

SCHOOL DISTRICT OF MAYVILLE

420-Rule

PROCEDURES FOR PLACING TRANSFER STUDENTS
FROM PRIVATE SCHOOLS AND HOME-BASED PRIVATE
EDUCATIONAL PROGRAMS

Any student who has been in attendance in a private school or home-based private educational program for a period of 90 days or more, and who wishes to enter or re-enter the School District of Mayville shall be required to comply with the following procedures:

1. Building principals shall review the student's previous academic information when determining a grade placement. The administration may require documentation of the curriculum and instructional hours from private schools or home-based private educational programs as outlined in state law.
2. If academic records are not available or do not contain appropriate information upon which to base placement, the transfer student shall be required to take an examination to establish grade placement.

The examination to be used shall be determined by the faculty teaching at the appropriate grade levels. The exam shall be composed of questions which test the student's knowledge of language arts (English), mathematics and reading in grades one through five, with science and social studies being incorporated into the test at all other grade levels. A standardized test, normally used by the District, shall be used for this purpose. The grade placement examination shall be administered by the principal or designee of the school to which the student would normally be assigned.

3. Placement recommendation(s) shall be at the grade level felt to be appropriate to the student's chronological age, knowledge and/or social maturity as viewed by the school officials. Placement recommendations shall be reviewed by the student's parent(s)/guardian and school representatives. Normally, grade placement will be determined by:
 - a. the number of years a student has been in a private school or home-based private educational program; and
 - b. student achievement of the 35th percentile or above in appropriate achievement tests used in the District.

- 4. If the placement is requested at the sophomore year level or higher, no more than 13 credits shall be allowed toward high school graduation for each of the years below the grade level of placement. Course credits earned by transfer students at recognized and accredited public or private high schools shall be accepted as recorded by such schools. Courses taken at other schools or home-based private educational programs shall be recorded on the student's permanent record as "satisfactory". Grades and grade point averages from those courses will not be used for class standing, etc.
- 5. Each student placed in the School District of Mayville from a private school or home-based private educational program shall have a 90 day probationary period during which time the student shall be expected to demonstrate appropriate social and educational competence with his/her peers and with the classroom setting. If, at this time, school officials determine that the student's placement needs to be revised, the principal may make a placement revision within 15 school days of the end of the probationary period.
- 6. 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 Board of Education within 10 days of the placement decision. The decision of the Board shall be final.

CROSS REF.: 345.6, Graduation Requirements
 460, Student Scholarships and Awards
 EEN Policy and Procedure Handbook

APPROVED: 6/16/86
 ADOPTED: 7/21/86
 REVIEWED:
 REVISED: 1/21/91
 5/6/96

Signatures of School Board Members:
