

HILLSBOROUGH  
HIGH SCHOOL  
**2017-2018**

*how to*  
**MAKE THE MOST**  
*out of HHS*



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## Chapter 1

### Understanding Your Academic Performance

#### **HHS Graduation Requirements**

To be eligible for graduation, you must complete the following:

120 total credits (full year courses = 5 credits; half year courses = 2.5 credits)

You have the opportunity to take up to 35 credits per year.

- English: 4 years (20 credits)
- Health and Physical Education: 4 years (12-20 credits)
- Math: 3 years, including Algebra 1, Geometry and Algebra II at minimum (15 credits)
- Science: 3 years (15 credits)
- History: 3 years (10 credits in US History, 5 credits in World History)
- World Language: 1 year (5 credits)
- Financial Literacy ½ year (2.5 credits)
- Electives – 1 year of Visual and Performing Arts (5 credits), and 1 year of Career Education, Consumer, Family and Life Skills or Vocational Program (5 credits), 10 credits total

Please consult the Program of Studies (available on the school website) for a list of the electives that qualify for the graduation requirements.

#### **State Testing Requirements**

Students are required to show proficiency in English 9, 10 and 11 as well Algebra 1, Geometry and Algebra II.

#### **Progress Reports**

The Genesis Parent/Student portal allows you to see your grades at all times. You should plan to check your grade progress regularly.

#### **Report Cards**

You will receive 4 report cards over the course of the school year, one at the end of each marking period. See example on page four. These reports can be accessed on the Parent Portal of Genesis. The formula used to determine your final grade is:

$MP1 \times 2 + MP2 \times 2 + \text{Midterm Exam} + MP3 \times 2 + MP4 \times 2 + \text{Final Exam}$ , divided by 10.

You must earn a final average of a 65% or above for the year to pass the class and earn credit.



**Hillsborough Township Schools**

**Hillsborough High School**  
 466 Raider Boulevard  
 Hillsborough, New Jersey 08844

**Student Report Card**

School Year: 2011-12

Rocky Raider 466 Raider Boulevard Hillsborough, NJ 08844	<b>Student Name / Address</b>	<b>Student ID</b>	<b>Grade</b>	<b>Homeroom</b>	<b>Birthdate</b>
		407943	10	0158	06/12/1996
		<b>Counselor</b>	<b>Marking Period</b>		<b>Issue Date</b>
		Progin, Ian	Marking Period 1		10/12/11

Course#	Subject	Teacher	MP1	MP2	Mid Yr Exam	MP3	MP4	Final Exam	Final Grade	Class Attend	Credits	Comments
	Geometry CP			85								
	Biology CP			83								
	English 2 CP			90								
	US 1 CP			92								
	Spanish 2 CP			81								
	Health & PE 10			100								
	Video & Film			87								

Attendance	MP1	MP2	MP3	MP4	Total	Earned Credits	G.P.A. Information
Absent	2				2	Prior: <u>0.0</u> Current: <u>0.0</u> Total: <u>0.0</u>	Weighted Current Year G.P.A.: _____ Weighted Cumulative G.P.A.: _____
Tardy	0				0		

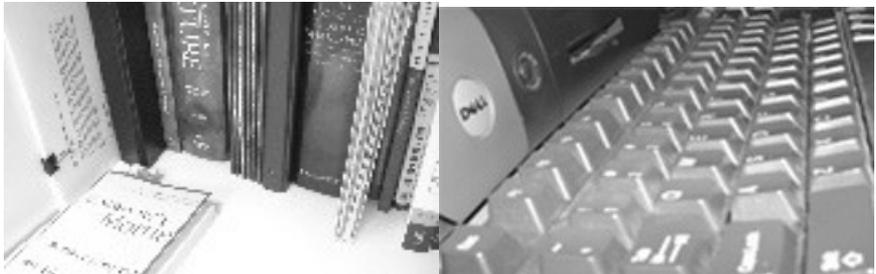
Grading Symbols			
90-100	Excellent	NC	No Credit
80-89	Good	I	Incomplete
70-79	Satisfactory	EX	Exempt
65-69	Poor but passing	S	Satisfactory
64 and below	Failing	U	Unsatisfactory
		M	Medical
		WP	Withdrawn Passing
		WF	Withdrawn Failing
		W	Withdrawn
		AU	Audit
		WC	Withdrawn Cutting

