

School Counseling Services

The Philosophy of the counseling program in Manasquan High School is that school counseling is an essential, integral part of the educational process. Counselors provide a comprehensive, developmental counseling program addressing the academic, career and personal/social development of all students. As student advocates, counselors recognize the uniqueness, dignity, and personal worth of each individual. In an interactive process, the counselor facilitates student academic achievement. Counselors work collaboratively with students, parents, educators, and community members to support each student's ability to contribute at the highest level as productive members of society.

The Manasquan High School Guidance curriculum includes:

Classroom Guidance:

- Academic skills support
- Organizational, study, and test-taking skills
- Post-secondary planning and application process
- Career planning
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making, conflict resolution, and study skills
- Career awareness and the world of work
- Substance abuse education
- Multicultural/diversity awareness

Individual Student Planning

- Goal setting
- Academic plans
- Career plans
- Problem solving
- Education in understanding of self, including strengths and weaknesses
- Transition plans

Responsive Services

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals

System Support

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

Source: American School Counselor Association

The School Counseling Department maintains an extensive web page which can be found at www.manasquanschools.k12.nj.us. This site contains valuable links to numerous resources including but not limited to a complete and up to date listing of all local scholarship sources for our seniors.

The Course Offering book is available in the School Counseling Office or the Manasquan School District website. This book is designed to provide you with a concise summary of all opportunities available for your educational career at Manasquan High School.

How to See Your School Counselor

Students may stop in the School Counseling Office to fill out a form to arrange a meeting with the counselor. Students can also reach out to their counselor via email.

Ms. Lauren Saliski (732) 528-8820 Ext. 1016 lsaliski@manasquan.k12.nj.us	9th Grade A-Z
Mrs. Lauren Duggan (732) 528-8820 Ext. 1015 lduggan@manasquan.k12.nj.us	Grade 10-12 A-G
Mrs. Alicia Narucki (732) 528-8820 Ext. 1013 anarucki@manasquan.k12.nj.us	Grade 10-12 H-N
Mr. Erich Hoffman (732) 528-8820 Ext. 1014 ehoffman@manasquan.k12.nj.us	Grade 10-12 O-Z
Ms. Fatima Mulroy (732) 528-8810 Ext. 2012 fmulroy@manasquan.k12.nj.us	Grade K-12 ESL School Counselor
Ms. Leigh Busco 732 528-8820 Ext. 1048 lbusco@manasquanboe.org	Student Assistance Counselor
Ms. Liz Rudder 732-528-8820 Ext. 1047 erudder@manasquanboe.org	Social Worker
Mrs. Lesley Kenney, Director of School Counseling Services, K-12 732-528-8820 x 1010 LKenney@manasquan.k12.nj.us	

Requirements For Graduation

All students must earn a minimum of **150 credits** over the four (4) years that they attend high school. Five (5) credits are earned with the successful completion of all full semester courses. Physical Education and Health are adjusted based on the time spent in either Physical Education or Health.

The following courses must be included in the **150 credits** required:

English I, II, III, IV	20 credits
Physical Ed/Health I, II, III, IV	20 credits
World History	5 credits
United States History I and II	10 credits
Biology PLUS TWO additional sciences	15 credits
Mathematics	15 credits
Computer Course	5 credits
Visual and/or Performing Art*	5 credits
World Language	5 credits
Career Education, Consumer, Family Life Skills or Vocational Tech.* Education	5 credits
Financial Lit.	2.5 credits

*For a complete list of courses that satisfies these requirements, please consult School Counselor.

Credit Requirement

(Minimum Progress to the High School Diploma)

A student will move from:

Grade 9 to 10 if he/she has earned 35 credits

Grade 10 to 11 if he/she has earned 70 credits

Grade 11 to 12 if he/she has earned 110 credits

Grading System

Grades will be recorded on report cards using a numerical system. The lowest grade recorded for grading purposes for marking periods will be 55. Grades recorded for final exams will be the grade actually earned. Teachers may record lower grades during the marking period and for the mid-term, but 55 will be the minimum grade used for report card grades, with the exception of the final exam. For final exams only, teachers can record the grade earned on the final exam. Students who receive a grade of "F" during the 4th marking period, must receive a passing grade on the Final Exam in order to pass the course for the school year.

Please note our new grading scale as of September 2020:

Grading Scale (Prior to Fall 2020)		Grading Scale (Beginning Fall 2020)		Grading Comments	
A	93-100	A+	97-100	C+ 77-79	I Incomplete
B	85-92	A	93-96	C 73-76	X Medical Excuse
C	77-84	A-	90-92	C- 70-72	NC No Credit Attendance Policy
D	70-76	B+	87-89	D+ 67-69	NG No Grade
F	00-69	B	83-86	D 65-66	S Satisfactory
		B-	80-82	F < 65	U Unsatisfactory
					WF Withdraw Failing
					WP Withdraw Passing

Final Grade Computation

The district’s grading policy is used to compute final grades. Teachers devise a system for each marking period; i.e. value of quizzes, tests, homework, classroom participation, etc. Such grading systems should be known and approved by the department supervisor. Students should be informed of the teacher’s grading system at the beginning of the year.

