
HSEP Application for Admission

2018-2019 School Year

Dynamic Thinker ~Self-Aware ~Future-Focused ~ Community Member ~ Professional

The High School Extension Program is an alternative school for students in Cambridge grades 9-12. The school offers a small classroom setting and personalized learning opportunities for students who have struggled in a more traditional setting. Some of the highlights of programming at the High School Extension Program include:

- Personalized learning experience for students
- Small class sizes (6-10 students) with a focus on building student skills and competencies while earning credits towards a high school diploma
- Project-Based Learning in all core classrooms that allow students to explore subjects in a more personalized fashion
- Online courses to meet needs of students who require flexibility
- Career preparation program
- Opportunity to build a resume and a cover letter that will travel with them from school
- Capstone course dedicated to building soft skills important for success in their postsecondary world including networking, communication and professionalism
- Internship and job shadowing within an interest-based career of their choice to prepare them for their next step

Interview Process

Students who are seeking admission to the High School Extension Program will need to complete an application, participate in a three-tiered interview with the Principal, Guidance Counselor, Social Worker, and Internship Coordinator. Parents of prospective students will also need to attend the interview and complete the attached portion of the application relevant to them.

Admission Timeline

Students who are admitted to the program will need to fulfill the expectations of HSEP students and are subject to removal from the program if they repeatedly violate the expectations of the school and or Cambridge Public Schools.

Dates for Admission

Admission for Quarter 1

April 1-July 1; Late August-1st Day of School

Admission for Start of Quarter 2



1st Day of School-End of 1st Quarter

Admission for Semester 2

Start of Quarter 2-End of Quarter 2

Orientation

What is it?

Orientation is a time when students will have the opportunity to get acclimated to the HSEP environment. During orientation, students will shadow a student leader for one day, meet with our guidance counselor, internship coordinator and school social worker for goal setting, and participate in some diagnostic testing to determine any necessary interventions in the classroom. Students will also have the opportunity to determine their advisor and meet with that person to establish connections.

When is Orientation?

Quarter 1 Orientation

Tuesday, September 4-Friday September 7

Quarter 2 Orientation

TBD

Quarter 3 Orientation

TBD



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Name	Relationship	Phone Number

All About You...
To Be Completed by the Student

How did you hear about HSEP?

What are your three favorite things to do?

What is your favorite color? _____ What is your favorite food? _____

What is your favorite place to order food from? _____

What do you get there? _____

Who is your role model and why?


In school I am successful at:

In school I need to improve upon:

How would you describe yourself?

Tell us about a time you were a leader

Tell us about a time when you learned a valuable lesson in your life



I, as the student, agree to take responsibility in developing and fully participating in the educational program provided to me at HSEP throughout my high school career.

Student Signature: _____ **Date:** _____

HSEP Family Partnership Agreement

2018-2019 School Year

For students to be successful in the High School Extension Program it requires a partnership between the faculty/staff at HSEP and parents/guardians at home. In order for students to attend school at the HSEP, we require a signed agreement that families will adhere to the policies and support us in providing students with a challenging and supportive environment for learning. For a more detailed list of our policies and procedures please refer to the HSEP handbook which is attached.

Expectations for Families

1. *A member of the student's support system is required to attend an opening of the year meeting to set goals and expectations for the coming school year.*
2. *A member of the student's support system will attend at minimum 2 school events (i.e. open house, student exhibitions, parent appreciation night, etc.) throughout the school year.*
3. *Contact the HSEP office when any change in contact information occurs (i.e. cell phone, email, home address, etc.) within 24 hours.*
4. *Provide support to students to ensure that they arrive to school on time each day. When a student is not present families should reach out to the HSEP office or the student's advisor to communicate why the student will not be in.*
5. *Parents will communicate to students through the office and avoid cell phone contact during the school day. Students are often distracted by their cell phone during the class period and limiting interruptions throughout the day would be beneficial to their academic progress*

Important Policies

Attendance

1. Students are required to arrive to school each day by 8:10 AM unless specified in their schedule. Any student who arrives after 8:10 AM will be considered tardy. If a student does not arrive to school by 10:30 AM they will be considered absent for the school day.
2. Students who accumulate 5 or more unexcused absences will be required to have a parent meeting with their advisor and the Principal. Parents are required to attend these meetings in person or via teleconference.
3. Students who accumulate 10 or more unexcused absences will be required to have a parent meeting with their advisor, the Principal, school social worker and will be placed on an attendance contract. If the contract is not met the student is eligible to be dropped from HSEP.
4. Any student who accumulates 15 or more consecutive unexcused absences will be automatically removed from HSEP. The student will have to reapply for admission if they wish to continue as a student at the school at the beginning of the following semester.

