

Scituate Public Schools

Scituate High School
Department of School Counseling
606 Chief Justice Cushing Way
Scituate, MA 02066
TEL: (781) 545-8750
FAX: (781) 545-8784



Tammy A. Rundle, Department Chair, PK-12
Elizabeth Clancy, School Adjustment Counselor
James F. Cooney, School Counselor
Rosalind Kimani, School Counselor
Jennifer Lopes, School Adjustment Counselor
Kim Mitchell, School Counselor
Zoe Ryan, School Counselor

GENERAL INFORMATION FOR STUDENTS TRANSFERRING TO SCITUATE HIGH SCHOOL

When you are completing the online student registration you have the option to upload the Scituate Public School's "Student Release of Records" form which will be forwarded to the sending school by the Registrar. The "Student Release of Records" can be found on the district's Registration webpage or in Documents tab of the Aspen Online Student Registration program. This form will allow the sending school to forward to Scituate High School the following documents:

1. ***Updated medical immunization record (Note – the SHS School Nurse must approve immunization record before a student may be enrolled at Scituate High School.)***
2. ***Official & most recent transcript from the sending school***
3. ***Official & most recent attendance record from the sending school***
4. ***Disciplinary Record (If a student does not have a disciplinary record, the sending school must provide verification that no disciplinary record exists.)***
5. ***MCAS test scores – if applicable***
6. ***IEP, 504, DCAP, Health Plan, etc.***
7. ***Standardized Testing Scores – if applicable***

These documents must be received by the SHS School Counseling Department before a student may be scheduled for courses at Scituate High School. Once this paperwork is received, cleared by the School Nurse, and verified by the School Counseling Department, the School Counseling Department Chair will review the student's transcript to determine the appropriate grade for the student and will assign the transfer student to a School Counselor based on current student-counselor ratio sizes.

Upon successful completion and review of the transfer file, the assigned School Counselor will contact the family to set up a registration appointment. At that meeting, the School Counselor will review the transcript, assign transfer credits, schedule student, & review SHS policies and procedures, etc. The Assistant Principal must review Discipline Reports (if any) and assess student's file as necessary at that meeting. Transfer students will be assigned an ASPEN (on-line student information portal system) account with the SPS Technology Integration Specialist (TIS). The TIS will meet with the student to arrange for all school-related technology needs.

The SHS School Counseling Department will be closed through the remainder of the academic year. School Counselors return after August 30th and will make contact with the transferring student and family prior to the first day of school.

All transfer students are required to meet all Scituate High School graduation requirements, including SHS credit requirements, community service, and successful completion of the Massachusetts Comprehensive Assessment System (MCAS).

CREDITS:

All transfer students must present an official transcript from their sending school before enrolling at SHS. The School Counselor registering the student is responsible for evaluating transfer credits and assigning them credit based on the Scituate High School's credit system after the Principal's approval. During registration, the School Counselor will complete a "Graduation Requirement Form" for each student. Once the transfer credits have been applied to the SHS system, the School Counseling Department will generate a SHS transcript, incorporating the transfer classes into the transcript.

All transfer students must comply with the 96 minimum credit requirement for graduation, as well as successfully completing the total number of required credits within each curriculum. This is referenced below as well as in the *SHS Student Handbook*.

Credit breakdown by Discipline:

English:	16 credits (4 in each of the core courses)
Mathematics:	16 credits
Science:	12 credits
Social Studies:	4 credits in World History 2, 4 credits in US History I, and 4 credits in US History II
Foreign Language:	8 credits (in a single language)
Health/Wellness	8 credits*
Electives:	8 credits (any combination from among the following: Family and Consumer Science, Business Education, Fine Arts/Music, Technology Education)

*In some instances, health and wellness requirements may be scheduled differently in order to meet the scheduling needs of the transfer student. Any discrepancies concerning the health and wellness credit requirement will be deferred to the building Principal or School Counseling Department Chair for final determination.

Any discrepancies in assigning SHS core credit will be deferred to the respective Department Chair for determination.

SHS elective credit will be granted for religion classes.

SHS elective credit will be given for vocational education and technical education classes.

Questions regarding transfer credits will be deferred to the building Principal for final determination.

