



CHARLES
ARMSTRONG
SCHOOL

**HIGH SCHOOL
PLACEMENT GUIDE
2017-2018**

Charles Armstrong School
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ARMSTRONG PARTNERSHIP WITH FAMILIES

OUR GOAL:

The Next School Placement Team is committed to partnering with Armstrong families to assist you and your child in finding a High School where your child will continue to learn and thrive just as they have at Armstrong. We are continually inspired by our students and are looking forward to being included in the process of supporting our 8th graders and you as they mature and grow into High School freshmen.

OUR TEAM:

Doug Killin, Director of Middle School

Charlene Mercadante, Associate Director of Admissions and Transitions

Regina Lewis, Admissions Coordinator

Lindsay Fabela, Next School Placement Coordinator

Support Staff in the Admissions and Transitions Office

Your Child's Classroom Faculty

Jessica Miller, Head of School

OVERVIEW OF THE PROCESS

- Families visit High School Open Houses
- Parent signs student up for shadow visits
- Parent signs student up for ISEE/SSAT or HSPT if required
- Parent requests testing accommodations
- Parent and student fill out application *before deadline*
 - On Ravenna (OR)
 - On High School website
- Parent signs transcript release form and forwards to the Next School Placement Team (the Team)
- Parent tells the Team *WHO* they assigned the online recommendation link to (i.e., principal, teacher name, etc.)—please email Lindsay Fabela, the Next School Placement Coordinator at LAFabela@charlesarmstrong.org with information
- Students take ISEE/SSAT or HSPT if required
- Team follows up with teachers to assure the recommendation links are completed by deadline
- Team conducts mock interviews with students on campus
- Team sends transcripts and confidential letters of recommendation
- Families receive application results and shares information with the Team

Parents, the high school placement process works best when our Team is kept updated of your progress.

UPDATE THE TEAM:

Short List of 3-4 Schools - Scheduled Visits - Application Deadlines

WHAT YOU CAN DO NOW

- Attend High School Fair on Friday, April 28th from 8:30-10:00 am
- Attend Rising 7th Graders meeting on Friday, April 28th at 10:00 am
- Join the Armstrong Parent Alumni Yahoo Group. Send email to:
Armstrongalumni-subscribe@yahoo.groups.com
- Assure Psychological Education Evaluation (Psych Ed) is current – **within the last three years**. If your child's Psych Ed is not within the past three years, decide who will do testing and contact them ASAP:
 - A) **Private Evaluator**
 - B) **IEP** through Public School District: At Armstrong the IEP process is coordinated by Lindsay Fabela (LAFabela@charlesarmstrong.org). Start the process by going to the Armstrong website → Parents → Next School Placement → Download IEP Guide

Summer

- **Set up a High School placement meeting** – contact Lindsay Fabela, the Next School Placement Coordinator at LAFabela@charesarmstrong.org
- Complete **High School Questionnaire** – you and your child will complete this TOGETHER. (Attached)
- **Meet with Next School Placement Team** in June, July, August or September. Parents and student attend initial meeting. The following will be discussed:
 - Team will review the high school placement process
 - Discuss your child's preferred learning styles
 - Discuss you and your child's goal for High School
 - Identify schools of potential interest
- **Explore High School websites to learn about:**
 - Open Houses & Tours
 - Shadow Date Information
 - Mission of the School
 - Available Learning Support
 - Testing Requirements

ATTRIBUTES TO CONSIDER BEFORE VISITING SCHOOLS

Public or Private

Co-ed or Single gender

Faith-based or Secular

Number of Students in Class

Student to Teacher Ratio

Number of Students in School, Size of Campus (i.e., one building, several buildings, etc.)

Location: Commute time, Proximity to public transportation, Carpools

Program philosophy and methodology

Independent vs. Teacher-directed instruction

Technology Resources

Reporting System (letter grades, un-graded evaluations)

Ethnic, Cultural, Gender Diversity

Tuition, Financial Aid

Do they have a **LEARNING SUPPORT SPECIALIST**?

- Do they work directly with the student?
- Are they involved in the admission process?
- Are they full time?
- Are they able to instruct teachers to provide accommodations for students?

Questions to Ask When Visiting Schools

- Does the school have a **philosophy** or educational approach?
- Does the school have and/or allow **on-site learning support resources**?
- How is **technology used to support teaching and learning** at school?
- What is your **homework** policy?
- What **extra-curricular opportunities** are available? (i.e., sports, clubs, community service, etc.)
- Is there an A-B block schedule or a different model? Are there **flexible options** for course selections?
- What foreign language classes are offered? Can American Sign Language be substituted for credit?
- Can students use a calculator in math class?

PREPARING OUR STUDENTS FOR A SCHOOL VISIT OR INTERVIEW

We recommend that your child learn about the schools they are interested in before visiting them.

We will do practice sessions here at Armstrong.

At home it is helpful to talk informally with your child about their interests and accomplishments so that they can be ready to talk about those things with an interviewer.

BEFORE INTERVIEW:

- Look at the school's website for basic information
- Be ready to talk about who you are as a learner, your strengths and areas that you have been working on
- Be ready to talk about why you are interested in the school
- Dress appropriately
- Practice giving a firm handshake
- Participate in Armstrong student practice interviews

DURING INTERVIEW

- When you are introduced say “nice to meet you” and extend arm for a firm handshake
- Be polite - Say “please” and “thank you”
- Look at the interview in the eyes
- Listen carefully
- SMILE!! :-)

AFTER INTERVIEW

- Send a thank you note

QUESTIONS ARMSTRONG STUDENTS MAY BE ASKED WHEN VISITING OR INTERVIEWING AT SCHOOLS

1) What type of learner are you?

Describe your learning style and give examples of how this works for you.

2) What are your strengths?

Give examples of how you use your strengths at school.

3) What are your challenges at school?

How are you working on them?

4) What subjects interest you the most?

Explain why.

5) What does it mean to advocate for yourself at school?

Describe a situation when you advocated for yourself.

6) Are there accommodations that help you be most successful in school?

Describe them.

7) What interests you about attending (*Name*) School?

Can you see yourself here and what might you be able to add to the school as a community member?

APPLICATION PROCESS

INDEPENDENT High Schools:

There are two ways to fill out applications:

- 1) On the High School website
- 2) On Ravenna

If a High School's application is online, their paperwork requirements will vary and may only require one teacher to fill out a recommendation form. This is typically an automated link, but it may be a paper form.

If there are any forms that the school requires be completed by teachers or school personnel, please send them to Lindsay Fabela at LAFabela@charlesarmstrong.org. ***Do NOT send to teachers directly.**

What is Ravenna?

Ravenna is an online application system that many schools are using. If the High School you are applying to uses this system, you must register on Ravenna first.

All schools on the Ravenna system share documents however you designate a Math teacher, English teacher and a Principal. Before starting any applications write down the email address for each of the Armstrong faculty you choose.

Important to note: As Armstrong administrators on the Ravenna system we CANNOT see any applications in process. We can only see that you are registered and that application has been submitted. We cannot see which teachers you have designated recommendation form links to. ***It is ESSENTIAL you tell us the names of the teachers you have chosen so we know who to follow up with to assure they are completing the necessary forms.***

For Public High Schools:

General Public High Schools: Sign up with your local school district and participate in the IEP process for appropriate accommodations (see IEP Guide).

Charter Public High Schools: Charter High Schools are public and usually have a lottery system. Every public charter school is different and may have different application steps for enrollment.

HIGH SCHOOL ENTRANCE EXAMS FOR INDEPENDENT SCHOOLS

INDEPENDENT High Schools (Non-Catholic)

Most private schools require the ISEE or SSAT. Contact Kai Marks

KMarks@charlesarmstrong.org at Armstrong to help with coordinating your efforts to receive appropriate accommodations and sign up for the ISEE.

