

GUIDANCE, SPECIAL PROGRAMS, & ATHLETICS

GUIDANCE PROGRAM

INTRODUCTION

A program of guidance service and activities is provided to help students understand themselves, their abilities and interests, and to help them make better use of the educational opportunities available in the school system. This is a cooperative enterprise and responsibility in which the administration, teachers and students work together to promote the best interests of the school and the individual student. Individual conferences, testing and test interpretation, and informational services in several areas are included in the program.

As a student, you are entitled to and should ask for, counseling service and other assistance that the school and guidance program may provide. Parents are urged to call upon guidance counselors for any assistance in students' adjustment to school, placement, educational planning or any problems relating to school. Counselors may be reached by email and telephone or conferences may be arranged during school or after school. Referrals for team evaluation may be arranged through guidance. Tutorial services for periods of absence need to be arranged through the Assistant Principal's office. Orientation programs are planned for freshmen in the fall as well as in the eighth grade. The counselor working with a student will check his/her progress and assist him/her in selecting courses which are appropriate for his/her educational and vocational interests, and make necessary recommendations and referrals for remedial work.

The college application process involves long-term planning. Students work closely with counselors in selecting an appropriate center of higher education. Students should make use of the guidance office for available catalogs, applications, scholarships and financial aid information. In addition, the Guidance Suite has computer software linked to the Internet which is designed to aid the student in obtaining information about both careers and higher education.

The guidance office uses Family Connection from Naviance, a Web-based service which is designed especially for students and parents. Family Connection is a comprehensive website that students and parents can use to help in making decisions about courses, colleges, and careers. Family Connection is linked with Counselor's Office, a service that is used in the guidance office to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school.

Family Connection allows students and families to:

- **Get involved in the planning and advising process** – Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **College visits** – Find out which colleges are visiting our school
- **Receive important e-mails** -- Family Connection lets us share information with you and your child about up-coming meetings and events, local scholarship

opportunities, and other Web resources for college and career information. In addition, the site includes a link that your child can use to send us an e-mail message.

To visit our school's Family Connection site, use your Web browser to connect to:
<http://connection.naviance.com/haverhill>.

The following is a summary of the testing program planned for the school year. Most of the testing is on a voluntary basis, so students and their parents must share in planning an adequate, long-range program. Students who plan to go to college should take advantage of all test opportunities which will check their educational progress and be of practice value for the College Entrance Examination Board Tests. There will be detailed announcements of these tests in the daily notices, and on the Guidance website. It is the responsibility of parents and students to watch for testing announcements and to follow directions for registration.

Freshmen, Sophomores and Juniors—Preliminary Scholastic Aptitude Tests and National Merit Scholarship Qualifying Test (PSAT/NMSQT). This two-hour version of the College Board SAT is valuable for practice. For juniors, the National Merit examination is utilized by scholarship program sponsors for applicants who may qualify for scholarship consideration in their senior year. Individual reports and answer sheets will be given to participants with national norms. These tests are scheduled for the third Saturday administration in October, and students may register with their counselors. The PSAT is only administered once per school year.

Juniors and Seniors—College Entrance Examination Board Admission Program Tests (CEEB). The college entrance examination board Scholastic Aptitude Test (SAT I) is required by most colleges including the Massachusetts state colleges; the SAT II tests in subject areas are required by many of the colleges. It is strongly recommended that students check college catalogs/ college web sites for specific requirements about examinations. Information bulletins with registration for the SATs may be obtained from guidance counselors. SAT registration may also be completed online at the College Board website www.collegeboard.com. The ACT is also a widely accepted college entrance exam. It assesses high school students' general educational development and their ability to complete college-level work. The multiple choice tests cover four skill areas: English, mathematics, reading, and science. The writing test, which is optional, measures skills in planning and writing a short essay. Go to www.actstudent.org for additional information and registration.

COLLEGE CREDIT & DUAL ENROLLMENT

Students have the option of taking courses at local colleges while enrolled at Haverhill High School. College courses may be used for Haverhill High School graduation requirements with prior approval by the Haverhill High School Guidance Department and the Curriculum Supervisor. Each 3 credit college course is equal to 0.5 credits at Haverhill High School. College courses are on a self-pay basis; however opportunities for dual enrollment may be available depending on state funding. Students should make arrangements through their Guidance Counselor if interested in this option.

CONFERENCES WITH COLLEGE REPRESENTATIVES

On several different occasions throughout the year, representatives of schools and colleges visit the high school to meet seniors and juniors who may be interested in making contacts with admissions officers and receiving admission information. It is to the student's advantage to watch for announcements in the notices and to inform guidance counselors of interest. Watch for college "mini fairs" held during the fall and spring. When representatives of schools or colleges visit the high school, notification will be made through daily notices and the guidance web site. Students may attend the college "mini fairs" with college representatives by obtaining conference passes one day prior to the event. Passes must be signed by study or classroom teachers one day before the event.