**Attendance Policy:**

Semester Course: 9 absences = loss of credit  
 Full Year Course: 18 absences = loss of credit

Comments	
01 – Participates effectively	11 – Low test / quiz / project scores
02 – Completes assignments on time	12 – Fails to complete assignments
03 – Shows initiative / motivation	13 – Lack of preparation in PE – not dressing
04 – Shows improvement	14 – Not always focused on task
05 – Work shows creativity / imagination	15 – Fails to make up work
06 – Demonstrates good effort	16 – Poor attendance hinders progress
07 – Outstanding student	17 – Inappropriate class behavior
08 – Exhibits positive attitude	18 – Should report for extra help
09 – Progress consistent with ability	19 – New entrant – insufficient data
10 – Exhibits minimum effort	20 – Call teacher for conference

If you have any questions about this report, please call 908-431-6600



## Class Rank

HHS does not use class rank and therefore does not report rank to colleges and universities, for the purpose of admissions.

## High School Transcript

The high school transcript is an official document of a student's high school record. The transcript reflects all courses taken, the final grade earned in each course, and the number of credits earned for each course broken down by year. HHS transcripts will only show the final average of each course taken.

## National Honor Society (NHS)

Students are initially invited to apply for National Honor Society consideration based on their weighted GPA after sophomore year. A weighted GPA of 95.00 not rounded or better is required. Students must demonstrate excellence in character, leadership, and community service in order to be inducted into the National Honor Society.



## Class Rank / Weighted GPA

Hillsborough High School does not report class rank for college admission purposes. After a student is admitted to college, upon request from that college, the Director of Guidance will report the class rank for scholarship purposes. In accordance with the law, we will also supply class rank for the new Jersey State Scholarships and to the U.S. service academies (West Point, Annapolis, etc.).

With no rank shown on the transcript, the Board of Education has authorized the calculation of a weighted GPA to indicate the rigor of a student's course history. For the weighted GPA, the final grade is multiplied by the following weights:

Advanced Placement	1.15
Honors	1.10
College Prep	1.05
Standard	1.00

### **Both the Unweighted and Weighted GPAs will be reported on the transcript.**

The following are examples of Unweighted and Weighted GPAs for the same course load.

#### **Unweighted GPAs**

Course	Grade	Credits	Grade Points
English IH	86	5	430
AP Calculus AB	90	5	450
World History CP	92	5	460
Biology H	90	6	540
Spanish II CP	92	5	460
PE/Health	95	4	380
Concert Choir	93	<u>5</u>	<u>465</u>
Total		35	3185

Unweighted GPA  $3185/35 = 91$

#### **Weighted GPA**

Course	Grade	Multiplied by	Weighted Grade	Credits	Grade Points
English IH	86	1.10	94.6	5	473
AP Calculus AB	90	1.15	103.5	5	517.5
World History CP	92	1.05	96.6	5	483
Biology H	90	1.10	99	6	594
Spanish II CP	92	1.05	96.6	5	483
PE/Health	95	1.00	95	4	380
Concert Choir	93	1.00	93	<u>5</u>	<u>465</u>
Total				35	3395.5

Weighted GPA  $3395.5/35 = 97.01$



## **Transcript Record Key**

1. Course Title
2. Course Level
3. Final Year Average
4. Number of Credits earned for the course
5. Summer School Course for Advanced Credit or Make Up credit, and indicates course taken Online
6. Number of Credits earned for the school year
7. Number of Absences
8. Number of Tardies or Lates
9. Total Number of Credits Earned
10. Weighted GPA
11. Unweighted GPA
12. Activities, Honors, and Awards
13. Course failure, no credit received