What is the ISEE?

The Independent School Entrance Examination (ISEE) is a test that many independent schools require as part of their admission process. Families are responsible for completing their own registration for the ISEE and for applying for any necessary testing accommodations. All documentation for accommodations must be within the last three years and must be uploaded directly to the ISEE website (www.erblearn.org).

What is the SSAT?

The Secondary School Admission Test (SSAT) is a test that can be taken **INSTEAD** of the ISEE as part of the admission process by **Independent Non-Catholic High Schools**. You can apply online at <https://ssat.org/about-ssat/about-the-ssat> or mail in your application.

*Note: Students only pick **ONE TEST (ISEE or SSAT)**. **Armstrong recommends the ISEE.**

CATHOLIC High Schools

The HSPT is ***REQUIRED*** for anyone applying to Catholic Schools. It is offered on various dates in January and hosted at several schools in the Bay area. Catholic schools including but not limited to: Serra, Riordan, Mercy, Notre Dame, Sacred Heart, etc.

What is the HSPT?

The High School Placement Test (HSPT) is a test that is required for 8th grade students as part of the admission process by **Catholic High Schools**. The test dates vary, but all are completed by the end of January. Please check tests dates and locations with the school you are applying to. Follow instructions to request testing accommodations (hspt.com).

Test Prep Options:

- **Get a Book:** Barons, Princeton Review
- **Group Classes:** Kaplan or Ivy West (we do not typically recommend group classes since they tend to focus on accelerated information delivery, which can be stressful for Armstrong students)
- **Private Tutoring:** Tutors recommended by your student's teacher

FREQUENTLY ASKED QUESTIONS

1. Are we behind if we have not organized everything by the time the school year starts in our search for next year's schools?

You are NOT behind. **Fall is the correct time to start planning** your explorations of next schools.

2. When should we be scheduling shadow visits?

Arrange shadow visits from mid-October through December, if possible. This gives your child time to transition into the school year and gives Armstrong time to work with your child to reflect on the search for next schools. Please **update us with the dates of your student shadow visits and interviews** so we can schedule their practice interviews with the Team.

3. When does Armstrong start practicing interviews with the students?

We schedule **practice interviews starting in late September through the fall**. For students who have shadow days, etc., scheduled before mid-October, we want to make sure we have seen these students and spent time facilitating their thinking about next steps. The areas we cover in practicing and coaching for interviews are applicable for shadow visits as well. **Our overall goal is to encourage reflection on the next schools process and focus on students' comfort level and depth when "telling their own story."** We also focus on helping extend their thinking about what they are looking for, and why, in their next learning environment.

4. What are the important deadlines to be aware of as our family explores next schools?

PLEASE make sure to check ALL steps in the application process for each school you are interested in exploring, whether you are thinking of transitioning to public schools or private schools. Each school has unique application processes and steps, different tests they may require, and **different deadlines** for various components of the application process. **YOUR family is responsible for knowing these deadlines**. You are also responsible for creating a calendar system to manage these deadlines and application steps for whichever schools you choose to explore. Armstrong is here to help and provide advocacy; we rely on regular communication with families and check-up meetings to ensure that the process goes smoothly for your child and family.

5. When are Open House dates for High Schools in the area?

Armstrong offers a list of several schools' Open House dates on our web site by September. This list is culled from the most commonly mentioned schools from our past and present families. The online list is not meant to be a complete list nor do we have the staffing to continually update it. Our best advice to you is to **search the websites of the high schools you are interested in** and be proactive about signing up for their Open Houses; dates and times are usually posted mid-August.

