

# The Bromfield School's Guidance Department

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## About the Program of Studies

This Program of Studies describes the courses that will be available to you at The Bromfield School for the 2018-2019 school year. Selecting appropriate courses involves a careful review of personal interests, strengths, aspirations, academic development and an understanding of post-secondary options. When planning your course of study, please be mindful of course levels, course prerequisites and most importantly graduation requirements. Students should solicit input from their current teacher, department leader, counselor and parents when making choices. Students should carefully consider the time demands of each course in conjunction with the demands of extracurricular activities and commitments, and they make prudent choices. Over-scheduling, or stretching yourself too thin, puts your ability to have a positive and successful year at risk. The courses you choose can greatly support this balance or it can tilt it off-balance. Student health and well-being is important to us and we recommend that students strive for balance in their lives. Therefore, appropriate course selection and placement decisions ensure a successful high school experience and avoid disruption to a student's schedule during the school year. Please take the recommendations made by teachers seriously. They are familiar with each student's interests, abilities and work habits, as well as the content and expectations of the curriculum. Students who **are considering** multiple Advanced Placement and/or Honors classes should note the rigorous expectations and demands of these courses.

### *Prerequisites for Courses*

Careful consideration should be given to the prerequisites for each course listed in the individual course description. The purpose of the prerequisites is to provide guidelines for students who want to select sequential and demanding levels of study. In **World Language**, a student desiring to continue the subject sequence, without the prerequisite grade will be required to take a departmental exam and pass the prerequisite grade as stated in the course description. Likewise, students who wish to change from a non-honor to honors level class in World Language, with prior approval, must work independently over the summer and take the Honors level final from the previous year of study before the beginning of the next school year. The student must receive a minimum of 74% on the exam in order to change levels.

## *The Course Registration Process*

The purpose of the registration process is to generate interest in the many courses that are offered at The Bromfield School. After students have selected their courses, administrators use that information to build a master schedule for the following year. For this reason, students must select their courses carefully as *changes must be held to a minimum. Although we would like for all classes to be available, there may be some classes that are not offered due to insufficient student enrollment. In addition, there are often scheduling conflicts which prevent students from taking all their desired courses.* Our program of studies is revised each year to accurately reflect our present course offerings, and to maximize a student's chance of being able to take courses appropriate to their interests and abilities. Our process is:

- Grade level meetings are held with Department Leaders to discuss course offerings
- Teachers make individual course eligibility determinations
- Teachers inform student and parents what the course the student is eligible for
- Students are given course selection sheets
- Students discuss options with their parents and complete the online registration process
- Counselors meet with students individually to review course selections/recommendations and to discuss future plans
- A schedule of courses is developed
- Students are given a tentative schedule

## *Petition Process*

During the scheduling process, teachers make recommendations pertaining to appropriate course levels based on a student's past performance and potential for future success. A student who is not eligible for a course may request an override by completing a Petition form. Please submit petitions by May 4, 2018. While the final deadline for submitting petitions is June 15, 2018, **priority will be given to those petitions submitted by May 4. A delay in submitting a petition may result in classes being full even when a petition is approved.** Petitions are to be submitted to the Department Leader of the discipline in which the requested course is offered.

## *Course Levels*

Course levels give students of different abilities opportunities for academic success, appropriate challenge and enrichment. Courses are organized on the basis of three achievement levels, College Preparatory, Honors and Advanced Placement. Each of these levels meets the prerequisite for post-secondary educational placement. All courses are designed to challenge students to achieve at the highest level.

**College Preparatory** are taken by a majority of four-year college bound students and require well-developed reading, writing, verbal, conceptual, mathematical and study abilities as well as substantial outside preparation and assignments.

**Honors** courses include material presented at an accelerated and more intensive pace than College Prep courses. They require advanced reading, writing, verbal, conceptual, mathematical and study abilities as well as extensive outside preparation.

