

Cliffside Park High School Programs and Instruction



Lawrence C. Pinto
Principal

Kenneth Schmitt
Vice Principal

John Lombardo
Athletic Director

CLIFFSIDE PARK HIGH SCHOOL
GUIDANCE DEPARTMENT
2015-2016 School Year

Programs and Instruction

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CONTACT INFORMATION
(All phone numbers are area code 201)

Principal's Office.....313-2370
Principal.....Mr. Lawrence Pinto
Secretaries.....Ms. Brenda Padovan; Ms. Ann Aquino

Attendance Office..... 313-2372, 313-2375, 313-2379
Vice Principal.....Mr. Kenneth Schmitt
Student Disciplinarian.....Mr. Robert Bargna
Attendance Officer.....Mr. Charles Danho
Secretary.....Ms. Maria Romano

Guidance Office.....313-2376, 313-2368 (fax-201-945-4717)

DEPARTMENT WEBSITE: wladwig.wix.com/guidance

Department Chairperson.....Mr. William Ludwig
Counselors:.....Ms. Rachel Gaito
Ms. Lori Levine
Ms. Kathleen Matulercz
Ms. Kimberly Shaw
Secretaries.....Ms. Anita Frankovic; Ms. Mederly Resto

Student Assistance Coordinator.....313-2348
Mr. Joseph DelRisco

Nurse.....313-2366
Ms. Arianna Egloff

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) requires that the Cliffside Park school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Cliffside Park School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Cliffside Park school district to include this type of information in certain school publications such as the yearbook, an honor roll list, or a graduation program. Directory information is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Cliffside Park school district to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The Cliffside Park school district has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Grade level
6. Weight and height of members of athletic teams
7. Degrees, honors, and awards received
8. Participation in officially recognized activities and sports

ACCESS TO PUPIL RECORDS

Federal and state law guarantees parents the right to examine their child's official school records. Students 18 years or older, who are enrolled in a public school, may exercise the same right on their own behalf. The state law is quite specific on many points, one of which is that parents must be told about their rights each year. That is the purpose of this notice. It will tell you something about the kind of records kept in the Cliffside Park Public School System, how you can go about seeing the records and what to do if you have questions about the material in the records.

Kinds of Records

The records maintained in the Cliffside Park Public Schools are either "mandated" or "permitted".

- A. *Mandated records* are those compiled by direction of New Jersey statute or by agencies of government legally authorized to issue such directives. These records include personal data such as name, address, date of birth, grades, grade level program assignments, attendance records, health history, and current health status.
- B. *Permitted records* are those authorized for collection by Board of Education policy such as samples of student work, reports on parent conferences, data obtained by standardized tests, participation in student activities and other authenticated information about the students' skills, talents, and achievements which the parent or adult student wishes to include in the record.

EXTRACURRICULAR ACTIVITIES

Clubs

Among our many extracurricular clubs are the following:

Academic Decathlon, Art Club, Chess Club, Chorus, Class Activities, Drama Club, Environmental/Recycling Club, Honor Society, International Club, Italian club, Literary Magazine, Math Team, Middle Eastern Club, Newspaper, Philosophy Club, Poets Anonymous, Robotics Team, Society of Free-Thinkers, Student Council, Yearbook.

Sports

Baseball, Basketball, Bowling, Cheerleading, Color Guard, Cross-Country, Football, Soccer, Softball, Tennis, Track, Volleyball, and Wrestling.

Students interested in participating in an extracurricular activity not listed above are encouraged to speak with an administrator.

GRADUATION REQUIREMENTS

Minimum of 130 credits

Beginning with the graduating class of 2016, students must pass the NJ state-mandated PARCC assessment in both Language Arts and Mathematics.

