

**FILE: JECBB**

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

<b>DATE ADOPTED:</b>	<b>February 16, 1989</b>	<b>FILE SECTOR:</b>	<b>STUDENTS</b>
<b>DATE REVISED:</b>	<b>July 16, 1998</b>	<b>POLICY TITLE:</b>	<b>TRANSFER/HOME-BASED</b>
<b>DATE REVISED:</b>	<b>April 3, 2002</b>		<b>STUDENTS</b>
<b>DATE REVISED:</b>	<b>October 27, 2008</b>		
<b>DATE REVISED:</b>	<b>October 16, 2014</b>		
<b>DATE REVISED:</b>	<b>September 28, 2020</b>		

Students transferring from other state approved public school systems, including open enrollment students, out-of-state public systems, approved private schools as defined and provided for in Wisconsin Statutes or home-based educational programs as defined and provided for in Wisconsin Statutes are required to provide Medford Area Public School District (MAPSD) with or sign a release for a transcript or other record of academic accomplishments and attendance, behavioral records, health records and any other records as may be determined to be necessary for placement by MAPSD.

All transfer students must meet the requirements of Wisconsin Statutes pertaining to high school graduation along with MAPSD's graduation requirements before becoming eligible for a diploma from MAPSD.

<b>CROSS REFERENCE:</b>	<b>JIA, JECBB-R, JECBD, JECBE, IKA, &amp; IKF</b>
<b>LEGAL REFERENCE:</b>	<b>§118.33, 118.16, 118.165, 115.001(3)(g), 118.15, 118.30, 48.60, 118.14, and P.I. 18.</b>

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 16, 1989	FILE SECTOR: STUDENTS
DATE REVISED: July 16, 1998	POLICY TITLE: GUIDELINES FOR PLACEMENT
DATE REVISED: April 3, 2002	OF TRANSFER/HOME-BASED
DATE REVISED: October 27, 2008	STUDENTS
DATE REVISED: October 16, 2014	
DATE REVISED: September 28, 2020	

**PLACEMENT OF TRANSFER/OPEN ENROLLMENT STUDENTS**

- MAPSD reserves the right to determine grade placement of all students entering or re-entering the school system, including open enrollment students. Principals, with the assistance of the school counselors and other appropriate personnel shall determine all grade placements of students.
- Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry, number of approved credits obtained (see last bullet, page 3 below) and/or records of standardized achievement testing.
- If records are not available or do not contain appropriate information upon which to base placement, the student shall be administered a nationally standardized achievement test which shall be considered, along with principal or counselor interviews in placing the student.
- Assignment to special education shall be based upon federal and state regulations for children with disabilities.
- Upon receipt of a transfer student's records, the principal or their designee shall review the records and determine which courses meet the requirements for credit in the MAPSD. These shall be considered approved courses and recorded on the official transcript. They shall also determine what letter grade will be assigned to each course. If there is insufficient evidence to determine a grade using the MAPSD grading system, and credit is to be awarded, a pass/fail grade will be assigned.
- If parent(s)/guardian(s) appeals the student placement based upon the belief that the placement is inappropriate, the placement may be reviewed by the Board of Education (BOE) and that decision will be considered final by all parties.

## **PLACEMENT OF HOME-BASED PRIVATE EDUCATIONAL PROGRAM TRANSFERS**

- Any student who has been in attendance in a Home-Based Private Educational Program (hereafter referred to as HBPEP) for a period of 90 days or more and who wishes to enter or re-enter MAPSD will furnish the building administration with the following documentation of the HBPEP:
  - A copy of the HBPEP form Wisconsin D.P.I. - P.I. 1206.
  - A copy of the school calendar that verifies that each school term of the HBPEP instruction consisted of at least the minimum prescribed by Wisconsin statutes.
  - Copies of the sequential curriculum that was taught in the mandated subject areas as prescribed by Wisconsin statutes.
  - Records of student performance for each course taken.

Upon receipt of the above documentation, the building principal will place the student at the appropriate grade level. If the principal does not feel there is sufficient information upon which to base a placement, they may have administered a nationally standardized achievement test, the results of which shall be considered along with principal and/or counselor interviews in determining grade level placement.

- If parent(s)/guardian(s) appeal student placement based upon the belief that the placement is inappropriate, the placement may be reviewed by the BOE and that decision will be considered final by all parties.
- Each student placed in MAPSD from a HBPEP shall have a 45 school day probationary period during which time the student shall be expected to demonstrate appropriate social and educational interaction with their peers. If at this time, school officials determine placement needs to be revised, the principal may make a placement revision within 20 school days of the end of the probationary period.
- Courses taken while in a HBPEP shall be recorded on the student's permanent record card as pass/fail only. HBPEP letter grades will not be recorded on the permanent record card. Grades and grade point averages from HBPEP instruction will not be used in determining class standing or scholarship eligibility.
- Diplomas, awards and scholarships are not available to students from HBPEP who have not attended MAPSD for a minimum of four full semesters, one of which must be the final or eighth semester. Eligibility for a diploma for students who do not meet MAPSD graduation requirements, but do meet the requirements of §118.33, Wisconsin Statutes will be determined by the BOE.