



## **Freeport High School**

### **Guidance Department Policies**

#### **1. Schedule changes**

Once school begins, student schedules may not be changed except for the following reasons:

- A. An overt scheduling error is apparent.
- B. A student wishes to fill an open period.
- C. The schedule includes a course which the student has already completed;
- D. A grade appropriate course required for graduation is omitted;
- E. A student is scheduled for a course for which he/she has not met the prerequisites.
- F. A teacher change must be approved by the grade level assistant principal.  
Approval is not required in cases when the student requests a change from a teacher whose course they have failed previously.

A meeting must be called with the student, counselor, teacher and department chair when appropriate. Parents need to be notified and must approve the change. Students are to attend all classes as indicated on their original schedule until the changes have been completed by the guidance department staff and a new schedule has been issued. All new entrants will adhere to the above policy with the exception that their drop date time frame will begin at the date of entry. Any exceptions to these guidelines must be approved by the grade level assistant principal. The assistant principal will seek approval from the building principal.

#### **2. School Counselors**

No request for a change of school counselor will be honored without approval from the principal.

3. **Change of Grades**

No grades will be changed without the permission of the assistant principal and/or building principal.

4. **Advanced Placement/Honors Courses**

- A. Recommendations from teachers must be given to the Guidance Department before scheduling begins, if there is a level change.
- B. Students enrolled in an Advanced Placement course must maintain an average of 85 or better in order to remain in that level.
- C. Students in Honors classes must maintain an average of 85 or better in order to remain on that level. Failure to maintain that minimum grade at the end of the school year will result in placement in a Regents level course.
- D. Students in a Regents course wishing to enroll in an Honors level course or Advanced Placement course must have an average of 90 or better in order to enroll in the course.
- E. A student must take the AP exam in order to receive the weighted credit for the course.
- F. A student may drop an AP course no later than the end of the first quarter. A form must be completed with signatures from the student, parent, counselor, teacher and department chair for drop approval.
- G. Any student who wishes to subscribe to more than three AP courses must obtain the permission of the Director of Guidance. The parent must also approve the AP load in writing.
- H. Seniors wishing to drop an AP course after submitting college applications must write a letter to each college or university advising them of the change in program. The letter must be submitted to the student's school counselor before the drop will be completed.
- I. No student will be permitted to drop an AP course after they have registered and committed to take the exam.

5. **Schedule Requirements**

All students in grades 9, 10 and 11 must carry a full schedule of classes plus lunch, periods 1-9. High school administration encourages that all seniors carry a challenging schedule, however all seniors with a limited number of courses must choose either late arrival or early dismissal.

6. **Parent Appointments**

If a parent would like to meet with his/her child's school counselor, he/she should contact the guidance office to make an appointment. If an appointment is not made, the parent may see the counselor provided that the counselor does not have another conference scheduled at that time.

7. **Student Appointments**

Counselors are available to meet with students without an appointment after 2:15 *p.m.* Students who wish to see a school counselor during school hours (lunch or open period), are required to complete a *Pupil Request for Guidance Appointment* form which are available in the Guidance Office. If an appointment is not made, the student may see the counselor provided that the counselor does not have another conference scheduled at that time and the student is not missing a scheduled course. Counselors will respond to all appointment requests in a timely manner.

\*Students who come to guidance with an emergency should be seen immediately. Students should not be allowed to return to class without being seen.

8. **Returning Parent Telephone Calls**

Parent telephone calls will be returned within twenty-four hours.

9. **Homework**

Requests for homework will be honored only if the student has been absent for three (3) consecutive days. All requests will be honored within twenty-four hours. Students who are absent for less than three (3) days will be permitted to make up work upon their return to school. If possible, those students are encouraged to contact a friend in class to keep up with missed work and assignments. Other situations will be dealt with on a case by case basis with approval from the grade level assistant principal.

10. **Makeup work for suspension**

When a student is suspended Out of School for more than two (2) days, the suspension letter informs the parent that they can request the missing work by calling the student's assistant principal to arrange for a pickup. If the parent does call to request the work, the assistant principal's secretary will collect the work from the teachers within 48 hours of the request.

