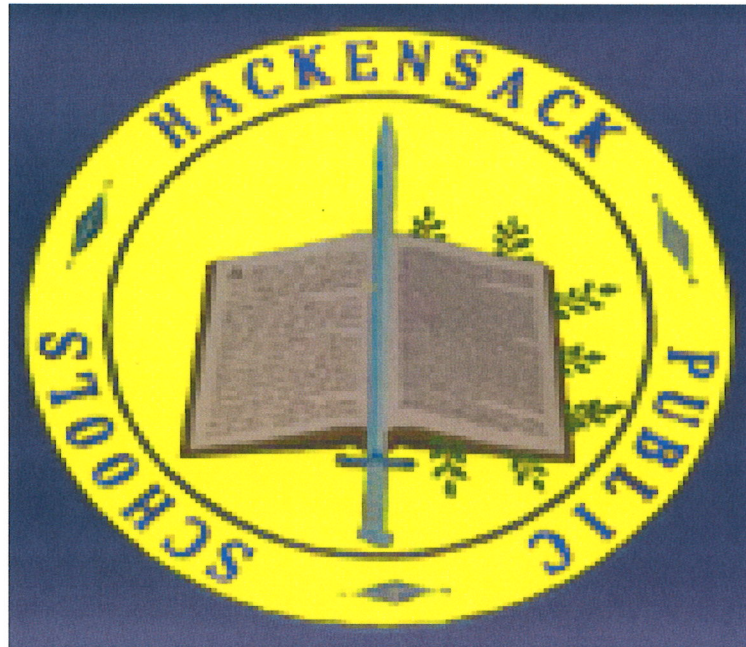


# Hackensack High School Freshmen Academy Packet Academic Year 2014-2015

(updated Sept 22, 2014)



*Hackensack Middle School  
School Counselors*

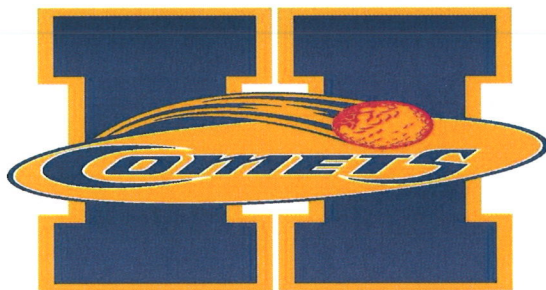
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*This packet is to be used solely for informational purposes. Please check school websites for any updates.*



## **Hackensack High School Freshmen Academy**

### **Mission Statement:**

The mission of the Freshmen Academy is to ensure a smooth transition into a more personalized high school environment. Through this experience, we will encourage parental involvement, improve student achievement and attendance, and instill school pride. Through collaboration with teachers, parents, and administrators, students will develop the skills, goals, and confidence necessary for success through high school and beyond.

### **Academy Goals:**

1. Increase freshmen promotion rate.
2. Increase freshmen attendance.
3. Increase students' participation in extracurricular activities.
4. Decrease freshmen behavior referrals.
5. Decrease freshmen tardies.
6. Enhance student academic achievement at all levels.

### **Critical Components:**

- All 9th grade core classes will be housed in one specific area of the building.
- Students will be assigned to interdisciplinary groups.
- Teachers will share common meeting/planning time to better monitor student progress, provide individual support, and increase parental communication.
- Strong connections between staff and students are developed as a team of four core teachers share students offering increased opportunity for academic enrichment and support. Flexible scheduling is designed to meet student's needs.
- Students will be required to take Personal Finance, a class designed to meet specific needs of 9th graders.
- Students will continue to be engaged in rigorous and relevant learning but in a smaller and more personal environment.