## Chapter 2

### Know Your School

#### The School Calendar

Be sure to look at your school calendar periodically, so you are aware of important dates such as testing days, half days, mid-term exam days, breaks, evening programs at school, and parent/teacher conferences

The calendar can also be found online at our website, [www.htps.us](http://www.htps.us)

#### Discipline and Demerit System

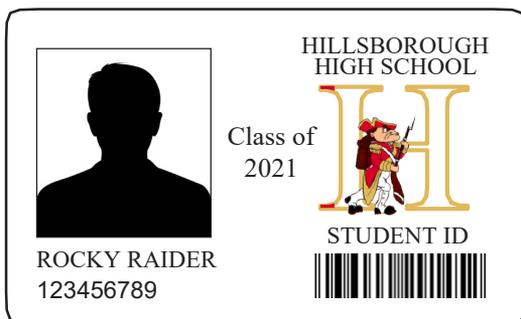
Examples that result in demerits:

- Cutting Class
- Detention-late to school/missing teacher detention
- Dress Codes
- Cell Phones/IPods

An accumulation of 15 demerits will result in a Saturday detention. The demerits you receive impact National Honor Society eligibility, prom, and other school activities.

#### School ID Cards

Each student will be given an ID card for the school year. This is important identification that you must have with you each day. It is required to use the lavatory, in hallways, checking out library books and signing in and out of school.



## Chapter 3

### Attendance

The importance of regular attendance cannot be overemphasized. Missing a class means you miss lectures, notes, discussion, homework explanation, project prompts, quizzes, tests. No matter how diligent you are about catching up, you can *never* make all that up! Additionally, when you are absent, you miss the opportunity to participate in activities and athletics after school. Good attendance is preparation for a successful life!

However, if you must be absent from school due to illness or family emergency, know that it is your responsibility to find out what you have missed and to make it up. When you return, talk with your teachers before or after class. Sometimes students make a point of getting to know at least one person in each class well enough to feel comfortable calling that student about course work. Good communication will lead to good grades.

When you must be absent, a parent should call the Attendance Office to report the absence and provide a reason. That message is stored in your attendance file along with any doctor's notes that you have provided. If you ever hit 9 days out in a semester course or 18 days out in a year course, your vice principal will review those notes to determine whether or not you retain credit in that class. **(Yes, even if you have good grades, you may lose credit for a class if you are absent too often!)** You can get more information about this Attendance Policy in the Student Handbook.

It is certainly in your best interest to miss class as little as possible. Be aware that if you miss 20 minutes or more of a class that you will be recorded as absent from that class. Last but not least, know that your yearly attendance (both absence and late) is recorded on the official high school transcript sent to any college to which you eventually apply.

The very most fundamental building block of success at HHS is good attendance!



## Chapter 4

### Planning and Setting Goals

“One goal I set for myself is to continually earn A’s in all of my classes. In order to achieve this, I complete all of my homework, pay attention in class, study for tests and quizzes, and ask for help whenever I need it.” Junior at HHS

- ✓ Write down your goals, both short-term and long-term. Studies have shown that you are more likely to achieve a goal that you wrote down.
- ✓ Once you’ve set your goals, make a list of what you need to do to reach each goal.
- ✓ Use the tools and resources offered to you at HHS, specifically Naviance.

#### What is Naviance?

- Web-based service offered by the Guidance Department
- Designed especially for students and parents to help in making decisions about courses, as well as researching colleges and careers.
- Students can take personality and interest surveys to see which careers might be good “fits” for them, as well as a Learning Styles assessment so that students can analyze how they learn best.
- To visit our school’s site, you can connect to:

<http://connection.naviance.com/hillsborough>

“One goal I have set for myself is to take diverse classes so that I can choose what career I want. This can give me the best outlook on what I may want to do with my future and provide options for me to try things before I take chances later on in life.” Junior at HHS



## Chapter 5

### Get Involved!

“I wish I had signed up for more extra curricular activities earlier in high school. Joining more clubs in freshman year would have made the transition smoother and allowed me to make more friends earlier.” Junior at HHS

- ✓ Try something new...

