

Hackensack High School Guidance Policies

Class Rank

- Class rank is computed for seniors at the end of the 6th and 7th 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 in February.
- 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 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

- Students must carry a minimum of 35 credits each school year.
- Any course change before September 15th will not be recorded on a student's transcript. No course withdrawals will be permitted after September 15th.
- 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 may continue attending the 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 each marking period to determine Honor Roll
- Cumulative GPA is calculated in February and September each year using semester and/or 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:

Final Grades	A+/A	B+	B	C+	C	D	F
	4	3.5	3	2.5	2	1	0

Grading

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

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
 - Minimum of 3 valid grades
 - Students with grades of C, D, F excluded from Honor Roll
 - Gold Honor Roll Marking
 - Period Grade Point Average 3.5 – 4.0
 - Minimum of 3 valid grades
 - Students with grades of C, D, F excluded from Honor Roll

Schedule Change

- Student schedule changes will only be honored during the month of August and up until September 15, 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

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 the 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.