**Open House- October 30<sup>th</sup>, 2014**

**Time – TBD**

**Check School Website** <http://www.hackensackschools.org/High.cfm?subpage=853727>

## Graduation Requirements

Content Area	Credits	Years
English	20	4
History	15	3
Mathematics	15	3
Science	15	3
World Language	5	1
Fine, Practical, Performing Arts	5	1
Physical Education	20	4
Business	5	1

## Hackensack High School

**135 First Street  
Hackensack, NJ 07601  
201-646-7900**

## Hackensack High School

### Freshman Academy



**Jim Montesano  
High School Principal**

**Celso King  
Grade 9 Assistant  
Principal**

**Phone: 201-646-7900**



# Freshman Academy

## Vision Statement

Hackensack High School will provide a supportive, engaging and challenging education for every 9th grade student. The students will be provided with knowledge of core subjects and the critical skills necessary for college and career readiness in the innovative economy of the 21<sup>st</sup> Century.

## Mission Statement

The mission of the Freshmen Academy is to ensure a smooth transition into a more personalized high school environment. Through this experience, we will encourage parental involvement, improve student achievement and attendance, and instill school pride. Through collaboration with teachers, parents, and administrators, students will develop the skills, goals, and confidence necessary for success

## Academy Goals

1. Enhance Student Academic Achievement
2. Increase Freshman Promotion Rate
3. Increase Freshman Attendance
4. Increase Student Participation in Extra Curricular Activities
5. Improve Freshman Conduct

## Tools for Success

The Freshman Academy is designed to help students make a successful transition from middle school to high school. Physically located on the East Wing, grade 9 students are placed in a structured, nurturing environment with a common team of core teachers for their academic classes. Students have several opportunities to take electives outside of the Freshman Academy.

## Advisement Program

- Career Exploration
- Character Education
- Study Skills
- Organization and Time Management

## Interventions

- Grade Level Meetings
- Report Card Review
- Before/After School Tutoring
- Increased Parent Contact

## Recognitions

- Academic Awards
- Character Awards
- Attendance Awards



## **Welcome to the Hackensack High School Guidance Department**

The counselors are here to help students and their families adjust to high school expectations and procedures as well as to help guide students toward positive academic growth. Counselors are available to students during the school day and are available to meet with parents by appointment. Counselors may also be contacted by phone or via email. We encourage your participation in your child's high school education.

### **Mission Statement**

The mission of Hackensack High School's guidance program is to work closely with students to develop competencies in the areas of academic, personal/social, and career development. Through individual counseling and group presentations, counselors help students understand their learning strengths and areas to develop; select appropriate courses; plan for the transition to college and/or career training; and meet personal challenges in a mature, productive way. The Hackensack High School Guidance Department helps individuals and their families to make decisions and empowers students to become life long learners to succeed in a global and technological society.

**Mrs. Talin Young**

Supervisor of Guidance

[t.young@hackensackschools.org](mailto:t.young@hackensackschools.org)

(201) 646-7921

### **COUNSELORS**

Ms. Colleen Krenn: 201-646- 7917

[c.krenn@hackensackschools.org](mailto:c.krenn@hackensackschools.org)

Mrs. Margarita Magner: 201-646-7915

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Mr. Javier Vargas: 201-646- 7919

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Mrs. Catherine Vazquez: 201-646-7914

[c.vazquez@hackensackschools.org](mailto:c.vazquez@hackensackschools.org)

### **Social Worker**

Mr. Ozzy Sanchez 201-646-7916

[o.sanchez@hackensackschools.org](mailto:o.sanchez@hackensackschools.org)

### **Student Assistance Counselor & High School Anti-Bullying Specialist**

Mrs. Iris Koonin 201-646-1384

[i.koonin@hackensackschools.org](mailto:i.koonin@hackensackschools.org)

# Hackensack High School Guidance Department

## *Guide to Freshman Year*

Welcome to your first year at Hackensack High School! The choices that you make this year will impact your post-high school options. Take advantage of all that Hackensack High School has to offer by following these guidelines.

**Meet with your Guidance Counselor:** You have been assigned a counselor who will help you create a flexible 4-year plan, which will guide you to achieve your goals of graduation and post secondary education. Your counselor will also help you select courses for your sophomore year schedule. The guidance staff will support you academically, personally and socially.

