

<b>Series</b>	<b>300</b>	<b>Instruction</b>
<b>Section</b>	<b>340</b>	<b>Educational Programs</b>
<b>Policy</b>	<b>344.61</b>	<b>Home-Based Education Assistance and Transfers</b>

### Elementary/Middle School Placement

1. Home-Based Education Transfers

Any elementary or middle school student who has been in attendance in a home-based educational program for a period of ninety (90) days or more and who wishes to enter or reenter the Kewaskum School System may be required to take an examination to establish grade placement. The administration may require documentation of curriculum and instructional hours as mentioned in the statutes.

Home-based students are encouraged to enter the Kewaskum Schools only at the beginning of the school year or at the semester.

2. Placement Official

The Principal, or his/her designee, of the school to which the student would normally be assigned, shall administer the grade placement examination.

3. Placement Examination

The examination to be used shall be determined by the placement official with input from the curriculum coordinator and/or faculty teaching at the appropriate grade level(s). The exam shall be composed of questions, which test the student's knowledge of language arts (English), mathematics, reading, science and social studies. An individual subject area test and/or a district-approved test will be used for this purpose.

4. Placement Factors

Placement recommendations shall be at the grade level felt to be appropriate to the child's chronological age, knowledge, and/or social maturity by school officials. Parents, the placement official, and at least one other grade-relative school professional\* shall meet as a team to review the placement recommendation. Grade placement will be determined by:

- chronological age,
- examinations administered, and
- the number of years in home-based instruction.

\*A grade-relative school professional is someone who has been trained and has experience working with a student of the predicted grade-level, such as, a classroom teacher, a guidance counselor, a school psychologist, or a curriculum specialist.

5. Appeals

A written appeal on behalf of the student regarding the placement of the student may be made to the Kewaskum School Board within ten (10) days of the placement decision. The decision of the School Board shall be final.

6. Probationary Period

Each student placed in the Kewaskum School System from a home-based educational program shall have a probationary period of forty-five (45) school days during which time the student shall be expected to demonstrate appropriate social and educational interaction with his/her peers. If at this time the school officials determine the placement needs to be revised, the principal, or his/her designee, may make a placement revision within fifteen (15) school days of the end of the probationary period.

### High School Placement

1. Freshman Enrollment

Any student age of an appropriate chronological age transferring to this District may enroll as a freshman.

2. Home-Based Education Transfers

Home-based students are encouraged to enter the Kewaskum Schools only at the beginning of the school year or at the semester.

When a student transfers from a home-based setting, a non-accredited school, or a school that is not state or nationally recognized (accredited) and /or no official transcripts or records of academic accomplishment exist, the

high school principal, or his/her designee, shall evaluate the student's records to determine the amount of credits that will be granted for the alternative educational program(s). Credit for courses may be given when documentation of successful completion of coursework is evident.

3. Credit Determination Factors

Evaluative criteria to determine whether or not successful completion of coursework is evident and credits should be granted include, but are not limited to:

- curriculum reviews of home-based studies,
- portfolios of home-based completed work,
- progress reports,
- home-based assessments,
- grade reports, and
- documentation of home-based instructional hours.

The high school principal, or his/her designee shall grant credit, only after receiving input from two or more of the following individuals:

- Guidance counselor,
- Subject teacher,
- Curriculum Coordinator,
- School Psychologist,
- Director of Special Education, or
- Parent(s).

In the event that the evaluative criteria does not determine whether or not successful completion of coursework is evident and credits should be granted, the High School Principal, or his/her designee, may use a cumulative semester examination. The exam shall be composed of questions that test the student's knowledge of key course objectives. An individual subject area test and/or a district-approved test will be used for this purpose.

Students required to complete cumulative examinations in the courses that credit determination in need of clarity must pass them satisfactorily; seventy percent or better is considered a passing grade.

4. Grade Level Placement

If the placement is made to the sophomore year (10th grade) level or higher, a maximum of five and one-half (5 1/2) credits shall be allowed toward high school graduation and for each of the high school years below the grade level of placement.

5. Grade Report

Courses taken while on a home-based educational program shall be recorded on the student's permanent record card as pass/fail credit(s) only if indeed credit is granted. Grades and grade point averages from home-based instruction will not be used for class standing, etc.

In the event that the home-based student has attended a recognized and accredited public or private high school for single or multiple semesters or years, the credit earned at such a school may be accepted as recorded by said school completed with grade based on a 4.0 scale.

6. Appeals

Identical to the elementary/middle school; see page two, number five of this policy.

7. Probationary Period

Identical to the elementary/middle school; see page two, number six of this policy.

8. High School Scholarship and Awards

District administered awards and scholarships are not available to students from home-based schools that have not attended Kewaskum High School for a minimum of four (4) full semesters, one of which must be the final or eighth semester.

**Legal Reference: Wisconsin Statutes 115.001(3g)**

**Cross Reference: 344.6**

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