Behavior/Conduct

1. HSEP No Tolerance Policy

- a. The High School Extension Program has a no tolerance policy on physical altercations, weapons, and drug/alcohol possession. Students who participate in any of these activities will be removed from the school.

2. Marijuana Use

- a. Any student who is found to be in possession of drugs, alcohol or other illegal substances will be subject to dismissal from the school.
- b. Any student who arrives to the building under the influence of drugs or alcohol will be searched, and if no illegal substances are found will be sent home and will be subject to suspension.
- c. Any student who arrives at school with an odor of marijuana will be immediately sent home for the day and a parent/guardian will be contacted. Repeated offenses will result in suspension and/or dismissal.
- d. Any student who has three or more instances where they arrive at school with an odor of marijuana or under the influence of drugs or alcohol will be asked to reapply for admission following their suspension.

3. Cell Phone Use

- a. Students who maintain a C- average (70) or above in all of their classes will be allowed to manage their own cell phone use. They will need to adhere to the expectations of the classroom teacher.
- b. If a student falls below a 70 in any of their classes they will lose the privilege of managing their own cell phone use. Cell phones will need to be turned in to the main office where they will be able to lock their cell phones away in a charging station. Students may retrieve their phones at dismissal time.
 - i. Students may use their cell phones at lunch time but must return the phone before returning to class.

Academics

1. Grading Policy

- a. Students at HSEP will not receive credit if they score below a 70 in their courses. This is due to the high level of support students receive at the school and intensive interventions available to them.

2. Homework Club

- a. Students who receive below a 70 in more than one course during the semester will be required to attend homework club at minimum one day per week. Students who do not follow through with this will be required to attend a parent meeting and repeated absences will make them eligible for removal at the end of a semester.

3. Capstone

- a. Beginning in 2018-2019, all seniors will be required to complete a Capstone project in order to graduate. This Capstone will require students to incorporate information from their courses, their personal lives and their internship into a culminating research project of interest to them.

4. Vision of a Graduate

- a. All students will be required to maintain a Digital Portfolio of their work that proves that they've shown progress towards or achievement of the "Vision of a Graduate." The Vision of a Graduate incorporates 5 characteristics:
 - i. Dynamic Thinker
 - ii. Self-Aware
 - iii. Community-Member
 - iv. Future-Focused
 - v. Professionalism

By signing this agreement families are committing to supporting their student and the members of the HSEP community in fostering a positive high school experience for their student. Parents and members of the HSEP community agree to work in tandem to support the student in reaching their goals. If the family is not willing to meet the requirements laid out in this agreement please contact the HSEP office at 617-349-6880 for more information.

Family Member Signature

Date



Family Member Name (Please Print)

Relationship to Student

For Office Use Only

Date Received: _____

Initial: _____

School Counselor/Dean Recommendation for HSEP

To Be Completed by Student:

Full Name: _____ Date of Birth: _____

Current Learning Community: _____ Current Grade: _____

Counselor: _____

Dean: _____

It is the responsibility of the student applicant to be sure their current School Counselor completes this form and includes all requested documents prior to submitting the application to the HSEP.

To Be Completed by School Counselor/Dean:

Student Name: _____ Current Grade: _____

School Counselor/Dean Name: _____

Please tell us about this students' academic ability overall (Counselors may submit information gathered from teachers)



Does this student require additional academic supports? If so, what are they?

Does this student have any emotional/behavioral issues that require accommodations or additional supports?

Why do you think HSEP is an appropriate setting for this student?

What are some of this student's best qualities?

Is the student self-motivated to be successful? Please share examples.

Is this student an independent learner? Please share examples.

Would this student be successful in a less structured environment? Why or why not?

Is there any additional information you would like to share regarding this student?



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School Counselor/Dean Signature	Date