“Try out as many clubs as you can! HHS has a lot to offer. When you find a club you really like, stick with it.” Senior at HHS

- ✓ Relieve stress...

“I play my clarinet to relieve any stress. Doing something you like is a good way to get your mind off of how busy you are.” Junior at HHS

- ✓ Develop a variety of skills and talents

“Join as many clubs as possible. Staying active in the school will give you a better experience and help you learn valuable skills on the way too.” Junior at HHS

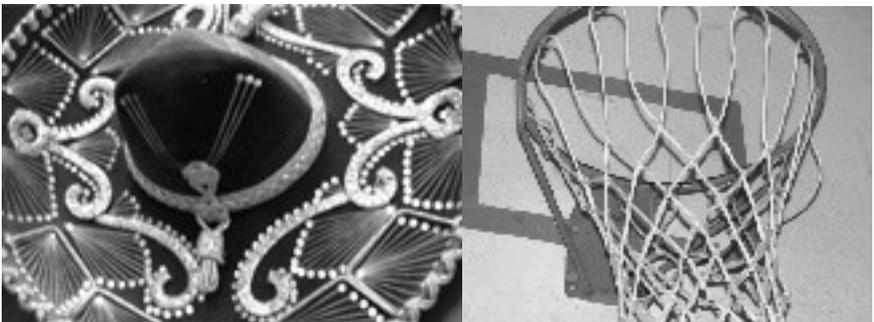
- ✓ Develop leadership skills and provide valuable community service

“Being an officer for my class has helped me gain confidence and develop the skills that I need to be a leader.” Junior at HHS

- ✓ Have fun!

“School activities are half the fun of high school!” Senior at HHS

**Most HHS Student Organizations Announcements & Meetings are posted on school video monitors and the HHS website under “Activities”.**



## Chapter 6

### Decisions and Dilemmas

Decisions are inevitable, particularly in high school, where you have more freedom and more independence. You need to have good decision-making skills! When you have a difficult decision to make, try to explore the following:

- Be sure that you have all the information that you need.
- Think about the negatives and positives for every option.
- Consider which options are most consistent with your values/goals.
- Reflect on the short-term/long-term consequences of your choice.

Dilemmas are inevitable as well, because not all decisions are easily made! So when the going gets tough, ask for help. Any adult at Hillsborough High School will help you or connect you with someone who can help you. Particularly if you are dealing with any of the following, please share your concern with an adult at home or in school immediately: alcohol, drugs, pregnancy, relationship problems, eating disorders, depression, health concerns. Everyone here wants you to be safe, healthy, happy and educated!

People to seek out for help:

Teachers  
School Counselors  
Student Assistance Counselors (SAC)  
Administrators  
Nurses

Stress is inevitable, and while a little stress may keep you alert and focused, too much stress can prevent you from doing and feeling your best. When you are under a lot of stress, try extra hard to get enough sleep, to eat well, and to get exercise. Try to spend time with family and friends who listen to you and who make you laugh. Try to do things that in the past have helped you to feel calm such as walking or listening to music. Lend a hand to someone else, since sometimes getting outside the box of your own problem and walking in someone else's shoes can alter your perspective. When you are feeling stressed, try one of the following relaxation techniques:

- Take a deep breath and slowly release it; do this until you feel your body relax.
- Starting at the top of your head, flex and then relax each part of your body.
- Close your eyes and imagine yourself in a place where you've felt relaxed.

Certainly, if you are ever under so much stress that you cannot sleep or eat, you need to share this information with a parent or with another adult at Hillsborough High.

## Chapter 7

### Road Map to Your Years at Hillsborough High School

#### **Freshman Year**

- Meet with your counselor and get to know one another.
- Work hard in all of your classes and remember that all grades count and will appear on your transcript that is sent to colleges.
- Get involved and explore clubs and activities.
- Start keeping a resume of all of your activities, awards and volunteer hours.
- A guidance counselor will visit your English class to review this book with you and help you learn to make the most out of your time at Hillsborough High School.
- Through the Naviance program, you should take the Learning Styles Survey to find out how you learn and what tools can help you to become the best student you can be.
- Start planning for the future now... Senior year and graduation will be here before you know it!