- Full year course: Each marking period is equivalent to 20%. The Mid Term Exam is equivalent to 10% and the Final Exam is equivalent to 10%.
- Semester course: Each marking period is equivalent to 45%. The Final Exam is equivalent to 10%.
- Three quarter course: Each marking period is equivalent to 30%. The Final Exam is equivalent to 10%.
- One quarter course: The marking period is equivalent to 90%. The Final Exam is equivalent to 10%.
- In semester length classes any student who fails one (1) marking period **MUST** pass the final exam and have a passing average in order to pass the course. Any student who fails to take the final exam will fail the course.
- In full year classes any student failing two (2) marking periods **MUST** pass the 4th marking period and/or the final exam and have a passing average in order to pass the course.

Senior Final Exam Exemptions

A Senior (Grade 12) student who completes a course with an average of 90 or higher, as determined by averaging the Semester 1 average with the average of the third and fourth marking period grades; will be exempt from taking the final exam. There will be no exemptions from midterm exams. In the case of semester courses, where the exam is actually a final exam, seniors who have earned at least a 90 average for marking periods one and two, will be exempt from the semester course final exam.

Advanced Placement Courses

Students who enroll in Advanced Placement (AP) courses are required to participate in the end of year AP exam developed by College Board. These dates are published in September of the school year, and attendance is mandatory for each exam. The Manasquan Board of Education covers the \$96 per exam fee. **Beginning with the 2021-2022 school year, an additional 10 points will be added to the cumulative weighted average of the final AP course grade. Students who fail to take the AP exam will forfeit the additional 10 points added to the final course grade.**

Honors Classes

An additional 7 points is will be added to the cumulative weighted average of all honors level final course grades.

Honor Roll

High Honor Roll 93 or higher marking period average in all classes, with no grade below a 93%

Regular Honor Roll 83 or higher marking period average in all classes, with no grade below a 83%

Incompletes

An "I" on a report card in lieu of a grade indicates that the marking period grade or the final grade cannot be computed because the student's academic work is incomplete. Incomplete grades must be satisfactorily completed within two weeks after report cards are issued or they will automatically be changed to 60 unless the subject teacher requests, in writing, that the grade be held "I" because of extenuating circumstances.

Progress Reports

Students' progress reports will be available online between marking periods to parents of students. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction, or to alert the parent of the student's academic achievement.

Extra Help

You may always seek extra help from your teacher if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. Please contact your school counselor for specific extra help schedules.

Transcripts

Any student who requires a transcript sent to a college should have a transcript request form filled out and signed by his/her parent or guardian and returned to his/her guidance counselor. Requests should be **made** at least two weeks prior to the college's deadline. Transcripts are free of charge.

Course Change Requests

- **No Subject/Course required for graduation may be dropped. Consult your counselor, if necessary.**
- **Subject/Course drops may adversely affect Athletic/Activities Eligibility. Consult your counselor, if necessary.**

- **Friday, September 17th, 2021:** Deadline for all for-credit Course/Subject **changes** of any kind.

- **Friday, October 1st, 2021:** Course/Subject dropped after this date is a Withdrawal. A grade of a “WP or WF” for the course will be recorded by the teacher and it will appear on the student’s report card and transcripts.

- **Friday, January 26th, 2022:** Deadline for all full-year Course/Subject **level changes** of any kind (AP to Honors; Honors to College Prep). Please note: current grade will transfer with student and final grade GPA is based on level of the course transferred too.

- **Friday, February 4th, 2022:** Deadline for all Semester 2 Course/Subject changes of any kind.

- **Friday, February 25th, 2022:** A Semester 2 Course/Subject dropped after this date is a Withdrawal. A grade of a “WP or WF” for the course will be recorded by the teacher and it will appear on the student’s report card and transcripts.

Progress Report and Marking Period Dates

Marking Period 1 Close Date:	11-Nov-21
Marking Period 2 Close Date:	26-Jan-22
Marking Period 3 Close Date:	7-Apr-22
Marking Period 4 Close Date:	21-Jun-22

Progress Report: IR1 Mid-Point Date	7-Oct-21
Progress Report: IR2 Mid-Point Date	15-Dec-21
Progress Report: IR3 Mid-Point Date	7-Mar-22
Progress Report: IR4 Mid-Point Date	17-May-22