FINANCIAL AID AND SCHOLARSHIPS

In view of the ever-increasing costs of college, families need to take advantage of all resources available to finance higher education for their children. The primary source of aid information is the College Scholarship Service (CSS) which acts as a liaison between the college financial aid office and family through the PROFILE or FAFSA. A Needs Analysis is provided to colleges as well as parents to determine the family contribution and the unmet need to be considered by the college financial aid office. College assistance takes the form of a "financial aid package," which may include: (1) grant or "scholarship," which is given outright and does not need to be repaid; (2) low-interest loan to be repaid after the student leaves college; and (3) work-study or part-time work. As a service to parents, the Guidance Department sponsors three Parents' Financial Aid Workshops each year with resource persons from the local community to assist families in the preparation of the Free Application for Federal Student Aid (FAFSA) and the CSS Profile.

Scholarships from other sources: At various times during the year, Guidance Counselors receive notices of scholarships offered by numerous businesses, industrial, professional and fraternal organizations. Criteria for awards may vary but are usually based on academic achievement, test scores, entrance examinations, essays, school and community service, and leadership qualities. Scholarship announcements are publicized on Naviance, the guidance computer program, and the site is updated as scholarships arrive. Parents and students are urged to take advantage of any scholarships offered locally and awarded at graduation time.

It is especially important for families to inquire about scholarships offered by employers, fraternal and veteran organizations, and church groups, and to begin the application process early and meet all deadlines. Teachers, administrators and counselors are ready to extend any assistance with regard to information, letters of recommendation, and any problems regarding application and admission to schools of higher learning.

ONLINE COLLEGE COURSES

The 24 state and community colleges in Massachusetts now offer one-stop shopping for online courses. Log onto www.mco.mass.edu to find courses that are available for high school students. This a fantastic opportunity for high school students to jump start their college career; it also demonstrates to colleges the potential readiness for college level work. Since all MCO participating colleges offer inexpensive in-state tuition options, these courses may actually save money for students heading toward a more expensive college.

TIMELINE FOR THE COLLEGE APPLICATION PROCESS

Spring

Junior Year

- Register for the SAT I Reasoning Test. Some students may also need to register for the SAT II Subject Tests. Juniors applying early decision or early action at college should have most of their testing completed by the end of junior year.
- Visit colleges. First-hand knowledge about a college is the best way for a student to form impressions about what type of college they are best suited. Call the admissions offices of the colleges to find out about campus tours. Take time to talk to students on campus.
- Develop a list of 6-10 possible colleges.
- Attend Junior Year College Mini-Fair held in April at HHS.
- National College Fair, April: go to <http://neacac.org/cf.cfm>

Summer

- Visit colleges and collect application materials
- Talk to parents, friends, and college undergraduates about their college experience
- Begin to narrow the list of colleges
- Practice writing college essays

Senior Year

September

- Apply to take the SAT I or SAT II tests for October, November, or December
- If you are a student athlete applying to a Division I or II School, register with the NCAA Clearinghouse
- Request letters of recommendation from two (2) teachers from your Junior or Senior year; provide stamped addressed envelopes to the college admission office.

October

- Write college essays for applications
- Early Action / Early Decision candidates should plan to send in their applications. Deadlines are usually Nov 1, Nov 15, or Dec 1.
- Students planning on applying for financial aid should file the PROFILE FORM when all college choices are finalized.

November

- Complete college applications (before Dec 1)
- Take SAT I (and if necessary, SAT IIs) and have official reports sent to the colleges to which you are planning to apply
- Early Action or Early Decision students should plan to do this with the October test date
- Attend the Financial Aid Workshop at Haverhill High School

December

- Begin to apply for scholarships listed on the Naviance website
- Mail college applications well in advance of deadlines. Allow for a two-week turn around time in the guidance office

January

- Attend the Financial Aid Nights —“How to Fill Out Forms”
- Submit FAFSA financial aid application no sooner than January 1st annually

February

- Respond to any financial aid letters and correspondence from colleges
- Mid-year grades will be automatically sent unless you request us not to
- Compare award letters and narrow to final decision

March

- Apply for local and graduation scholarships.

