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# HSEP Application for Admission

2019-2020 School Year

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

HSEP is a skills focused Project Based Learning school for students in Cambridge grades 9-12. The school provides students with compelling learning experiences to enhance their curiosity, creativity, critical thinking, and social-emotional skills in a personalized learning environment. Students will work over the course of their high school experience to become professional, self-aware community members who are dynamic thinkers focussed on their futures. Some of the highlights of our programming include:

- A rigorous focus on skill building in both 9th and 10th grade with learning experiences that lead to growth in critical thinking, reading comprehension, analysis, personal goal setting, and collaboration.
- Exposure to a wide variety of skill sets such as engineering, coding, computer skills, organizational skills, carpentry and making, visual arts, music production, and social emotional health & development.
- An advisor that will work with the student to develop a personalized learning plan that includes both short and long term goals for student success.
- A cohort of students at each grade level that move up together each year allowing for opportunities to form strong bonds with peers.
- Project-Based Learning in 11th and 12th grade where students will be able to work collaboratively to solve real-world, authentic issues and present their findings to a public audience.
- An extensive career and college readiness program.
- Internship and job shadowing within an interest-based career to prepare them for their next step.

## Admission and Interview Process

Students who are seeking admission to HSEP (HSEP) will need to:

- Submit all pre-application materials
  - Fill out an application for admission
  - Participate in a multi-step interview process with the Principal, a Teacher or Guidance Counselor, and the school Social Worker
  - Parents of prospective students will also need to attend at least one stage of interviews and complete the attached portion of the application relevant to them
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## Pre-Application Materials

- Transcript from current school
- An exemplar of work
- A recommendation from a counselor or dean at your current school
- A recommendation from a teacher, employer or advocate who is familiar with the student's character

## Admission Timeline

Students who are admitted to the program will need to adhere to the expectations of HSEP 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 School Year**

April 1 - September 3 for Admission at the beginning of the school year. The program will only accept new students at the beginning of the year starting in SY 2019-2020.

## Orientation

### What is it?

Orientation is a time when students will have the opportunity to get acclimated to the HSEP community. Students will be introduced to the new structure and PBL environment. They will have an opportunity to meet with teachers, staff, and their fellow students and build relationships as well as engage in community building activities and learning opportunities.

### When is Orientation?

Orientation will be held during the first week of school each year.

## Application for Admission

**Student Full Name:** \_\_\_\_\_

LAST

FIRST

M.I.

**Address:** \_\_\_\_\_

NUMBER

STREET

APT. #

\_\_\_\_\_

CITY OR TOWN

\_\_\_\_\_

ZIP CODE

**Home Phone:** \_\_\_\_\_ **Parent/ Guardian Cell Phone:** \_\_\_\_\_

**Gender:**  Male  Female  Non-binary

**Preferred Pronouns:** \_\_\_\_\_

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_ **Place of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_-\_\_\_-\_\_\_ **Race/Ethnicity:** \_\_\_\_\_

**Your Primary Language:** \_\_\_\_\_ **Parent Primary Language:** \_\_\_\_\_

**Does your parent require a translator at meetings?**  Yes  No

**Have you ever been on a 504 plan or an IEP?** \_\_\_\_\_

**Do you have a current IEP?** \_\_\_\_\_ **Do you have a 504 Plan?** \_\_\_\_\_ (Please Attach)

**Current School:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

**Parent email address:** \_\_\_\_\_ **Student email address:** \_\_\_\_\_

**Parent preferred method of contact:**  phone call  text message  email

**Best time to contact your parent:** \_\_\_\_\_

**Explain your living situation. With whom do you live primarily?**



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**Do you reside within more than one household regularly?**  Yes  No

**If Yes, please clarify:**

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**Do you have any siblings?**  Yes  No  Brother(s) Age(s) \_\_\_\_\_  Sister(s) Age(s) \_\_\_\_\_

**Full name of Parent(s)/ Guardian(s) with whom you live:**

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Name	Relationship	Phone Number
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Name	Relationship	Phone Number
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**Emergency Contact:**

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Name	Relationship	Phone Number
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**All About You...  
To Be Completed by the Student**

Why do you want to attend the HSEP?

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What are your favorite subjects in school?

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What was the last creative experience you had? Did you make something? What was it?

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Do you ever feel stressed or anxious? If so, what are some strategies you use to help alleviate your stress?



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When working with a group, how would you describe your role when working with others?

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In school I am successful at:

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I am able to achieve success in these areas because:

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In school I want/need to improve upon:

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How would you describe yourself?

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Tell us about a time you were a leader

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

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How would your peers describe you?

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How would your teachers, dean, and/or counselor describe you?

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What are your **academic** goals for the future?

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What are your **career** goals for the future?

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What is most important to you?

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Why is that important for you?