**Advanced Placement** The Advanced Placement Program requires a **commitment** to academic studies beyond that of the regular curriculum. In order to prevent any disappointment or misunderstanding, parents are respectfully requested to consider all aspects of the commitment when deciding whether or not to support their child's application. It is especially important for parents and students to

understand that Advanced Placement courses are **equivalent to college level courses** therefore requiring students to be prepared to study material that may be more difficult than regular course work. Advanced Placement classes are courses offered in high school that go beyond the rote memorization of many traditional classes. The courses focus on improving cognitive thinking, such as class discussion and solving problem as a team. In AP classrooms, the focus is not on memorizing facts and figures. Instead students will engage in intense discussions, solve problems individually and collaboratively, research and analyze, and learn to write clearly and persuasively. Each year, the College Board offers an exam testing a student's knowledge of an AP subject. If the score is high enough, the college **may** award credit for the subject.

We would ask that all parents consider the commitment that is required for the AP program in conjunction with other course the student is considering when talking to their child. We feel it is very important for parents to discuss this commitment with their son/daughter during the course selection process. If you have questions about a particular AP course, please speak to the teacher of the course.

### ***Graduation Requirements***

To be eligible for graduation, high school students must accumulate at least 22 course credits. However, this number is only a minimum. Courses that meet daily for a full year earn one credit. Courses that meet every other day for a full year or every day for one semester earn one half credit. **Every student must be enrolled in a minimum of 6 credits each year.**

Of the 22 credits required for graduation, students must complete the following core distribution

English	four credits (excluding electives)
Mathematics	two credits
Science	two credits, one must be Biology
Social Studies	three credits, one must be a year of United States History
Physical Education	one credit (alternating years beginning with the Class of 2017)
Wellness	one credit (alternating years beginning with the Class of 2017)
Art	one credit (beginning with the Class of 2017)

Although not required for graduation, students are strongly encouraged to study a World Language. Most four year colleges require a minimum of two years in the same language; more selective colleges may **require 3 or 4 years in the same language.**

Additional requirements include the completion of a 40 hour Community Service Project and Passing grades on the English, Math and Science sections of the MCAS test. Ninth graders take the Introductory Physics Science MCAS in the spring. Tenth graders take the English and Math MCAS in the spring. Students who fail any of these tests will repeat the individual test in grades 10, 11 and/or 12 until they receive a passing grade. In addition, any student who receives a Needs Improvement in English or Math will be placed on an EPP (an efficiency plan) that will require four years of English or Math as well as a **passing grade in the course and final exam.**

***The Bromfield School does not rank its students because of its size, academic rigor and its college preparatory orientation.***

### ***Post-Secondary Institution Entrance Requirements***

Most colleges suggest that you take a challenging and well-rounded academic program. The more selective the college or university is the more demanding the entrance requirements. Selective colleges prefer that students have four years of study in Mathematics, Science, Social Studies and World Language. Students should always check with the college for the most up to date requirements

and information.

An important rule to follow is: keep all your options open-if you are uncertain about your long range goals, follow a broad general program of study which will prepare you for almost any college major.

### ***Massachusetts State Universities & UMass Minimum Admissions Standards***

The admissions standards for the state universities and UMass emphasize a strong academic high school background so that students enter college ready to learn. These standards represent minimum requirements; meeting them does not guarantee admission since campus officials consider a wide range of factors in admissions decisions. Students shall have fulfilled all requirements for the high school diploma or its equivalent upon enrollment. It is important to note that admissions standards for the state's Community Colleges differ. Community Colleges may admit any high school graduate or GED recipient.

Requirement for college freshman class entering...						
Subject	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017 and beyond
<b>English</b>	4 courses		4 courses			
<b>Mathematics</b>	3 courses (Algebra I & II and Geometry or Trigonometry or comparable coursework)			4 courses (Algebra I & II and Geometry or Trigonometry, or comparable coursework) including mathematics during the final year of high school		
<b>Sciences</b>	3 courses (drawn from Natural Science and/or Physical Science and/or Technology/ Engineering; including 2 courses with laboratory work); <i>Technology/engineering courses must be designated as science courses (taken for science credit) by the high school</i>				3 courses (drawn from Natural Science and/or Physical Science and/or Technology/ Engineering), including 3 courses with laboratory work	
<b>Social Sciences</b>	2 courses (including 1 course in U.S. History)					
<b>Foreign Languages</b>	2 courses (in a single language)					
<b>Electives</b>	2 courses (from the above subjects or from the Arts & Humanities or Computer Sciences)					

Applicants must also submit an SAT or ACT score.

