

Policy #: 422

## SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised:

Policy Title: Policy for Placement/Enrollment of Students Entering the Webster Schools

- I. Any child who enters or re-enters the School District of Webster shall be required to comply with the following procedures:
  - A. Registration

It shall be the responsibility of each parent or guardian of a child, or the child if of legal age entering or reentering the School District of Webster to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.
  - B. Transcripts

Students transferring from other school systems or home based educational programs are required to provide a transcript or other record of academic accomplishments and other available records, including attendance records, level of academic achievement, subjects completed, credits earned, and records of standardized achievement testing.
  - C. Health Records and Physicals

Parents or guardians of students admitted to the district elementary and secondary schools shall present immunization records as required by law. In addition, students are encouraged to have complete physical and dental examinations prior to entering or re-entering the school system.
  - D. Placement
    1. The School District of Webster reserves the right to determine grade placement of all students entering or re-entering the school system. Principals, with the assistance of guidance counselors and other appropriate staff personnel shall determine all grade subject placement of students.
    2. In making placement decisions, considerations shall be given to:
      - a. The grade level that the student has attained at the time of entry or re-entry
      - b. Achievement of the 35<sup>th</sup> percentile or above on appropriate achievement tests and/or district-developed criterion-referenced tests; and
      - c. The student's chronological age, knowledge and/or social maturity.
      - d. If records are not available or do not contain appropriate information upon which to base placement, the student shall be administered a nationally standard achievement test which shall be considered in placing the student.
      - e. An assignment to special education shall be based on a multidisciplinary team evaluation and recommendation according to state law. Parents are to be notified of such placement and must consent in writing prior to placement.

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E. Probationary Period

Each student entering or re-entering the School District of Webster shall have a 45 day probationary period during which time the student shall be expected to demonstrate classroom academic skills commensurate with the student's placement. During this time, if school officials determine the placement needs to be revised, the principal may make a placement revision with 15 school days.

F. Appeals

In the event that there is an appeal on behalf of the student regarding such placement, a written appeal may be made to the Board within ten days of the placement decision. The decision of the Board shall be final.

II. Awarding of High School Credits/Honors

A. Webster Schools will use the following criteria to determine grade point averages and honors for all transfer students:

1. Webster Schools exercise the right to assign grades values comparable to our standards to grades transferred in by new students. Such evidence as course description, credit assignment and grading standards policies may be requested for evaluation.
2. Class rank is determined by grade point averages. Grades from alternative programs including modified, individualized or pass/fail courses, which are evaluated individually rather competitively will not be used. Also, students must be enrolled in regular or weighted courses for more than 50% of their coursework to be included in class rank. (Policy Perspectives, Vol. 11, No.9, February, 1989, WASB) "S " given for medical excuses will be considered individually for class rank purpose. These students will be included in the class count.
3. Class rank for graduates will be based on a seven semester cumulative grade point average. The District has the option to change this decision regarding students in the Top Ten if their eighth semester progress declines appreciably.

Seniors entering after the beginning of the year will receive the correct grade point average and correct ranking on the transcript. They will not be included in Webster's Top Ten or Top Two, or in State Academic Excellence Scholarship honors.

4. Students who enroll at the beginning of their senior year will be included in the class standings but not in the top ten honors. Students need to attend Webster High School the three semesters previous to Webster's graduation to be considered for the top ten honors. Incoming student transcripts will be examined individually to determine eligibility for stat or Top Ten honors.

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5. In case of a tie for top honors in the Senior Class, extracurricular involvement will be used as honor points for determining the designee.
  
6. Foreign exchange students come to Webster as ambassadors. These students' primary mission is not necessarily academic even though a sample of selected courses will be advised for these students. These students will not be included in the top GPA listings and will not be included in the special student category. Beginning with the Class of 1990, they will not be included in the senior class count. Senior and junior foreign exchanges students may be included on the honor roll.