6. When should we fill out the school applications?

Please take your time with the applications to High Schools. Allow the school year to get underway and allow your children time to participate in the process of exploring schools before completing the applications. Know the deadlines of the application process for each individual school. We suggest organizing your thoughts and project timelines for completing application questionnaires and essays in October and November. Begin answering questionnaires or essay questions in November and December. **Using helpful tools such as graphic organizers, outlines, and timelines can help students structure meaningful answers to questions** that include specific examples and/or anecdotes that back up your statements in a compelling way.

7. What do I need to do about Psychological Education Evaluations (Psych Ed) and/or IEPs when transitioning to high schools?

If your child's Psych Ed or IEP is three years old or more, you must renew the evaluation to be considered for support at future schools to receive accommodations on placement exams. If your child's Psych Ed is not within the past three years, decide who will do testing and contact them ASAP:

A) **Private Evaluator**

B) **IEP** through the Public School District: The IEP process is coordinated by Lindsay Fabela, Next School Placement Coordinator at Armstrong. Start the process By going to the Armstrong website → Parents → Next School Placement

→ Download IEP Guide

8. Does Armstrong send confidential letters of recommendation?

YES. Every 8th grade student is assigned an Advisor. Their advisor writes a personal, confidential, letter of recommendation for each school that the student is applying. However, letters are not sent to schools that we cannot recommend.

9. Are there forms I need to give the Team so they can share my child's academic information?

YES. Before sharing any recommendation forms or letters we must have a signed release on file. Each school has their own form. **Please send a signed copy of the transcript release form for each school you are applying to the Next School Placement Coordinator, Lindsay Fabela.** Once we receive this form we will know you are applying and can legally share your child's academic information; no action can be taken until we receive this form.

OPEN HOUSES 2017-2018

Check School Websites in August for Dates and Times

<u>SCHOOL NAME</u>	<u>CITY</u>	<u>DATE</u>	<u>TIME</u>	<u>WEBSITE</u>
Aragon High School	San Mateo			www.aragon.schoolloop.com
Bay School	San Francisco			www.bayschoolsf.org
Bayhill High School	Berkeley			www.bayhillhs.org
Bellarmino College Prep HS	San Jose			www.bcp.org
Bentley School K-HS	East Bay			www.bentleyschool.net
The Berkeley School	Berkeley			www.theberkeleyschool.org
Bishop O'Dowd High School	Oakland			www.bishopodowd.org
Burlingame High School	Burlingame			www.bhs.schoolloop.com/
Capuchino High School	San Bruno			www.chs.schoolloop.com
Carlmont High School	Belmont			www.carlmont.seq.org
Cathedral School for Boys	San Francisco			www.cathedralschool.net
Chartwell School & The New High School Project	Seaside			www.chartwell.org
Compass High School	San Mateo			www.compasshigh.org
Convent of the Sacred Heart	San Francisco			www.sacredsfs.org
Drew School	San Francisco			www.jchsofthebay.org
dTech High School	Burlingame			www.designtechhighschool.org
Everest Charter School	Redwood City			www.summitps.org
Forman School (Boarding School)	Litchfield, CT			www.formanschool.org
Fusion Academy	Several Locations			www.fusionacademy.com
Gateway School	San Francisco			www.gatewaypublicschool.org
Gunn High School	Palo Alto			www.gunn.pausd.org
Hillsdale High School	San Mateo			www.hillsdalehigh.com

