

### **PROCEDURE FOR DETERMINING THE VALEDICTORIAN AND SALUTATORIAN**

The following procedures and criteria for the selection of the valedictorian and salutatorian will be implemented.

- A. The Holmdel High School Valedictorian shall be the highest academic ranking student from the graduating class.
- B. Holmdel High School shall award the designation of salutatorian to the student achieving the second highest academic ranking in the graduating class. This honor will be based on the same procedure as that for valedictorian.
- C. The students determined to be the valedictorian and salutatorian shall be notified by the building principal of this status on or before the last week of the fourth marking period.
- D. A committee will be established to do the calculations necessary to identify the valedictorian and salutatorian. The committee will include the director of guidance, a guidance counselor, the high school principal, the supervisor of math/science, the supervisor of humanities, and others as appropriate.
- E. Students transferring to Holmdel High School from other high schools may not transfer honors classes that are not available at Holmdel High School. Holmdel High School shall recognize the honors level courses taken by transfer students from the county's Career Academies. If necessary, transcript adjustments will be made to reflect honors programs. These students may not transfer honors classes that are not available to Holmdel High School students.
- F. Students must have a minimum of two complete years at Holmdel High School to be considered for valedictorian/salutatorian status.
- G. In order to be considered for valedictorian or salutatorian, a student must have accumulated 35 credits each year during the ninth, tenth and eleventh grades while at Holmdel High School and have earned an "A" in each course. A student must have accumulated 30 credits in twelfth grade and must have earned an "A" in each course.



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- H. Seven courses per year will provide the base for the calculation for grades nine, ten and eleven. Six courses will provide the base for the calculation for grade twelve. The seven courses in ninth, tenth and eleventh grades and the six courses in twelfth grade must include all courses required for graduation. The seven grades earned in courses taken in ninth, tenth and eleventh grades and the six grades earned in courses taken in twelfth grade that afford each student the strongest academic average will be included in the calculation to identify the valedictorian and salutatorian.
- I. In the event of a tie, each student with the academic rating equivalent to the highest score will receive the honor of being named valedictorian/salutatorian.

The above procedures will be disseminated (a) annually in the district's handbook/calendar, (b) annually in the high school's faculty handbook, (c) in the principal's newsletter in September of each year, (d) annually at student and parent orientation programs, (e) on the Holmdel Township School District web site, and (f) in the Holmdel High School Program of Studies published annually.

**Source:** Regular Board Meeting  
Ratified by the Valedictorian/Salutatorian Committee (March 25, 2002)  
Ratified by the Curriculum and Instruction Committee (April 11, 2002)

**Date:** February 25, 2004

