



Policy: **9.01**

**SUBJECT:**                    **EXAMINATION HIGH SCHOOLS (Effective beginning School Year 1999/2000)**

**Supersedes:**

**Effective:**                    September 8, 2008

**Page:**                         1 of 4

**Approved by:**             Detroit Board of Education

## **1.0 Policy**

All Grade 8 students who are in compliance with the Detroit residency requirements may apply for admission. All students will be admitted using the criteria established in this policy.

Eligibility for admission to the ninth grade at Cass Technical and Renaissance High Schools, and Mathematics, Science and Applied Technology (MSAT) and Center for International Studies and Commerce (CISC) programs at Martin Luther King, Jr., Sr. High School is based upon the results of achievement scores on the Examination High Schools' Admission Test, as well as report card marks in the area of ***English, Mathematics and Science***. The most recent Grade 8 report card and the final Grade 7 report card marks are used in the selection process. ***The reading achievement test score is weighted 25%, mathematics test score 25%, the science test score is weighted 25% and the Grade Point Average 25%. The grade point averages is for three subjects (English, Math and Science) not the overall grade point average.*** Students with the highest test scores and GPA's are selected first.

After all students who have been admitted through the regular procedure have been assigned to an Examination High School, an assessment is made by the principal to determine vacancies. Students who have not qualified for admittance to Cass Tech through the process are invited to consider Special Admissions Procedure. Students who are able to demonstrate exceptional abilities in Art, Music, Performing Arts, or selected technical areas may audition or present a portfolio provided the scholastic credentials are above average.

Each Examination High School principal is entitled to admit up to 10% of the incoming student body annually from the pool of students who might not otherwise qualify for admission under the regular or special admissions procedure.

Students with special needs are eligible to take the test. Any student with a disability, whether or not he/she is receiving special education services, is entitled to an appropriate accommodation as long as the accommodations should be based on their appropriateness

to the nature of the student's disability and its impact on the individual. A student should not be expected to use a different accommodation in testing than used in regular instruction as specified by the current Individual Education Plan (IEP), (OCR 1987).

Through the Examination High School application process, the total number of students admitted will not exceed sixty percent (60%) of any one gender.

**PROCEDURE:**

1. The Examination High Schools' application period is identified as part of the Schedule for CityWide Testing for each school year. Completed applications will contain report card marks and students' priority selection of schools.
2. Students are tested during the second semester. Students absent on the day of the test must submit a letter requesting consideration for make-up testing to the Office of Research, Evaluation and Assessment. The letter must be postmarked on or before the deadline for make-up requests, as stated in the Application Procedures document. The letter must state the specific reason the student was absent. Doctors' excuses should be attached when appropriate.
3. Letters are sent to each student's home address, as indicated on the application, in the Spring. These letters indicate if each student is accepted into their first choice, second choice, etc., based on the availability of openings.

**DISTRIBUTION/ANNOUNCEMENT PROCESS:**

Announcements are sent to all Detroit Public Schools with Grade 8 students and non-public schools in Wayne and Oakland County. Applications are sent to all Detroit Public Schools with Grade 8 students enrolled. Sufficient applications are sent so that all Grade 8 students, public and non-public, can be given an application and the opportunity to apply.

The Department of Communications provides various media outlets and public service announcements regarding the Examination High Schools application process. *Detroit Public Schools will advertise the Examination High School process in the print media.*

**ADMISSIONS APPEAL PROCESS**

1. The parent calls the Office of Research, Evaluation and Assessment and receives information regarding the application status of his/her child. This office addresses a student's GPA and test scores.

2. The parent with concerns, which may warrant an appeal, is referred to an Examination High School principal. Examples of issues, which may result in an appeal are student illness or family crisis, etc.
3. *An appeal hearing may be scheduled with an individual Examination High School principal only after an admissions Appeal Packet has been completed and submitted for review. An Admissions Appeal Packet can be obtained from each of the Examination High Schools and the Office of Research, Evaluation and Assessment.*
4. *Admissions Appeal Packets may be filed with an Examination High School principal after May 15<sup>th</sup>.*
5. *The Examination High School principal will review the Admissions Appeal Packets of each student who submits the proper documentation and is requesting special consideration. As appropriate, principals advise parents of alternative options available.*
6. *A parent dissatisfied with a principal's decision may submit a written request to appear before the General Superintendent's designee.*
7. *The appeal to the General Superintendent's designee can only be initiated following the completion of the Examination High School principals' appeal process.*
8. Students may apply to principals for Grade 10 admission to the Examination High Schools based upon the 9<sup>th</sup> grade academic performance, standardized test scores, attendance and adherence to the Student Code of Conduct. Enrollment is contingent upon the number of spaces available.

#### **ACADEMIC ASSISTANCE AND PROBATION**

1. Students are placed on academic probation after each card marking if the GPA falls below the minimum specified in the contract between the student and each Examination High School. Students are placed on probation the semester following the one in which they have not met the minimum GPA requirements as delineated in the written contracts provided to parents and students. Satisfactory attendance and adherence to the Student Code of Conduct must be maintained.
2. Summer school grades may not be factored in the determination of probationary status.
3. Academic assistance will be given to students falling below required standards for the Examination High School he/she attends. The assistance may include tutoring, referrals or other appropriate academic support.

4. *Parents are advised by letter, telephone and/or in person when students' academic performance falls below the minimum grade point average required within the parental agreement of each of the Examination High Schools. An assessment will be made following each report card marking.* Every effort such as tutoring and other support measures are taken to assist the students.
5. Parents are notified regarding probationary status and urged to consult with teachers, counselors and the school administration.
6. Schools will follow steps listed in the Academic Assistance and Probation Policy. Students who successfully meet the standards will be removed from probation; those who do not meet the standards will be transferred to their neighborhood high school.

### **TRANSFER PROCEDURE**

Transfer recommendations must be based on documented data in one or more of the following areas:

- Decline in academic performance
- Violations of the Student Code of Conduct
- Less than satisfactory attendance

Written notification is sent to parents prior to the transfer. Students are given a form 4620B (Transfer Form) to the neighborhood high school; parents may request a Form 55 (Pupil Adjustment Application Form) from one of the six Attendance Centers if they do not wish their child to attend the neighborhood high school.

### **TRANSFER APPEALS PROCESS**

*The parent may appeal the transfer to the General Superintendent's designee.* The General Superintendent's designee, in collaboration with the Examination High School Principal, reviews the student's record and parent concerns. The General Superintendent's designee advises parents of alternative options available.

The appeals process will be conducted expeditiously. A written reply will be sent within ten (10) working days.

**Attachments to Policy 9.01:** None

**See also:** None

**Legal References:** None

**Labor Contract References:** None