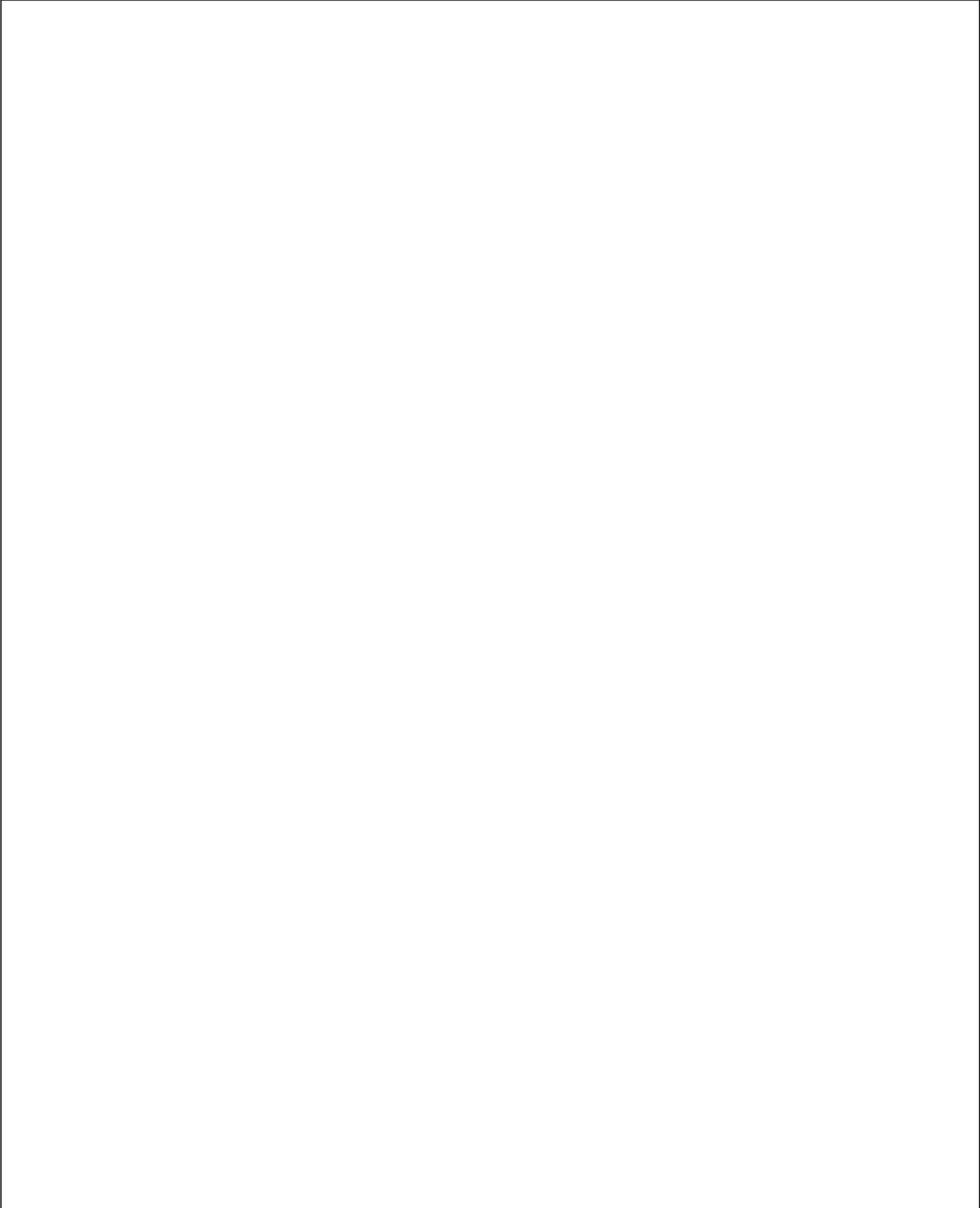
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### Student Essay

Please choose one of the following formats:

1. Reflect on the type of student you were in 8th Grade. Within a written reflection essay, describe your 8th grade self in terms of academic and personal interests, as well as obstacles you faced during this period of time. Then compare these aspects with whom you want to be when graduating from high school. Describe your goals, principles, and the skills you will have gained by the time you graduate.
2. Write a short story, comic strip, or poem describing yourself and your progress during 8th Grade. Then describe the type of person you want to be upon graduating from high school. What skills do you hope to have gained? What goals do you have for after high school? Have you found any new hobbies or interests? Explore these questions and present your ideas in a creative way.
3. Write a compare and contrast essay using one or two characters from a book, film, television series, comic-book, or play. You may select an artist, musical or otherwise, to write about as well. The characters or artists chosen should reflect how you see yourself when you were in 8th Grade, and whom you aspire to be once you have graduated from high school. How are they different? How are they similar? Why do you feel these characters or artists represent you?



Student Agreement :

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 at HSEP it requires a partnership between the faculty/staff 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.**

## Hopes and 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 **try to** attend **at least** 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 **is** 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 **3** 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 **5** or more consecutive, 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 **or has accumulated at least 10 consecutive unexcused absences twice** 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.



## Academics

### 1. Grading Policy

- a. Students at HSEP will not receive credit if they score below a 60 in their coursework.

### 2. Homework Club

- a. Students who receive below a 60 in any of their coursework 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 from the school.

### 3. Vision of a Graduate

- a. All students will be required to maintain a Digital Portfolio of their work to stand as evidence of their progress toward achievement of the 5 Vision of a Graduate tenets:
  - 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.

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Family Member Signature

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Date



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Family Member Name (Please Print)

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Relationship to Student

**For Office Use Only**



Date Received: \_\_\_\_\_

Initial: \_\_\_\_\_