April

- Most selective colleges start to announce their decisions in April. Decide which one is best for you. Inform your counselor of college acceptance, rejections, or wait list status.
- Give thank you letters to teachers who wrote you letters of recommendation; also send thank you letters to donors if you receive scholarship awards

May

- The common date used by colleges to commit (deposit) to a college is on or before May 1
- Request that final grades be sent to the college / university you plan to attend

FEEL FREE TO ASK FOR HELP AT ANY TIME

ADDITIONAL INFORMATION

QUALITY POINT COMPUTATIONS FOR CLASS RANK (SUBJECT TO MINOR REVISION)

1. *Grade Points:* At Haverhill High School the following grades are entered on permanent record cards and report cards:

<u>Grades</u>		<u>Grades</u>	
A+	(97-100)	C+	(77-79)
A	(93-96)	C	(73-76)
A-	(90-92)	C-	(70-72)
B+	(87-89)	D+	(67-69)
B	(83-86)	D	(65-66)
B-	(80-82)	F	(Below 65)

2. *Group Levels:* Leveled courses at Haverhill High School have been assigned to one of five group levels, each group level being assigned a group level value as follows:

<u>Group Levels</u>	<u>Group Level Values</u>
Advanced Placement	3.0
Honors Accelerated	2.7
Honors	2.5
College Preparatory	2.0
Elective	2.0
Comprehensive	1.5

3. *Quality Points:* In order to compute the quality point value of a student in a subject one must multiply the grade point value by the group level value of the group to which the pupil is assigned. The total of all such products is the total quality point score of the student. Total quality point scores will form the basis for class ranking.

HONOR ROLLS

Distinction:	No grade below 90
High Honor Roll:	Average grade of 87 or higher, no grade below 83.
Honor Roll:	No grade below 80

HOMEWORK REQUIREMENTS

Your success in school is dependent on your ability and how well you apply yourself. Study and work at home are necessary for achievement. Without effort and study, the attainment of good grades is almost impossible. For this reason, the following is the Haverhill High School Homework Policy: *Homework will be assigned frequently and will reinforce classroom learning. Assignment of homework will also reflect current homework policy of the Haverhill School Committee.*

EXTRA-CURRICULAR ACTIVITIES

Haverhill High School offers a wide variety of extra-curricular activities designed to appeal to the talents and interest of the students. Interscholastic and intramural sports, music, dramatics, radio programs, literary magazine, school paper, National Honor Society, clubs, cheerleading, and field trips are among many opportunities available to our students for recreation, enrichment and enjoyment. No high school life is complete without some participation in one or more of these “beyond the classroom” experiences.

INDEPENDENT STUDY PROGRAM

Independent Study is for students who would like to explore a specific course or topic in depth. A standard contractual agreement between a teacher and student is necessary to work out a program that will fulfill the requirements for each term. A letter or pass/fail system will be used, dependent upon the approval of a Curriculum Supervisor and teacher. The Independent Study Program does not carry quality points, but if a passing grade is earned, the student will be given full or partial credit. The credit value will be determined by the length of time spent in the program by each student. Independent Study will be approved only for students who are scheduled for a full school day, and for courses not offered in the Program of Studies.

NATIONAL HONOR SOCIETY

The selection of new members is made twice a year—the first selection after the second quarter for members of the junior class and the second selection during September / October of the senior year. Both selections are based on cumulative quality point and unweighted grade point averages. Candidates must have been in attendance at Haverhill High School for the equivalent of one semester. Candidates for selection must meet the following scholastic criteria:

First Selection: A cumulative average of 112 Quality Points **and** an Unweighted Grade Point Average of 3.0.

Second Selection: A cumulative average of 135 Quality Points **and** an Unweighted Grade Point Average of 3.0.

The selection procedure shall be determined by the National Honor Society Faculty Council and shall be consistent with the rules and regulations of the National Honor Society.

SPECIAL EDUCATION SERVICES

Special education services are in place at Haverhill High School to enhance and supplement learning opportunities for eligible students. Eligibility is determined at a multidisciplinary Team meeting through the identification of a specific disability, description of the disability's impact on effective progress in the general education program, and description of specially designed instruction and related services and/or accommodations. Individualized Educational Plans, which identify student needs and describe necessary services, are developed for eligible students.

Support services are offered in both general education classes and special education classes. Services provided within the general education classes include both consultation to staff members and direct support to students. Special education classes provide services based on students' Individualized Educational Plans and include a range of services from the minimum of support through directed study classes to a maximum of full time participation in subject oriented resource rooms. Resource rooms offer opportunities for modified course work and enhanced skill development with curriculum that parallels that of the general education classes. The resource room model provides smaller instructional group sizes and a multi-graded setting. Special education also provides experiential and classroom exposure to the work world through prevocational and vocational opportunities. School-based sites, such as the Coffee Café, and community-based sites offer opportunities for students to earn credits while developing and practicing skills necessary for independent living.

Ancillary services such as counseling, speech and language therapy, occupational therapy, and physical therapy are provided as described in Individualized Educational Plans.

Transition planning, as part of the Team meeting, begins for students with disabilities at age fourteen (14) years. Discussion topics include future goals for living, working or furthering education and the need for continued services from adult human service agencies.

