

PLACEMENT AND ADMISSION OF HOME-BASED & TRANSFER STUDENTS**I. HOME-BASED STUDENTS**

- a. Instructional materials owned by the school district may not be loaned out to home-based instruction students without the approval of the Board of Education.
- b. Parents of home-based students may, upon written request to the Board of Education, request to have their child(ren) assessed periodically to determine their level of progress. While the School district is not obligated to provide testing services, the Board may approved or deny the request. A fee will charged for all materials and staff needed to complete the assessment. Parents may also seek other alternatives for access to these services including private testing vendors, universities and/or technical colleges.

Public school districts in Wisconsin are not allowed to administer the Wisconsin State Assessment System Examinations, which are required for public school students at grades 4, 8 and 10, to students enrolled in home-based private educational programs. The DPI and the State of Wisconsin administer the State Assessment System Exams to measure the continuous progress of all Wisconsin public school districts. Individual students' scores are used in totality to measure the accountability status of their individual public schools. If a public school tested home-schooled students on the State Assessment System Exams, the school might inadvertently be held accountable for these students. The parent of a child enrolled in a home-based private educational program may administer the state assessment in reading at the third grade level. Parents can obtain this assessment directly from the scoring contractor, which provides this service for a fee. Contact the Wisconsin Department of Public Instruction for more information.

- c. When the Granton Area Schools are notified of a home-based program for a resident student, a copy of this policy is to be mailed to the home for their information.
- d. Wisconsin Statute 118.145(4) allows private school and home-based private education students to attend their local public high school on a part-time basis. High school aged home-based students residing within the Granton Area School District may, upon written request, apply to enroll in no more than two (2) courses during any scheduled grading period. The high school principal or his/her designee will review the application. Space availability, placement factors, and consent of the instructor will all be considered prior to approval or denial of the application. The placement decision(s) of the Principal may be appealed to the Superintendent within 10 (ten) days of the placement. Appeals to the Superintendent's decision must be made to the Granton Board of Education within ten (10) days of his/her decision.

II. TRANSFER STUDENTS

- a. Before a transfer student is accepted and placed in a school in the district, the student will have to be registered with the district office. Parents or guardians of students admitted to the districts 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.
- b. The Principal will determine the grade placement of all students entering the school.

- c. Students being admitted from any school recognized as part of a state public school system, or from any school accredited by a nationally recognized accrediting agency, normally will be granted full credit for studies pursued in such school.
- d. For students transferring from a non-accredited school or a home-based private educational program, the principal may refuse to grant full credit for studies pursued in such schools or programs if such studies are not generally recognized and accepted as part of a regular public school curriculum.
- e. If sufficient academic transcript information is not available, the Principal may use student and parent interviews, and appropriate academic tests administered by the school psychologist, or other designated staff, to assist in making the placement.
- f. Once a transfer student is placed, modifications to that placement may be made as deemed necessary by the Principal.
- g. The placement decision(s) of the Principal may be appealed to the Superintendent within 10 (ten) days of the placement. Appeals to the Superintendent's decision must be made to the Granton Board of Education within ten (10) days of his/her decision.

Transfer Students: Elementary and Middle Schools (K-8)

- a. If the student has been in a home-based private educational program, the principal may place the student with the student's age level peers. The student shall not be placed below/above the grade level of his/her age level peers without a review by appropriate staff.
- b. Placement of a student in a grade level above or below his/her age level peers shall be done only when clear documentation of educational need is present. Emphasis shall be placed on available tests, review of records, and other academic assessments requested by the Principal.

Transfer Students: High School (9-12)

- a. The building Principal is responsible for determining grade level placement. Unless evidence of extraordinary achievement is presented, credits awarded will not exceed the minimum course load requirement at each grade level.
- b. Placement of a student in the high school level shall be based on evidence of prerequisite completion of materials in reading, language arts, mathematics, social studies, science, & health. For those students seeking placement at higher than a ninth grade level, the names of courses taken, course descriptions, time devoted to courses, grades earned, & test scores may be used as evidence of academic accomplishment.
- c. When evidence of academic accomplishment is not available or is inconclusive, an evaluation by appropriate staff shall be required. Such an evaluation shall include assessment in one or more of the areas of reading, language arts, mathematics, social studies, science, and health. The student will be placed in appropriate curriculum but credit may, or may not be, awarded.
- d. Courses taken while on a home-based private educational program shall be noted as such on the student's permanent record card. Grades and grade point averages from home-based instruction will not be used for class standing. Home-based private educational program grades shall be recorded as satisfactory.
- e. In the event that the home-based student has attended a recognized and accredited high school for single or multiple semesters or years, the credits earned at such school(s) may be accepted as recorded by said school.

- f. Parents/guardians may appeal the decision of the Principal on the awarding of high school credits to the Superintendent within 10 (ten) days of the decision. Appeals to the Superintendent's decision must be made to the Granton Board of Education within ten (10) days of his/her decision.
- g. Transfer students are only eligible for academic awards (Valedictorian & Salutatorian) if they have attended Granton High School for four consecutive semesters, one of which must be their final semester of high school.

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