

420 SCHOOL ADMISSIONS

All students who meet the entrance age requirements and reside in the District shall be admitted to a school in the District and be allowed to participate fully in school programs, activities, and services. Nonresident students shall be admitted to a school in the District consistent with established District policies, procedures, and legal requirements.

School assignments and grade placements shall be made by the administrative staff following District procedures and legal requirements.

The administration shall verify the age and residence of children enrolled in the District schools. Parents and guardians of students admitted to the District's elementary and secondary schools shall present immunization records as required by law.

The District shall not discriminate in admissions to any school, class, program or activity, or facility usage based on sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, gender identity, physical, mental, emotional or learning disability/handicap, or homeless status. This policy does not, however, prohibit the District from placing a student in a school, class, program, or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed following established complaint procedures.

Nothing in this policy shall prevent the District from denying the admission of a student during the term of his/her expulsion from another school district.

Placement Decisions for Transfer Students

1. Decisions of grade placement of transfer students shall be made by the building principal and guidance counselor.
2. Transfer students must present proof of previous grade placement. Such proof shall be a standard transfer card from the previous school or certification from the former school of such grade placement and attendance. Report cards are not sufficient proof.
 - A. In the event it is impossible to immediately procure such proof, any placement shall be tentative and subject to change if the need arises.
 - B. Placement shall be made following the previous grade placement.
3. In the event a student is not able to achieve success and sufficient time has elapsed enabling the school to observe and study the situation, a re-evaluation shall be made. If consultation with the teacher, principal, guidance counselor, and District Administrator results in a recommendation for replacement at a different grade level, conferences with the parents will be held.

Since the child's welfare is the utmost consideration, it is hoped that parental approval for such a move can be achieved. In all cases, however, the school's decision shall prevail.

4. In any case where a student's placement is in doubt, placement tentatively will be made in the lower of the two grade levels. After a reasonable time has elapsed, during which a complete study will be made – including achievement testing – final placement will be made according to where the student fits best and will be able to achieve success according to his/her ability, achievement, emotional and mental maturity.
5. A child entering school who has little or no facility with the English language (spoken or written) will be placed at a grade level where it is deemed best for his/her progress. Eventual placement will depend upon his/her progress. Every effort will be made to facilitate this progress.
6. If the student has attended a recognized and accredited public or private high school, other than a home-based educational program, for single or multiple semesters or years, the credits earned at such school (s) shall be accepted as indicated for transfer students in the Graduation Credit Requirements Policy.

Entry/Reentry Into School From Home-Based Private Educational Program

Being fully aware of the dictates and specifications as outlined in State Statutes 118.15(4) and 118.165(1)(2), but also being aware of the concerns which might result when a student seeks to reenter the public school system, the Williams Bay School Board hereby adopts the following concerning students who enter or reenter the Williams Bay Schools after having availed themselves of a home-based educational program under said statutes.

Students transferring into the public schools from home-based private educational programs shall be evaluated by the building principal and guidance counselor for proper grade placement.

1. Any student who has been in attendance in a home-based private education program for a period of ninety (90) days or more and who wishes to enter or reenter the Williams Bay School system may be required to take an examination to establish grade placement and shall have a ninety (90) day probationary period during which time the student shall be expected to demonstrate appropriate social interaction with his/her peers.
2. The examination shall be determined and/or composed by the faculty teaching at the grade level to which the student aspires. It may be composed of questions that test the student's knowledge of language arts, English, mathematics, and reading in grades one through five. In grades 6 – 12 the test may assess the student's skill level in reading and mathematics. If available, a standardized test may be used for these purposes.
3. Upon completion and correction of the test, the student shall be placed at the grade level felt to be appropriate to his/her chronological age, knowledge, and/or social maturity by the testing faculty (or in the case of standardized tests by the state or local norms.)

4. If placement is made to the eighth grade level in middle school or the tenth grade level in the high school the following applies:
 - A. No credit will be given without appropriate documentation from an accredited school or agency. It will be up to the building principal to assess if the documentation is considered appropriate.
 - B. Students providing appropriate documentation will receive credit but will be given a grade of P or F (Pass or Fail). Grades will not count toward class rank or GPA. Credit given will be .5 credit per course per term. Six and one-half credits shall be allowed for each of the years below the grade level of placement.
 - C. Students not providing appropriate documentation will receive no credits and no grades.
 - D. The building principal may refuse to grant credit for studies pursued through home-schooling if such studies are not generally recognized and accepted in Wisconsin as regular public school curriculum.

5. The examination shall be administered by the building principal or his/her designee of the school to which the student would normally be assigned.

- F. If there is an appeal on behalf of the student based upon the belief that the examination is inappropriate, unreliable, and/or irrelevant, or that the placement is improper, the test and placement shall be reviewed by the Board of Education.

LEGAL REFERENCE: Wisconsin Statutes, Sections 118.001, 118.13, 118.135, 118.14(1)(b), 118.145, 120.13(1)(f), 252.04, Wisconsin Administrative Code PI 9.03(1), McKinney-Vento Homeless Assistance Act

CROSS-REFERENCE: 411 (Equal Educational Opportunities), 411 – Rule (Student Discrimination Complaint Procedures), 420 – Rule (Placement Procedures for Transfer Students), 421 (Entrance Age), 422 (Admission of Nonresident Students) (Other Than Public Open Enrollment Students), 423 (Public School Open Enrollment), 342.32 (Programs for English Language Learners) 345.6 (Graduation Requirements)

APPROVED: February 10, 2003
REVISED: September 11, 2017
REVIEWED: February 22, 2021