TEEN VIOLENCE PREVENTION	CRS H9006	CR ½	Y
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This full year course is open to all students who have been recommended by teachers. Students must complete the proper training to be assigned to the program. To receive a passing grade, students must attend the required training, attend all seminars and meetings. And keep a journal of their contacts during the school year. This course may also be used as the community service component of the Nation Honor Society, but no credit will be awarded. The pass designation will be at the discretion of the student advisor. This course is meant to be taken in addition to a student's normal course load. *Prerequisite: Student in good standing and prior approval of program coordinator.*

PEER TUTORING	CRS H9007	CR ½	Y
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This full year course is open to upperclassmen that have been recommended by teachers to be assigned to tutoring programs. To receive a passing grade, students must attend the required tutoring sessions, be competent in the area of tutoring, and keep a journal of their progress with students during the school year. This course may also be used as the community service component of the Nation Honor Society, but no credit will be awarded. The pass designation will be at the discretion of the student advisor. This course is meant to be taken in addition to a student's normal course load. *Prerequisite: Student in good standing and prior approval of program coordinator.*

PEER LEADERSHIP**CRS H9008****CR ½****Y**

This full year course is open to upperclassmen that have been recommended by teachers to be assigned to our mentoring program. To receive a passing grade, students must attend the required summer training, attend all mentoring meetings, and keep a journal of their contacts during the school year. This course may also be used as the community service component of the Nation Honor Society, but no credit will be awarded. The pass designation will be at the discretion of the student advisor. This course is meant to be taken in addition to a student's normal course load. *Prerequisite: Student in good standing and prior approval of program coordinator.*

PREGNANT AND PARENTING TEEN PROGRAM

The Pregnant and Parenting Teen Program at Haverhill High School offers a comprehensive range of services which enables parenting teens attending the high school to continue their secondary education. Students are permitted to remain in regular education classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave. The program serves pregnant and parenting teen mothers and fathers, their partners and families, and students at risk for early pregnancy. Assistance is offered in obtaining childcare, transportation, parenting and life skills education, counseling, advocacy, and exploration of post-secondary education and career options. Opportunities for peer support are provided through ongoing group meetings and involvement in community activities.

SUMMER SCHOOL

Haverhill High School Summer School begins soon after the close of the academic school year in June. Offerings are contingent upon the number of course registrations and the availability of instructors. Students from school other than Haverhill High School may attend. The objectives of the Summer School are as follows:

1. To give students an opportunity to make up work failed during the regular school year.
2. To raise grades in sequential subjects, thus permitting a student to continue with the subject.
3. To preview and/or review courses for personal enhancement.

The question of course credit, in every instance, is to be resolved by the student and school administration. A printed announcement describing school rules and course fees is distributed at registration.

US MARINE CORPS Jr ROTC**CRS H6696****GRADE 9-12 CR1****Y****US MARINE CORPS Advanced Jr ROTC****CRS H6699****GRADE 10-12 CR1****Y**

These courses serve as an introduction to JROTC. It includes organization, basic drill, first aid and CPR, public speaking, and community service. The skills that will be developed are: study habits, physical training, drill, land navigation, leadership, fundamentals of marksmanship, and safety. The courses are open to both young men and women.

Haverhill High School offers online courses through Virtual High School

Virtual High School is a non-profit organization that collaborates with schools to offer online high school courses to students from across the country and around the world. By joining VHS, Haverhill High School has expanded its course offerings by over 200 per semester and year-long courses, including College Prep, Honors, and Advanced Placement classes. VHS boasts a 70% pass rate for AP exams, versus the national pass rate of 60%.

Students taking a VHS course are required to log in five times per week, complete all readings and assignments, submit written assignments digitally online, and participate in class discussions with classmates and the teacher via a forum setup. In addition to gaining knowledge about course material, students will also learn valuable skills that will help them in college, such as multimedia presentation skills and effective online research tactics. Classes are offered at no cost to the student.

The successful VHS student is: self-motivated, self-driven, a hard worker, tech savvy, has effective written communication skills, and the ability to learn independently. HHS students take their VHS course as part of their 7 course schedule during the day at the high school. A computer area has been established in the library for students enrolled in online courses.

Virtual High School courses are open to sophomores, juniors and seniors. Students may enroll only in courses that are **NOT** offered at HHS. VHS courses appear on the student's HHS schedule and transcript. Quality points are awarded to VHS courses, and the grades are figured into rank and G.P.A. Students are limited to one VHS course per semester, and to one full credit per year. Students can only carry 7 courses each semester.

Please see your guidance counselor if you are interested in a VHS course. Registration is done on a first-come, first-served basis, and space is limited.