**Maintain a strong Grade Point Average (GPA):** Beginning this year, all of your high school final grades will be officially documented on your transcript. GPA at Hackensack High School is not weighted. GPA is calculated by multiplying the numerical equivalent for each letter grade by the credits earned per course. This total is then divided by the total credits earned for the year. Listed below are the numerical equivalents for each letter grade:

A/A+	= 4.0
B/B+	= 3.0
C/C+	= 2.0
D/D+	= 1.0
F	= 0

**Make Up Credit:** Freshmen **must earn a minimum of 30 Credits** in order to obtain Sophomore status. Failed courses must be made up in summer and/or using the computer-based program called EDUCERE. Speak to your counselor about opportunities to recover credit.

### **Testing:**

**Biology End of Course Exam:** Biology EOC is a state mandated test given to all students in an Biology course in May.

**ACCESS Testing:** ESL/Bilingual students participate in the ACCESS test which evaluates their reading, writing, listening and speaking abilities in English.

**Get Involved! :** Hackensack High School offers a variety of opportunities to get involved in sports, clubs, leadership, and volunteer work. These activities help you stay involved in your school and community and round out your resume when applying for post-secondary schools and scholarships.

**Create a Student Activity Profile:** Begin to create a Student Activity Profile which documents your activities, community involvement, honors and awards. The completed product will help you to demonstrate your strengths when applying for colleges, scholarships and employment.

**Naviance Career and College Exploration:** The Naviance Program is designed to assist you in developing a post-secondary plan. It includes a step-by-step checklist to follow during your four years at Hackensack High School. Through Naviance, students can take interest inventories and personality tests. They can also explore college and career options. Attend local college fairs, including the HHS Annual College Fair in the fall. Visit college campuses by attending open houses and campus tours. Begin to work on your college essays and finalize your college choices by September of senior year. Begin to request teacher/counselor recommendations for college applications by filling out a Student Fact Sheet.

**Scheduling:** Choose electives in which you have an interest and which may lead to a possible college major or career.

**Prepare for eligibility for College Athletics:** If you plan to participate in college athletics, you will need to ensure that you are taking appropriate classes and maintain a minimum GPA of a 2.3 as required by the NCAA guidelines. Our athletic department website has link to the NCAA. You should download the College-Bound Student-Athlete Handbook as a reference. <https://web1.ncaa.org/eligibilitycenter/common>

### **Hackensack High School Graduation Requirements**

- 4 years of Physical Education
- 3 semesters of Health
- 1 semester of Driver's Education
- 4 years of English
- 3 years of Mathematics (Algebra 1, Geometry, Algebra 2)
- 3 years of Science (Biology, Chemistry, and Physics)
- 3 years of History (2 years of US History, 1 year of World History)
- 1 year of World Language (Spanish, French, or Italian)
- 1 year of Personal Finance or a Business Education class
- 1 year of Fine, Practical, Performing Arts
- A passing score the High School Proficiency Assessment (HSPA) in Language Arts and Mathematics
- A minimum of 120 credits



## Departamento de Consejeras Hackensack High School

### Guía para el estudiante de primer año

Bienvenidos al primer año de estudios secundarios en Hackensack High School. Ahora eres un **"freshman."** Cada decisión que tomes este año va a influenciar tus oportunidades al terminar tus estudios. Aprovecha todo lo que Hackensack High School ofrece a sus estudiantes y sigue las siguientes normas:

**Reúnete con tu consejera** para crear un plan de estudios para que tus cuatro años aquí te ayuden a alcanzar tu meta de recibir un diploma de estudios secundarios y continuar con tu educación después de que te recibas. Tu consejera también te ayudara a seleccionar cursos para tu horario del próximo año. Su tarea es apoyarte tanto en tu vida académica, personal y social.

