

## SECTION 513 TRANSFER STUDENTS

### 1. Registration

It shall be the responsibility of the parent of each child entering the Portage Community School District to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

### 2. Transcripts

Students who have attended other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured.

### 3. Health records and physicals

Parents or guardians of students admitted to the district's elementary and secondary schools shall present immunization records as required by law. In addition, students are encouraged to have complete physical and dental examinations prior to entering school.

### 4. Home-Based Education - (as set forth in State Statutes 118.15(4) and 118.165(1))

#### a. Home-based program transfers

Any 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 re-enter the Portage School System shall 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.

#### b. Placement Examination

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 shall be used for these purposes.

#### c. Placement Factors

Placement recommendation(s) shall be at the grade level felt to be appropriate to the child's chronological age, knowledge, and/or social maturity by school officials. The Placement recommendations shall be reviewed by parents and school officials. Normally grade placement will be determined by (1) the number of years in home-based instruction and (2) achievement of the 35th percentile or above on appropriate achievement tests.

#### d. Placement Official

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

#### e. High School Placement

If the placement is made to the sophomore year (10th grade) level or higher, five and one-half (5 1/2) credits shall be allowed toward high school graduation for each of the high school years below the grade level of placement. Courses taken which on a home-based educational program shall be recorded on the student's permanent record card. Home based instruction credits shall be recorded as satisfactory (home based grades will not be recorded on a Portage H.S. transcript). 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 credits earned at such school(s) may be accepted as recorded by said school.

SECTION 513 TRANSFER STUDENTS (Continued)

- f. Probationary Period  
Each student placed in the Portage School System from a home-based educational program shall have a forty five (45) days probationary period 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 may make a placement revision within fifteen (15) school days of the end of the probationary period.
- g. Appeals  
In the event that there is an appeal on behalf of the student regarding the placement of the child, a written appeal may be made to the Portage School Board within ten (10) days of the placement decision. The decision of the School Board shall be final.
- h. Shared Programming  
Home based students may take part in shared time programs if private school students are provided the same opportunities and if the parents meet the same request requirements required of private schools.
- i. High School Scholarships and awards  
Diplomas, awards and scholarships are not available to students from home bases schools who have not attended Portage High School for a minimum of four (4) full semesters, one of which must be the final or 8th semester.
- j. Loan of Materials  
Instructional materials may not be loaned to home based students.
- k. Tests  
Home based students may, upon written request, participate in district based competency testing program. The cost of administering the test will be charged for each separate assessment. Testing is to occur at school at the same time as the students' peer group is tested. It is the parent's responsibility to request test dates and places from the school principal.
- l. Policy Distribution  
When the Portage Schools are notified of a home based program for a resident student a copy of this policy is to be mailed to the home for their information.
- m. Extra-Curricular Clubs/Organizations  
If a home-schooled student is enrolled in a class at Portage High School, they are able to participate in PHS extra-curricular clubs/organizations. However, organizations that have regulations/laws that state that a student must have "full-time" status at the high school to participate would be prohibited from participating.
- n. We follow W.I.A.A. rules in regards to Athletics.

The Portage Community School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

Approved - February 10, 1986 (Approved by Board under 504)

Amended - December 13, 1993

Revised – February 14, 2005

Revised – October 8, 2007