11. **Students Requesting a Waiver from the Lunch Period**

New York State Law requires that every student be assigned a lunch period. In the event that your child would like to replace his/her lunch period with a required course, a written request from a parent/guardian is required.

12. **Acceleration of Students**

A student wishing to graduate in fewer than four years may accelerate if, in the judgment of the parent, student, and counselor, that acceleration is in the student's best interest. Since graduation requirements have been increased recently, this is not always possible. Students may be required to attend summer school and to double up in some subject areas. This is not always as easy as it appears. In any case, a parent conference is required to make this determination. Early graduation is contingent upon a number of factors including the successful completion of grade 10 and an overall average of 80 or above.

Note: Any student wishing to graduate early must have final approval by May of their sophomore year.

13. **Summer School**

Eligibility for summer school attendance is defined by the District Attendance Policy. Students who are eligible to attend summer school will automatically be enrolled by their school counselor.

14. **Recommended Deadline for College Applications**

All requests for recommendations from a School Counselor must be submitted to the School Counselor at least two (2) weeks prior to the application deadline. Recommendation requests submitted after the established deadline are not guaranteed completion by the application deadline.

15. **Parent/Teacher Conferences**

All requests for Parent/Teacher conferences should be made at least three (3) school days in advance. Conferences should be scheduled directly with your child's School Counselor. If the parent wishes to have more than one (1) teacher present, appointments will be made for 2:15 p.m. (Monday through Thursday).

16. **Assignment of Credit**

Students who choose to re-take a course will be permitted to do so. However, credit is only awarded the first time the course is successfully completed.

17. **Promotion**

The grade placement policy determines the proper grade level of a student and is as follows:

Sophomore (grade 10) with successful completion of English 9; Global History 9; minimum of 5.5 credits;

Junior (grade 11) with successful completion of English 9 and 10; Global History 9 and 10; one year of Physical Education (1/2 credit); one credit of Science; one credit of Math; minimum of 11 credits;

Senior (grade 12) with successful completion of English 9, 10 and 11; Global History 9 and 10; U.S. History and Government; two years of Physical Education (1 credit); two credits of Science; two credits of Math; minimum of 16.5 credits. **Students who do not meet this criteria will maintain grade 11 status, will be assigned to an eleventh grade homeroom, will be required to carry a full schedule of classes and will not be entitled to senior privileges (early dismissal, late arrival, unassigned/free periods, off campus).**

18. **New Entrants/Transfer Students**

All new entrants to Freeport High School must make an appointment with the Guidance Department and have the following documentation with them at the time of the meeting with the School Counselors:

- A. District Registration Package;
- B. Transcript from previous School;
- C. Partial grades if they come after the first marking period;
- D. If applicable, telephone numbers from previous School(s).

19. **Doubling Up**

A student may take English 11 and English 12 or United States History and Government and Participation in Government (PIG) or Economics in order to graduate in June with their cohort. Additional courses needed to be doubled up on will require approval by the grade level assistant principal.

20. **Day School/Twilight Program**

Procedures for recommendations to attend Twilight Program:

- A. The counselor meets with the parent and student. It is the counselor's responsibility to explain the reasons for the community school recommendation.
- B. If and only if the parent does not accept the community school recommendation, the matter should be referred to the assistant principal.
- C. If the parent is not satisfied with the assistant principal's decision, the matter will be referred to the building principal.

Students are not permitted to attend Day School and Twilight Program (Night School) simultaneously.

21. **Contact Teachers**

If a parent wishes to contact individual teachers, he/she should contact the main office at 867-5300 to leave a message in the teacher's box.

22. **Contact Children**

If an emergency situation takes place at home and the parent needs to contact the student at school, the parent should contact the appropriate grade level administrator.

23. **Graduation Requirements**

Minimum course requirements for graduation include the following:

**Courses**

English - 4 credits  
Social Studies – 4 credits  
Math – 3 credits  
Science – 3 credits  
Health – ½ credit  
Art/Music – 1 credit  
Foreign Language – 1 credit  
Sequence/Electives – 3.5 credits  
Physical Education – 2 credits  
Total credits – 22 credits

**Exams**

English Regents Exam  
Global History Exam  
United States History Exam  
1 Science Regents Exam  
1 Math Regents Exam