**Mantén un promedio alto de calificaciones.** El **GPA** (grade point average) es tu promedio de calificaciones. Al final de este año, y todos los demás años escolares, tus calificaciones finales de cada curso aparecerán en un documento oficial que se conoce como tu **"transcript"** o registro de calificaciones. La palabra **"crédito"** se refiere a una unidad de valor que se le da a un curso y se utiliza para indicar que se han cumplido con los requisitos de graduación). El promedio de calificaciones (**"GPA"**) se calcula sumando el valor numérico de cada calificación (A, B, C, D, o F) que recibas por cada curso y luego dividiendo ese total por el total de clases cursadas. Por ejemplo:

A/A+	vale 4.0 puntos	:
B/B+	vale 3.0 puntos	:
C/C+	vale 2.0 puntos	:
D/D+	vale 1.0 punto	:
F	vale 0 puntos	:

**Recupera los créditos.** Todos los estudiantes deben haber acumulado un mínimo de 30 créditos al término del noveno grado para pasar a ser un "sophomore" o sea, estudiante de décimo grado. Siempre que pierdas una clase, recupera esos créditos asistiendo a la escuela de verano o con los cursos computarizados de EDUCERE. Habla con tu consejera acerca de tus opciones.

#### Exámenes:

**Examen final de biología:** El examen Biología EOC es una prueba estatal obligatoria que se le administra a todos los estudiantes de biología en el mes de mayo.

**Examen ACCESS:** Los estudiantes en el programa bilingüe toman cada año un examen que se conoce como el ACCESS el cual evalúa la aptitud del estudiante en inglés tanto en la lectura, la escritura, la comprensión oral y la habilidad de expresión verbal.

**Participa en actividades.** Aquí en Hackensack High School existen múltiples oportunidades de mantenerse activo en los deportes, en actividades voluntarias o como miembros de grupos de intereses específicos o “clubs.” Esas actividades te ayudarán a ser parte integral de la comunidad y de tu escuela, a la vez que te permiten acumular experiencia que te abrirá oportunidades de becas y de ser admitido a escuelas de estudios post-secundarios.

**Crea tu récord de actividades estudiantiles:** Crea un expediente donde acumules información de todas tus actividades y de tu participación en la vida escolar y comunitaria, detallando los premios y distinciones que recibas, de modo que, cuando te vayas a recibir, puedas mostrar tu record de logros a aquellas instituciones donde quieras continuar con tus estudios post-secundarios o donde vayas a solicitar trabajo.

**Empieza a explorar carreras y escuelas de estudios post-secundarios:** No creas que sea demasiado temprano para empezar a investigar tus opciones de carreras y de escuelas donde continuar estudiando. El Internet es un medio estupendo para empezar con tu búsqueda. El programa de Internet **Naviance** ha sido diseñado para ayudarte a diseñar tus planes de estudios post-secundarios. Dicho programa incluye una lista de pasos a seguir durante tus cuatro años aquí en Hackensack High School. Por medio de Naviance, el estudiante puede completar cuestionarios acerca de los intereses y características personales que pueden ayudarlo a definir el tipo de carrera a seguir y también explorar sus opciones de instituciones educacionales. Asiste a la feria universitaria que Hackensack High School organiza anualmente y usa todas las oportunidades que tengas de visitar universidades o institutos técnicos donde ofrezcan programas de estudios que te interesen.

**Selección de clases:** Cuando elijas tus clases, discute con tu consejera tus intereses para que tus cursos te ayuden a explorar áreas de estudios post-secundarios y de una posible carrera.