Students must also meet the following requirements:

- 20 credits in language arts literacy;
- 15-20 credits in mathematics including algebra 1, geometry, and a third course that builds on the concepts and skills developed in algebra 1 and geometry;
- 15 credits in history to include two years of United States History and one year of World History;
- 15 credits in lab science, including Biology, Chemistry and/or Environmental Science and/or Physics, and a third year of lab- or inquiry-based science;
- 3.75 credits in physical education/health for each year of attendance;
- 5 credits in visual or performing arts;
- 5 credits in 21st century life and career education;

- 2.5 credits in economic or financial literacy;
- 5 credits of World Language or demonstration of proficiency in a world language other than English;
- 20 hours of community/volunteer service for each year of attendance.

Please note:

1. The requirements listed above are the requirements that must be met in order to earn a Cliffside Park High School diploma. **Requirements for college admissions are more stringent.** If you are planning to continue your education beyond high school, see your counselor for assistance.
2. In order to participate in graduation exercises, students must meet all graduation requirements prior to the ceremony.

EARNING CREDITS, GPA, CLASS RANK

Students must pass a course with a minimum of a grade of **D** to earn credit for that class.

Classes that run for the entire school year earn 5 credits. The exceptions to this are lab courses that have a weekly lab period and Algebra 1 (with a “Z” in the course code). They have 6 and 10 credits respectively.

Courses that run for 2 marking periods earn 2.5 credits

Physical Education earns 3.75 credits

Health classes earn 1.25 credits

NEW Grading Policy.

Grades are earned by the following schedule.

- **A** 90-100
- **B** 80-89
- **C** 70-79
- **D** 65-69 (minimum grade for passing)
- **F** 50-64
- **F-** below 50

Other grades you may see:

- **I** “incomplete”
- **NG** “no grade” (will affect GPA)
- **NC** “no charge” (will not affect GPA)
- **W** “withdrawn” (usually due to attendance issues)

Quality Points

Quality points are based on the type of class the student passes based upon the following system:

<u>FINAL GRADE</u>	<u>FACTOR</u>
A	4 (5 for an Honors course, 6 for an AP course)
B	3 (4 for Honors, 5 for AP)
C	2 (3 for Honors, 4 for AP)
D	1 (2 for honors, 3 for AP)

GPA

The GPA (or Grade Point Average) is a number determined by a mathematical formula. This number is the average grade (in numbers 1-4+) a student has earned throughout his or her high school career. **GPA is only accurate AFTER all courses are complete.**

The GPA is calculated through our student information software, RealTime, annually in June after all grades are reported. For seniors, the GPA is calculated after the first semester for college application purposes.

Your GPA is NOT reported on your report card. It is reported on your official transcript only.

The formula is:

$$\text{quality points} \times \text{credits earned} / \text{credits attempted} = \text{GPA}$$

Do this for each course. Average all the results to determine the GPA.

EXAMPLE: you earned an A in English, a B in math, a B in history and a D in science.
So, for each class multiply the quality points by the credits earned and divide by credits attempted.

ENGLISH-- $4 \times 5 = 20$

$20 / 5 = 4$

your GPA for English is 4

Math is 3; history is 3; science is 1.

Now, average all results and you will have your overall GPA:

$4 + 3 + 3 + 1 = 11$

$11 / 4 = 2.75$

YOUR GPA IS 2.75

Rank

Cliffside Park High School ranks students based on their GPA. The highest GPA in the class is ranked first in the class, the lowest is ranked last in the class.

Grade Level

The grade (9th, 10th, 11th, or 12th) is determined by the number of credits earned.

9th grade 0-29 credits

10th grade 30-54 credits

11th grade 55-89 credits

12th grade 90+ credits

Under certain circumstances, students will be placed in the appropriate grade level regardless of credits earned. This determination is an administrative decision.

EXTRA HELP/TUTORING

1. **EXTRA HELP**—offered daily (except on faculty meeting days) by the classroom teacher. Depending on the teacher's schedule, this may be before or after school. Students can walk in, but it is better to arrange a time and day with the teacher. Many teachers can make other times available. The student should consult the teacher about this.
2. **LIVE HOMEWORK HELP**—offered by the Cliffside Park Public Library. Free online tutoring every day 3:00-9:00 pm. <http://cliffsidepark.bccls.org>
3. **CLIFFSIDE PARK P.A.L. TUTORS**—free homework help offered in the Senior Housing Building at 550 Gorge Road (across from the High School.) Walk-in basis. Monday, Wednesday, and Thursday 3:30-5:30 and 7-9.