### ***Minimum Required Grade Point Average (GPA) for Mass State Colleges***

The GPA must be achieved based on all college preparatory courses completed at the time of application and should be weighted for Honors or Advanced Placement courses only. Effective fall 2001 the required minimum high school GPA is 3.0 for the four-year public state university campuses and **no applicant with a high school GPA below 2.00 may be admitted to a Massachusetts state college or university campus.**

For details, see <http://www.mass.edu/forstudents/admissions/admissionsstandards.asp>

#### **SAT Scores**

Applicants who meet the GPA requirement do not have to use the sliding scale for admission but still must submit SAT or ACT test scores for consideration if they are applying to a state university or UMass

within three years of high school graduation. See  
<http://www.mass.edu/forstudents/admissions/admissionsstandards.asp>

If an applicant's GPA falls below the required minimum, a sliding scale will apply. This scale should be used only when an applicant's GPA falls below the required 3.0 minimum for admission to the state university or UMass.

### ***Students with Learning Disabilities at Mass State Colleges***

Applicants with professionally diagnosed and documented learning disabilities (documentation must include diagnostic test results) are exempt from taking standardized tests for admission to any public institution of higher education in the Commonwealth. Such students, however, must complete 16\*\* required academic courses with a minimum required GPA of 3.00 or present other evidence of the potential for academic success.

\*\*An applicant may substitute two college preparatory electives for the two required foreign language courses only if the applicant has on file with the high school results of a psycho-educational evaluation completed within the past three years that provides a specific diagnosis of a learning disability and an inability to succeed in a foreign language.

**The final decision on accepting an applicant rests with the individual campus.**

### ***Early Graduation***

Any student who has satisfied the graduation requirements before the end of her or his senior year may qualify for a diploma. While students have the right to graduate before completing four years high school, The Bromfield School does not encourage early graduation. If you are thinking about graduating early, you should see your counselor to discuss your options.

### ***Standardized Tests***

**PSAT (Preliminary SAT)** [www.collegeboard.com](http://www.collegeboard.com)

- Provide preliminary testing for SAT to help prepare for it
- Allows students to enter NMSC Scholarship Program and gain access to college and career planning tools
- 3-part test (Reading, Math, Writing)
- Typically taken in October of Junior and/or Sophomore year

**SAT (Scholastic Aptitude Test)** [www.collegeboard.com](http://www.collegeboard.com)

- Used to help colleges evaluate applicants
- 3-part test (Reading, Math, Writing)
- Taken in Junior and Senior years
- Colleges may accept in place of ACT

**SAT II - Subject Tests** [www.collegeboard.com](http://www.collegeboard.com)

- Content-based tests that allow you to showcase achievement in specific subject areas
- 20 SAT Subject tests in five general subject areas: English, History, Languages, Math, Science
- Some colleges require or recommend them
- Some colleges use to place students in appropriate courses
- Based on performance, could potentially fulfill basic requirements or receive credit for introductory-level college courses
- Typically taken at the end of the course

**ACT (American College Testing)** [www.act.org](http://www.act.org)

- Used to help colleges evaluate applicants
- More of an achievement test
- 4-part test (English, Math, Reading, Science)
- Colleges may accept in place of SAT

**AP (Advanced Placement)** [www.collegeboard.com](http://www.collegeboard.com)

- High school courses recognized as equivalent to college courses for a fee
- Earn college credit and advanced placement status
- An exam is given at the end of each course

	9th	10th	11th	12th
<b>MCAS</b>	Spring	Spring		
<b>PSAT</b>		Fall	Fall	
<b>SAT</b>			Winter, Spring	Fall, Winter
<b>SAT II</b>	Spring*	Spring*	Spring*	Fall*
<b>ACT</b>			Spring	Fall, Winter