#### **Sophomore Year**

- Practice for the SAT and ACT using the test preparation on Naviance.
- Begin exploring colleges on Naviance and making lists of schools that interest you.
- Sophomores who have completed Geometry may choose to take the PSAT.
- Your guidance counselor will call you to the computer lab to work on career interest surveys and personality profiles such as “Do What You Are.” These assessments will help you discover activities and careers that may fit what you like to do and help you learn more about yourself.
- Continue participating in clubs and activities.

#### **Junior Year**

- Practice for the SAT and ACT using the test preparation on Naviance.
- Sign up in Guidance for the PSAT, which is administered in October at Hillsborough High School.
- In the spring, begin to sign up online for the SAT I and/or ACT test administrations. Some schools require SAT II subject area tests. Check with your colleges to see if you will need to sign up for these based on your college goals and their requirements.
- You will meet with your counselor in groups and individually to begin conferences and post-high school planning and searching. You will learn what needs to be completed on Naviance for your applications.
- Visit colleges that you are interested in, and register on Naviance to attend sessions with college representatives at HHS. Attend our college fair and others in the area to learn as much as you can and make contacts.
- Consider moving into leadership positions in your clubs and activities.
- Remind your parents to attend Junior Parent Night.

#### **Senior Year**

- Practice for the SAT and ACT using the test preparation on Naviance.
- Take any needed SAT or ACT tests in the fall.
- Your guidance counselor will schedule you for a senior interview to review the application process.
- Apply to the colleges of your choice following the deadline guidelines for each school.
- Apply for financial aid and scholarships.
- Urge your parents to attend Back to School Night and Financial Aid Night.
- Wait to hear back from your colleges and get ready to make a big decision!
- Attend Senior Transition Night.

## Chapter 8

### Frequently Asked Questions

**Q.** What do I do if I have a problem with my locker?

**A.** If you have a problem with your locker you should see **Mrs. Horinko** in the upstairs Main Office. She can help you figure out the problem or have the custodial staff take care of the issue for you.

**Q.** What if something is wrong with my class schedule?

**A.** If something is wrong with your class schedule, you need to see **your school counselor**. You can submit a schedule change request form to your counselor with a description of the problem. Please be as detailed as possible. You can also make an appointment to see your counselor. See Mrs. Brucia in the upstairs office or Mrs. Kreiswirth in the downstairs office to make an appointment.

**Q.** What if I cannot access my report card?

**A.** If you cannot access your report card, you may owe a fine to the school. Usually this occurs if you have not returned a textbook or book from the library. You can check with the principal's secretary, **Mrs. LaGreca**, to see if you owe a fine.

**Q.** Where do I go for working papers?

**A.** If you are under 18 years old and are planning on working, you will need to get working papers from **Mrs. Uniszkiewicz** in the Main Office downstairs. When you apply for working papers, you will need to fill out personal information, have your boss complete a section and have your parents sign for you. You will need to see a doctor to get clearance and bring in a copy of your birth certificate, baptismal certificate or passport. Every time you change jobs, you will need to get updated working papers. After the first set, you will not need to show proof of ID or visit the doctor again. Make sure you allow at least 3 days for the papers to be processed.

**Q.** What do I do if I need a tutor?

**A.** If you need a tutor, please check the Guidance Office for the schedule. You can attend tutoring sessions before and after school. Students from the National Honor Society will tutor according to the posted schedule.

**Q.** How do I get an ID card and what happens if I lose it?

**A.** You will receive an ID card within the first few weeks of school after you have your photo taken. Be careful not to lose it. If you do lose it, you can see **Mrs. Kay** in the upstairs office. She can print a replacement ID for you for the cost of five dollars.

**Q.** What do I do if I need a Chromebook password and /or I don't remember what it is?

**A.** You can report to the Technology Department located in the school library for assistance. You must bring your HHS ID card and have a computer usage form signed by a parent on file. If you do not have a form, you can see your guidance counselor for another copy.

