

ADMISSIONS/PLACEMENT PROCEDURES

A. Admissions

Each principal is responsible for verifying each applicant's eligibility for admission to school according to the following criteria and procedure:

1. Initial entrance into kindergarten or first grade shall be according to state law, Board of Education policy and established procedures.

Legal evidence of a student's age includes:

- a. Certificate of Birth/Hospital Record
 - b. Baptismal Certificate
 - c. Passport
 - d. Immigration Certificate
 - e. Affidavit of Parent/Guardian
2. School District officials shall review the facts and circumstances of each student seeking admission or re-admission to a District school. The residency of the student, not the parent/guardian shall be used to determine residency for school attendance purposes. If the student: (a) lives within the District, and (b) for a purpose other than school attendance, the student is considered a resident student and shall be admitted to a District school without payment of tuition. If the student does not comply with (a) and (b), they are considered a non-resident student and is subject to tuition requirements except as otherwise provided by law and/or Board of Education policy.
 3. Before being admitted to kindergarten, the child should have a physical examination. Evidence of such examination on the proper form should be submitted. Parents/guardians of students entering kindergarten shall be requested to provide evidence that their child has had their eyes examined by an optometrist or evaluated by a physician.
 4. Those who enter first grade without having attended kindergarten should submit the report of a physical examination.
 5. An immunization record will be requested upon registration in accordance with state law for all students admitted to the District's elementary and secondary schools.
 6. All new students will be screened for potential disability. This includes all prospective kindergarten students as well as students who transfer or register at any time at the beginning or during the school year.

B. Grade Placement

Any student who has been in attendance in an education program other than in Rice Lake 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:

1. 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 placements of students.
2. 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, student and parent interviews and 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.
 - a. 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 the school.
 - b. 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 grade point average for purposes of class rank or other awards.
3. 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.
4. 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.
5. Once a transfer student is placed, modifications may be made if necessary.

C. Home-Based Placement

Elementary and Middle Schools (K-8)

1. If the student has been in a home-based private educational program, the student may be placed by the principal with the student's age level peers. The student shall not be placed below/above the grade level of their age level peers without a review by the appropriate staff.

2. Placement of a student in a grade level above or below their 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.

High School (9-12)

1. 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.
2. 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, and 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, and test scores may be used as evidence of academic accomplishment.
3. 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.
4. 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.
5. 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.

D. Appeals

1. 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.

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