OPEN HOUSES 2017-2018

<u>SCHOOL NAME</u>	<u>CITY</u>	<u>DATE</u>	<u>TIME</u>	<u>WEBSITE</u>
Jewish Community High School of the Bay	San Francisco			www.jchsothebay.org
Kehillah Jewish High School	Palo Alto			www.kehillah.org
Kings Academy	Sunnyvale			www.tka.org
Leadership Charter High School	San Francisco			www.leadershiphigh.org
Los Altos High School	Los Altos			www.mvla.net/lahs
Marin School	San Rafael			www.themarinsschool.org
Menlo Atherton High School	Atherton			www.mabears.org
Mercy High School	Burlingame			www.mercyhsb.com
Mid-Peninsula High School	Menlo Park			www.mid-pen.com
Mills High School	Millbrae			www.millshigh.org
Mitty (Archbishop) High School	San Jose			www.mitty.com
Notre Dame High School	Belmont			www.ndhsb.org
Notre Dame High School	San Jose			www.ndsj.org
Nueva School (9-12)	Hillsborough			www.nuevaschool.org
Summit Prep High School	Redwood City			www.summitprep.net
Orinda Academy	Orinda			www.orindaacademy.org
Palo Alto Prep	Mountain View			www.paloaltoprep.com
Presentation High School	San Jose			www.pres-net.com
Presidio Hill School	San Francisco			www.presidiohill.org
Riordan (Archbishop) HS	San Francisco			www.riordanhs.info
Sacred Heart Cathedral Prep	San Francisco			www.shcp.edu
Sacred Heart Prep HS	Atherton			www.shschool.org
San Mateo High School	San Mateo			www.sanmateohigh.org

OPEN HOUSES 2017-2018

<u>SCHOOL NAME</u>	<u>CITY</u>	<u>DATE</u>	<u>TIME</u>	<u>WEBSITE</u>
Sequoia High School	Redwood City			www.sequiahs.org
Serra High School	San Mateo			www.serrahs.org
SF Waldorf High School	San Francisco			www.sfwaldorf.org/highschool
SOTA: School of the Arts	San Francisco			www.sfsota.org
St. Francis High School	Mountain View			ww.sfhs.com
St. Ignatius College Prep	San Francisco			www.siprep.org
Sterne School High School	San Francisco			www.sterneschool.org
Stuart Hall	San Francisco			www.acredsf.org
Summit K2 Charter School 7-9 grade	El Cerrito/ Richmond			www.summitprep.net
Summit Prep Charter High School	Redwood City			www.summitprep.net
Summit Rainier Charter High School	San Jose			www.summitprep.net
Summit Shasta Charter High School	Daly City			www.summitprep.net
Summit Tahoma Charter High School	San Jose			www.summitprep.net
Urban High School	San Francisco			www.urbanschool.org
Valley Christian High School	San Jose			www.vcs.net
Woodside Priory High School	Woodside			www.prioryca.com

ALUMNI PARENT CONTACTS

SCHOOL	PARENT CONTACT	CONTACT METHOD
Archbishop Riordan High School	Wendi Upchurch	650-678-5560 Upchurch2412@yahoo.com
Bentley School	Chivon Boyer	925-324-6770 Western.star@mac.com
Drew College Prep	Amy Harrison	415-305-9324 amyharri@gmail.com
Everest High School	Stacey Signorello	650-222-0202 Stacey@im-electric.com
	Russell Green	650-740-7596 Connie.d.green@gmail.com
Forman (Boarding)	Lora Buchler	415-515-3850 lorabuchler@mac.com
Jewish Community High School	Dawn Denberg	773-415-9654 dawndenberg@gmail.com
Junipero Serra High School	Sabrina Hodgett	650-327-2601 foreverski@hotmail.com
Kehillah High School	Darin Conway	650-988-8876 darinconway@gmail.com
Marin School	Elizabeth Traub	415-730-3163 Etraub10@gmail.com
Mercy High School	Candice Wheeler-Homan	650-520-0440 Sean_candi_jojo@yahoo.com
Notre Dame High School -Belmont	Elizabeth Messersmith	510-289-6769 4messersmith@gmail.com
	Stephanie Singer	650-465-7919 sh1dancer@aol.com
Sacred Heart Prep	Loren Gordon	650-269-6489 lilikg@mindspring.com
San Francisco School of the Arts	Cindi Rosse	650-759-3868 cindirosse@gmail.com
Summit Shasta Charter	Eran Stone	415-203-5332 eranstone@yahoo.com