**Q.** What do I do when I am absent?

**A.** A parent/guardian must call the **Attendance Office** to confirm that you are absent and provide a reason. A doctor's note and/or a parent note is helpful to provide as well. It is your responsibility to talk with your teachers on the day you return to find out what work/ assignments you missed.

**Q.** If I fail a class (earn a final grade of below 65), what do I need to do?

**A.** You need to retake the course in summer school for a fee and pass the course in order to advance to the next level the following year. If you do not take the class in the summer, you will be repeating the same course you failed the next year.

**Q.** With whom can I speak other than my school counselor for college and career advice?

**A.** Mrs. Thomson, our College and Career Counselor, is available by appointment in the upstairs counseling office. She is a great source of information no matter how sure or unsure you feel about your future plans.



## Information for Athletes

If you are interested in playing a sport in college, see your guidance counselor as soon as possible to get important information on college athletic eligibility requirements.

Basic NCAA, NAIA, and NJCAA are outlined below. For more information please visit their websites.

NCAA – Division 1 and 2 colleges can offer athletic scholarships; Division 3 colleges cannot. Athletes going to Division 1 and 2 colleges must meet NCAA academic requirements.

Beginning with the class of 2016, all athletes attending a Division 1 college you must have a 2.3 GPA in 16 core courses, along with the required SAT or ACT score. Athletes attending a Division 2 college must have a 2.0 GPA in 16 core courses, along with the required SAT score of 840 or the required ACT sum score. These GPA and SAT or ACT requirements are based on a sliding scale.

Athletes should take the SAT or ACT by the spring of their junior year, so they will have time to retake these tests if necessary. Athletes must also register with the NCAA Clearinghouse at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and complete the NCAA Clearinghouse forms. For more information, go to [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

NAIA – NAIA colleges can award full or partial scholarships. To play or receive an athletic scholarship, an athlete must meet 2 of the 3 NAIA requirements. 1) Have the required SAT or ACT score. 2) Have an overall 2.0 GPA. 3) Graduate in the top 50% of his/her class. For more information go to [www.naia.org](http://www.naia.org)

NJAA – (Junior Colleges, JUCO) Division 1 and 2 Junior Colleges can offer scholarships; Division 3 colleges cannot. There are no academic eligibility requirements for athletes entering junior colleges other than graduating high school or completing a G.E.D. For more information go to [www.njcaa.org](http://www.njcaa.org)

For more information and advice on playing college athletics, athletes should talk to their coach or the Athletic Director, Mr. Fanizzi.



# Random Drug and Alcohol Testing Program Consent Form

# H

*Hillsborough High School*  
**Student Random Drug and Alcohol Testing Program  
Consent to Test Form**

Hillsborough Township School District acknowledges its responsibility to provide the most conducive learning environment for all students and recognizes that, unless schools and their students are substance free, the best conditions for learning do not exist. School-based initiatives have proven particularly effective in recognizing and remediating students' development of alcohol or other drug issues, and the district will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. In order to do this, the district has approved a random drug testing policy for students involved in extra-curricular programs, including all clubs and athletic programs, and those who participate in student parking. The purpose of this program is directed toward deterrence and remediation. The policy is not intended to be disciplinary or punitive in nature as indicated by existing court decisions as it relates to the loss of instructional time.

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Hillsborough Board of Education and the sponsors for the activity(ies) in which I participate.

I authorize Hillsborough High School to conduct a Drug and Alcohol test on-site if my name is drawn from the random pool. This consent form will remain in effect unless an Activity Drop Form is completed. Pursuant to the Student Random Drug and Alcohol Policy, I authorize the following:

1. Hillsborough High School to release specimens to the testing laboratory(ies).
2. Test laboratory(ies) to release test results to designated Medical Review Office doctor(s).
3. Medical Review Office doctor(s) to release test results to Hillsborough High School – Student Assistance Counselor, Administration, and/or Medical Inspector.\*
4. Hillsborough High School to release individual student name, parent name and home phone number to Medical Review Office doctor(s) regarding all positive drug test results.



## Notes

## Notes



