

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

**DATE ADOPTED: January 26, 2017 FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: TRANSFER/HOME-BASED
STUDENTS**

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 Rural Virtual Academy (RVA) 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 the Medford Area Public School District (MAPSD).

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

Students transferring into the RVA from any participating consortium school districts may have different graduation requirements and transfer rules to comply with. All students must reference consortium school district policies to ensure all requirements are met in order to graduate and receive a diploma from their consortium school district.

**CROSS REFERENCE: RVA-JIA, RVA-JECBB-R, RVA-JECBD, RVA-JECBE, RVA-IKA, &
RVA-IKF**

**LEGAL REFERENCE: §118.33, 118.16, 118.165, 115.001(3)(g), 118.15, 118.30, 48.60,
118.14, and P.I. 18.**

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PLACEMENT OF TRANSFER/OPEN ENROLLMENT STUDENTS

- The RVA 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 guidance 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 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 an achievement test which shall be considered, along with administration 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 administrator his/her designee shall review the records and determine which courses meet the requirements for credit in the RVA. These shall be considered approved courses and recorded on the official transcript. He/she shall also determine what letter grade will be assigned to each course. If there is insufficient evidence to determine a grade using the RVA 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 RVA Governance Board 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 ninety (90) days or more and seeks to enter or re-enter the RVA will be requested to furnish administration with the following documentation of the HBPEP:
 - a. A copy of the school calendar that verifies each school term of the HBPEP instruction consisted of at least the minimum prescribed by Wisconsin statutes.
 - b. Copies of the sequential curriculum that was taught in the mandated subject areas as prescribed by Wisconsin statutes.
 - c. Records of student performance for each course taken.

Upon receipt of any of the above documentation, school administration will place the student at the appropriate grade level. If school administration does not feel there is sufficient information upon which to base a placement, he/she may administer an achievement test, the results of which shall be considered along with administration and/or counselor interviews in determining grade level placement.

- If parent(s)/guardian(s) appeal student placement based on the belief that the placement is inappropriate, the placement may be reviewed by the RVA Governance Board and that decision will be considered final by all parties.
- Courses taken while in a HBPEP shall be recorded on the student's permanent record as pass/fail only. Grades and grade point averages from HBPEP instruction will not be used in determining class standing or scholarship eligibility.

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