**Nota para los atletas.** Si te interesa participar en deportes en la universidad necesitas asegurarte que tienes las clases apropiadas y mantener un promedio (GPA) mínimo de 2.3 en tus notas, como lo requiere la NCAA (Nacional Collegiate Athletic Association/Asociación nacional de atletismo universitario). En el Internet, dirígete a la página <https://web1.ncaa.org/eligibilitycenter/common>

### **Requisitos de graduación**

- 4 años de educación física
- 3 semestres de salud
- 1 semestre de educación para el permiso de conducir
- 4 años de inglés
- 3 años de matemática (álgebra 1, geometría, álgebra 2)
- 3 años de ciencia (biología, química y física)
- 3 años de historia (2 años de historia norteamericana y 1 año de historia mundial)
- 1 año de una lengua extranjera (español, francés o italiano)
- Una clase de comercio o tecnología
- 1 año de bellas artes o artes prácticas.
- Aprobar el examen HSPA (High School Proficiency Assessment) que evalúa tus aptitudes en el lenguaje y la matemática en el tercer año.

# Hackensack High School Guidance Policies

## Class Rank

- Class rank is computed for seniors at the end of the 6<sup>th</sup> and 7<sup>th</sup> semesters.
- Fall rank is calculated by October 1, based upon the final grades in all courses completed at that point.
- Spring rank is calculated after mid-year grades are finalized.
- All students registered by September 15 of their senior year will be included in senior rank.
- Any student registered after September 15 of their senior year WILL NOT be included in senior rank.
- Course credits are multiplied by the weighted value indicated in the table below. The cumulative total is then divided by the total credits attempted, including failures.
- The following quality point index is used:

Final Grades	A+	A	B+	B	C+	C	D	F
Level 1	7.5	7	6.5	6	5.5	5	4	0
Level 2	6.5	6	5.5	5	4.5	4	3	0
Level 3	5.5	5	4.5	4	3.5	3	2	0

- **Level 1** courses include Advanced Placement (AP), Pre AP, Honors, and Middle College courses.
- **Level 2** courses include College Preparatory and elective courses.
- **Level 3** courses include Non-College Preparatory courses including Physical Education, Health, Drivers Education, Cooperative, Vocational, ESL, and Resource courses.

## Course Audit

- A student may audit a class by officially registering for a class without earning a letter grade or credit with permission from the Guidance Supervisor.
- A student must obtain fill out a "Course Audit Form" signed by the Guidance Supervisor, parent and student in order to audit a course.
- A student auditing a course must adhere to school attendance policy.
- A student auditing a course is responsible for all assignments, testing and class preparation required of the other members of the class.
- The audited course will appear on a student's transcript with an "N" grade.
- No credit is earned, and the student's grade-point average is not affected.
- Exceptions to the rule shall be made, under extenuating circumstances, with the permission of the Principal.



### **Course Failure**

- A student who fails one or more courses during a school year must accept the responsibility of repeating the course in summer school.
- Students may only attend a board approved summer school. A list of the board approved summer schools are located on the Hackensack High School Guidance website.
- Summer school tuition and fees are the responsibility of the student.
- Summer school courses will be added to a student's transcript upon successful completion of the course and will be designated with an SS.
- Failed course will not be removed from a student's transcript.

### **Course Withdrawal**

- A student must carry a minimum of 32 credits for the school year.
- Any course change before September 30<sup>th</sup> will not be recorded on a student's transcript. No course withdrawals will be permitted after September 30<sup>th</sup>.
- Exceptions to the rule shall be made, under extenuating circumstances, with the permission of the Principal. In the event that a change of schedule is recommended by the Principal, any course dropped after the above-mentioned date shall result in a withdrawn failing or withdrawn passing recorded on a student's transcript. Any dropped course requires written permission from a parent or guardian. Students are to continue attending course as an audit and will not receive credit for the course.