4. **PEER TUTORING**—Counselor can arrange for a volunteer peer tutor in conjunction with teacher extra help (see #1 above.) Peer tutoring WILL NOT be offered without active participation in extra help.

REPORTS AND CONFERENCES

1. The most common are **progress reports** and **report cards**. **Parents should use the Parent Portal on the Realtime system**. See the counselor for logon information.
2. **INTERIM PROGRESS REPORTS**—The student brings this to all his or her teachers during the school day. The counselor should get a copy (they are two-part forms) and one goes home. Students who use these are expected to pick them up in the guidance office when the parent requests them.
3. **SPECIAL REPORT ON PUPIL BEHAVIOR AND ADJUSTMENT**—These are for individual teachers and are very detailed. Typically, the counselor gives them to the teacher to fill out.
4. **NOTICE OF ACADEMIC DEFICIENCY**—Basically a one time (hopefully) report that the teacher fills out and gives to the counselor. These are three-part forms: one goes to the teacher, one is kept on file, and one is sent home by the counselor.
5. **PARENT/TEACHER CONFERENCES**—Scheduled by the counselor, typically on one of the teacher's prep periods. Call your child's guidance counselor to arrange these meetings.
6. **PARENT/TEACHER PHONE CONFERENCES**—These are often all that is needed making in-person conferences unnecessary. They are more immediate, often happening on the same day as the request. The teacher is given a form and returns it to the counselor after the call is made with comments filled in.

COURSE SELECTIONS FOR THE FOLLOWING SCHOOL YEAR

Beginning mid to late January, students and counselors will begin to meet and select the courses for the following year. That course selection is based on:

- A. Graduation requirements
- B. Course sequence
- C. Post-secondary plans
- D. The student's current and past performance in classes and on required testing.
- E. Teacher recommendation

In general, freshmen and sophomores will take course to equal 8 periods plus lunch.

In general, juniors and seniors will take 7 course periods plus lunch.

Under certain circumstances, seniors will have fewer periods than above. **SENIORS SHOULD KEEP IN MIND THAT A "PARTIAL" SCHEDULE IN THE SENIOR YEAR MAY AFFECT YOUR ACCEPTANCE TO SOME COLLEGES.**

Students can not request a certain teacher, lunch period (unless there is a medical reason), start time, or dismissal time. These are determined by our scheduling software, **A MAJOR GOAL OF SCHEDULING IS A BALANCED MASTER SCHEDULE.**

Guidance counselors will conduct information sessions in English classes beginning in January to discuss the course selections for the coming school year.

At these meetings, students will be directed to use the Student Portal to select electives for the coming year at <https://www.fridaystudentportal.com/index.cfm>. Students who don't know their Student Portal logon information must see their counselors.

BELL SCHEDULE

	PD	TIME
1.		8:20-9:00
2.		9:03-9:49 (including Homeroom)
3.		9:52-10:32
4.		10:35-11:15
5.		11:18-11:58
6.		12:01-12:41
7.		12:44-1:24
8.		1:27-2:07
9.		2:10-2:50

REPORT CARD, PROGRESS REPORT, MARKING PERIOD DATES

<u>Marking Period</u>	<u>Opens</u>	<u>Closes</u>	<u>Progress Report</u>	<u>Report Card</u>
1	Sep 8	Nov 11	Oct 9	Nov 18
2	Nov 12	Jan 26	Dec 18	Feb 3
3	Jan 27	Mar 31	Feb 26	Apr 6
4	Apr 1	Jun 17*	May 13	Week after Grad.

* approximate, depending on District Calendar--includes days of final exams