



# RIVER VALLEY SCHOOL DISTRICT

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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420-Rule

## **Procedures for Entry/Reentry Into The Public School System From Other Public Schools, Private Schools and Home-Based Private Educational Programs**

Any student who enters or reenters the River Valley School District from other public schools, private schools or home-based private educational programs shall be required to comply with the following procedures:

### 1. Registration

- a. Complete official registration forms prior to assignment to a grade or schedule of classes by the building principal is required.

### 2. Transcripts and Discipline Records

- a. Students transferring from other public school systems, private schools or home-based private educational programs shall be required to provide a transcript or other record of academic accomplishments, including attendance information, level of academic achievement, subjects completed, credits earned and standardized achievement test records. Additionally, discipline records must be provided by all students requesting transfer.
- b. If academic transfer records are not available or do not contain appropriate information upon which to make placement decisions, the student shall be administered nationally standardized achievement tests and/or district-developed criterion-referenced tests.
- c. The school district is not required to enroll a student during term of his/her expulsion from another school district. The district shall require, in cases where students have been expelled from other school district, that administration shall obtain the following information from the former school district before recommending to the Board whether a student be enrolled in River Valley School District: 1) a copy of the expulsion findings and order; 2) a written explanation of the reasons why the student was expelled; and 3) the length of the term of the expulsion.

### 3. Placement

- a. The River Valley School District reserves the right to determine grade placement of all students entering or reentering the school system. Principals, with assistance of guidance counselors and other appropriate staff members, shall determine all grade or subject placement of students.
- b. Placement recommendations shall be reviewed by school officials and the student's parent(s) or guardian.

- c. An assignment to special education shall be based on an IEP team evaluation and recommendation in accordance with state law. Parent/guardians must be notified of such placement and consent, in writing, prior to placement.
- d. Each student placed in the River Valley School District from other public schools, private schools or home-based educational programs shall have a forty-five school day probationary period during which time the student shall be expected to demonstrate classroom academic skills commensurate with the student's placement. If, at this time, school officials determine the placement needs to be revised, the principal may make a placement revision within fifteen school days of the end of the probationary period.
- e. In the event that there is an appeal on behalf of the student regarding the placement of the student, a written appeal may be made within ten days of the placement decision and shall progress as follows:
  - a. Building Principal
  - b. District Administrator
  - c. Board of Education

#### 4. Definitions

The following definitions apply in this policy:

- a. Regular Curriculum: Required courses in reading, language arts, social studies, mathematics, science, health, physical education, art, and music as specified in Wisconsin Statutes 121.02(L)(1)(2).
- b. Elective Curriculum: Such courses that do not satisfy the requirements of the regular curriculum as determined by the State of Wisconsin or the River Valley School District.
- c. Co-Curriculum: Such programs and activities that are provided as direct extensions of any course offering so that participation in the program or activity is contingent upon enrollment and good standing in the course.
- d. Extra-Curriculum: Such programs and activities that are provided contingent upon a student's enrollment and good standing in the school.

#### 5. Private Student Participation Requests

Resident private school or private home-based students wishing to participate in one or more courses, programs, and activities offered in the River Valley School District may do so in accordance with this policy. Requests are to be submitted annually no later than August 15, in writing, to the principal of the school in which the courses, programs, or activities are being offered.

The written request should include the name of the course, program, or activity being requested, the rationale for the request, and the signature of the private school principal approving the request. In the case of a private home-based student, the signature of the parent of the home-based student is required in lieu of the principal's signature.

#### 6. Approval Criteria

Approval of such requests will be based on the following criteria:

- a. Private school students and private home-based students may participate in as many as two high school courses per semester as specified in Wisconsin Statutes 118.145(4).
  - (1) If the private student is eligible for high school admission.
  - (2) If the private student is a resident of the River Valley School District.
  - (3) If space is available as determined from actual or anticipated enrollment.
- b. Private school students and private home-based students may participate in Elementary, and Middle School courses, programs, and activities according to the following conditions:
  - (1) If the courses are considered elective or dual credit and if the programs and activities are considered co-curricular by the River Valley School District.
  - (2) If the private student is a resident of the River Valley School District or if the private school student is a resident of the approved attendance area served by a private school located within the River Valley School District.
  - (3) If space is available as determined from actual or anticipated enrollment.
- c. Private school students and private home-based students may participate in summer school courses at the Elementary, Middle, and High Schools according to the following conditions:
  - (1) If they meet the eligibility criteria for the course.
  - (2) If the private student is a resident of the River Valley School District or if the private school student is a resident of the approved attendance area served by a private school located within the River Valley School District.
  - (3) If space is available as determined from actual or anticipated enrollment.
- d. Private school students and private home-based students may participate in the regular curriculum when specifically required by law, including the corresponding co-curricular activities.
- e. Private school students and private home-based students may participate in extra-curricular programs when specifically required by law and according to WIAA rules.
- f. In the event more applications are received than there are spaces available, the district will determine which students to accept by random drawing.
- g. Transportation to and from the public school will be the responsibility of the private student's private school or parent.
- h. Private school students and private home-based students must agree to abide by public school rules and regulations, including being on the school premises only during the time that the course, program or activity is in session. Private students are also required to pay any applicable fees equivalent to those paid by their public school counterparts.

## 7. Awarding of High School Credits

- a. Awarding of credits to be applied toward high school graduation shall be determined by the high school principal. Students shall be awarded credits toward graduation as follows:
  - (1) Upon verification of successful completion of semester length courses from recognized and accredited secondary level educational programs; or
  - (2) If the placement is made to the sophomore year (10<sup>th</sup> grade) or higher, five and one-half credits shall be awarded toward high school graduation for each of the high school years below the grade level of placement.
- b. Courses taken in other public schools, private schools and home-based private educational programs shall be recorded on the student's permanent record card. Letter grades shall, however, only be recorded if they were earned at recognized and accredited secondary level educational programs. Courses completed at secondary level educational programs not recognized or accredited, shall be recorded as satisfactory.
- c. A home-based student who participates in one or more middle school or high school courses will not be included on any honor roll list. However, these student (and their parents) will receive a “grade” in some form of report as determined by the classroom teacher and approved by the building principal.

8. Students Entering Under Open Enrollment

In the event of the foregoing procedures are inconsistent with procedures under state law governing the acceptance of students who enroll on either a part time or full time basis under the open enrollment law, the procedures mandated under the open enrollment law shall control.

CROSS REF.: Policy #345.5 - Graduation Requirements  
 Policy #423 - Public School Open Enrollment  
 Policy #423-Rule - Public School Open Enrollment

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