### **Grade Point Average**

- Grade Point Average is not weighted.
- GPA is computed for all students using final grades.
- Course credits are multiplied by the numeric value indicated in the table below.
- The cumulative total is then divided by the total credits attempted, including failures.
- The following quality point index is used:

<b>Final Grades</b>	<b>A+/A</b>	<b>B+/B</b>	<b>C+/C</b>	<b>D</b>	<b>F</b>
	4	3	2	1	0

### Grading

<b>A+</b>	<b>97-100</b>
<b>A</b>	<b>90-96</b>
<b>B+</b>	<b>87-89</b>
<b>B</b>	<b>80-86</b>
<b>C+</b>	<b>77-79</b>
<b>C</b>	<b>70-76</b>
<b>D</b>	<b>65-69</b>
<b>F</b>	<b>0-64</b>
<b>I</b>	<b>Incomplete</b>
<b>M</b>	<b>Medical</b>
<b>WA</b>	<b>Withdrawal-Absence</b>
<b>WP</b>	<b>Withdrawal-Passing</b>
<b>WF</b>	<b>Withdrawal-Failing</b>
<b>N</b>	<b>No Grade</b>
<b>P</b>	<b>Pass</b>

### Honor Roll

- Honor Roll is calculated after grading closes for Marking Periods 1,2 and 3.
- Honor Roll certificates are distributed by Guidance staff.
- The following criteria are used to determine Honor Roll:
  - Blue Honor Roll Marking Period Grade Point Average 3.0 - 3.49
  - Gold Honor Roll Marking Period Grade Point Average 3.5 – 4.0

### Schedule Change

- Student schedule changes will only be honored during the month of August and September by filing a "Schedule Change Form" in the Guidance Office.
- Students may not request a change based on preferences for teachers or lunch periods.
- Students who failed a course under a specific staff member may request a course section change.
- Student requested schedule changes **will not** be honored during the school year unless there is a scheduling error.
- Students may not change to another section of a course for any reason other than safety and/or security.
- Students may drop to a lower level course within the same content area at the discretion of the Department Supervisor with written parental permission.

- Exceptions to the rule shall be made, under extenuating circumstances, with the permission of the Principal.

### **School Registration**

- A student under age 18 who intends to register into school must present themselves in the guidance office accompanied by a parent or legal guardian.
- Students aged 18 or older may legally sign themselves into school.
- Registration Packet must be filled out completely.
- In addition to the registration packet, the following information must be provided:
  - School records
  - Medical form
  - Proof of birth
  - Proof of residence
  - Photo ID of parent
  - Guardianship papers if necessary
- Upon registration, student must complete placement tests.

### **School Withdrawal**

- A student under age 18 who intends to withdraw from school must present themselves in the guidance office accompanied by a parent or legal guardian.
- Students aged 18 or older may legally sign themselves out of school.
- Student and parent will be required to fill out release cards.
- Student must return all books and settle all fines.
- Student records will only be released upon successful completion of above procedure.

### **Transcripts**

- Student transcripts are confidential documents.
- A student, parent, or legal guardian may request a copy of his/her own transcript from the guidance office.
- A student must have a completed transcript request form on file in order to have a transcript released to a third party.





## **Hackensack High School**

### **Freshmen Shadowing Program**

The Guidance Department offers incoming freshmen an opportunity to shadow a ninth grade student for a day in order to gain an understanding of freshmen expectations at Hackensack High School.

Parents wishing to have their child participate in the shadow program must fill out the application attached and return to your child's guidance office. A counselor from Hackensack High School will contact the family to set up an appointment date.

High School Contact Person – Catherine Vasquez at  
7914.

201-646-

# Hackensack High School

## Guidance Department

### Freshmen Shadowing Program

I have requested and agreed to allow my son/daughter,  
\_\_\_\_\_ to shadow a student for the day at  
Hackensack High School. I understand that he/she will be paired with a  
9th grade student whose course load may reflect their future 9th grade schedule.  
Students are to report to the Guidance Office at the beginning and at the end of  
the day for security purposes. Our school day begins at 8:20 and ends at 2:25.

Please return the completed application and a copy of your current school  
schedule to: Catherine Vazquez, HHS Guidance Department

Once your request has been processed by Hackensack  
High School, you will receive a call to set a date.

Parent/Guardian: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_ 0

\* Important Medical Issues: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Any medical issues that may require the administration of medication  
during the school day may require a release form from the health office.

Phone # (201) 646-7914 Fax # (201) 646-1416