If the sending school follows an alternative schedule (ie: block schedule or trimester schedule), SHS credit will be assigned based on the number of contact hours the student earned from his/her sending school. Any discrepancies on this policy is referred to the Principal for determination.

If a student participates in a foreign study program while enrolled in Scituate High School and receives letter grades from the sending school, college preparatory credit will be given, unless they are designated International Baccalaureate (IB) or Advanced Placement (AP) courses. All transfer credits are subject to the approval of the Principal. IB courses will be assigned honors credit and AP courses will be given Advanced Placement credit.

TRANSFER DURING ACADEMIC YEAR

If a student transfers after the start of the academic year, his/her grades for classes they are continuing at SHS will be calculated into the final grade. Transfer grades will be entered into SHS teachers' gradebook. School Counselor will provide those numerical grades to the teachers for their information.

GRADE ASSIGNMENTS:

The total number of transferable credits will determine the student's incoming grade.

Grade 9 less than 24 credits.

Grade 10 requires 24 SHS credits.

Grade 11 requires 48 SHS credits.

Grade 12 requires 68 SHS credits.

LEVELS:

Every effort will be made to assign comparable weight to transfer classes in terms of calculating Grade Point Averages within the SHS system. Levels indicated on the sending transcript will be assigned a comparable weight based on the SHS weighting system.

Any questions regarding transfer student placement in a particular discipline will be deferred to the appropriate Department Chair for determination.

COMMUNITY SERVICE:

All students must complete a minimum number of *50 community service hours for graduation. This number will be pro-rated for transfer students, depending on the grade of entry. *see counselor re: prorated hours as a result of COVID-19.

Grade 9	50 hours
Grade 10	37.5 hours
Grade 11	25 hours
Grade 12	12.5 hours

MCAS:

All students must successfully pass the MCAS in English Language Arts, Mathematics, and Science, in order to receive a SHS diploma. MCAS scores from the sending school will be accepted, provided that the scores are from the same administration as determined by the Massachusetts Department of Education. The student will have several opportunities to take the MCAS while enrolled at SHS.

COMPETENCY DETERMINATION: MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (EPP)

All school districts are required to develop Educational Proficiency Plans (EPP) for students who have not received proficiency scores on the English/Language Arts and Mathematics sections of the MCAS. This change was made to increase the likelihood that graduates of Massachusetts high schools have the knowledge and skills needed to succeed in college and in the workforce. EPPs ensure that students both

continue to receive instruction in the subject (s) in which they are not yet proficient, and that they are assessed to determine adequate progress.

All students must attain a performance level of “Meeting Expectations” or “Exceeding Expectations” on both the English/Language Arts and Mathematics sections of the MCAS.

or

Attain a performance level of “Partially Meeting Expectations” and successfully complete an Educational Proficiency Plan (EPP) in English/Language Arts and/or Mathematics sections.*

And

All students must attain a performance level of “Partially Meeting Expectations” or better on a high school science subject area assessment (Biology, Chemistry, Introductory Physics, or Technology/Engineering.)

SPECIAL SERVICES & ACCOMMODATIONS:

Students receiving special services or accommodations under a formalized educational plan (IEP, 504, DCAP, Health Plan, etc.) will be referred to the appropriate SHS staff person to oversee and evaluate the administration of such services. Information regarding special education services may be accessed on the district’s website.

IEP – Office of Special Education – Deborah Fougere- dfougere@scit.org; copy of IEP should also be sent to jmullin@scit.org c/o SHS School Counseling department

504 – School Counselor

DCAP – School Counselor

Health Plan – School Nurse – Ellen Claflin, RN - eclaflin@scit.org

SUMMER READING AND SUMMER ASSIGNMENTS:

All SHS students are required to participate in the summer reading program. This information may be accessed on the high school’s website.

In addition, some courses require the completion of summer work. Since transfer students will not be scheduled for courses until late August, transfer students will be given additional time and consideration by their classroom teachers to complete this work. This information may be accessed on the school’s website.

FOR MORE INFORMATION:

Specific questions regarding scheduling and SHS transition may be referred to the School Counseling Department Chair, Ms. Tammy Rundle, at trundle@scit.org or (781) 545-8750 x11370.