

ALMOND-BANCROFT SCHOOL DISTRICT
Administrative Rules

420-Rule(1)

PROCEDURES FOR PLACING TRANSFER STUDENTS

Any student who has been in attendance in an educational program other than in the Almond-Bancroft School District for a period of 90 days or more, and who wishes to enter or re-enter the District shall be required to comply with the following procedures:

A. Grade Placement

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the guidance counselor and other appropriate staff members, shall determine all grade placement of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, a standardized test(s) may be administered to determine the student's achievement level and appropriate grade placement. This test shall be administered by the building principal or designee. Placement decisions shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

When considering grade and subject placement and whether credit will be given for courses taken while attending school outside of the District, the content of the courses will be reviewed. The content of the courses will be compared to the content required by the State of Wisconsin for granting credit in required areas of study. A review of the number of hours each course was taught will also be done to determine whether the hours are equivalent to the normal hours required for granting similar credit.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

B. High School Placement

High school credits shall be awarded based on the academic record information received and/or the results of the placement tests. Course credits and grades earned at a Wisconsin public school or other accredited school shall be accepted as recorded by said school. Courses not supported by a transcript but approved by the building principal shall be recorded as satisfactory. Grades and grade point averages from those courses will not be used for determining class rank, awards, etc.

Students who transfer during their high school years must meet the District's graduation requirements in order to be eligible for an Almond-Bancroft High School diploma.

C. Probationary Period

Each student placed in the Almond-Bancroft School District from schools other than a District school shall have a 45 school day probationary period during which time the student shall be expected to demonstrate appropriate academic progress. If during this probationary period school officials determine that the student's placement needs to be reviewed, the building principal or designee may make a placement revision.

D. Appeals

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the District Administrator. The decision of the District Administrator shall be final.

CROSS REF.: 342.1, Programs for Students with Disabilities
342.6, Programs for English Language Learners
345.6, Graduation Requirements
411, Equal Educational Opportunities
420-Rule(2), Procedures for Enrollment and Placement of Homeless Students
422.1, Admission of Foreign Exchange Program Students
423, Public School Open Enrollment
433.1, Assignment of Students to Classes
Special Education Handbook

APPROVED: