

PORT EDWARDS PUBLIC SCHOOLS

Board of Education Policy

SCHOOL ADMISSIONS

Any student seeking entrance into the School District must reside within the established boundaries of the district, except as otherwise provided by law. Families who move into the district are encouraged to contact the district office as soon as possible.

The school district shall accept elementary and secondary transfer students from other schools, except during the term of a student's expulsion from another school district.

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. Parents/guardians of students entering kindergarten shall be requested to provide evidence that his/her child has had his/her eyes examined or evaluated as required by law.

The building principal shall have authority to determine the grade level at which a student shall be placed. The district superintendent, or designee, shall assign a student to a school.

The School District shall not discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. 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 handled in accordance with established procedures.

LEGAL REF.: Sections 115.001 Wisconsin Statutes
 115.77
 118.13
 118.135
 118.14
 118.15
 118.165
 118.51
 118.52
 120.13(1)(f)
 252.04
 PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: 345.1 – Policy, Grading System
 345.6 – Policy, Graduation Requirements
 460 – Policy, Awards & Scholarships
 461 – Policy, Academic Excellence Scholarship
 411 – Rule, Student Discrimination Complaint Procedures
 420 – Rule, Admission of Transfer Students
 420 – Exhibit, Student Registration Form

Adopted: 05/18/92
 Reviewed: 09/14/92, 11/14/05
 Revised: 11/12/90, 12/10/97, 01/12/98, 04/10/01, 12/09/02, 09/13/04

Admission of Transfer Students

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

1. Registration

It shall be the responsibility of each student's parent or guardian, or adult student, entering or reentering the Port Edwards School District to complete official registration forms prior to assignment to a grade or schedule of classes (see attached form).

2. Transcripts and Awarding of Credits

- a. Students transferring from other public school systems, private schools, foreign 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 record. Credits earned will be processed in accordance with the district's grading system policy.
- 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. A student's grade will consist of an adequate number of tests, quizzes, projects, daily assignments and homework. The grades will be assigned in accordance with the district's grading system policy.

3. Placement

- a. The Port Edwards 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. In making placement decisions, consideration shall be given to:
 - (1) the grade level which the student has attained at the time of entry or reentry;
 - (2) achievement of the 35th percentile or above on appropriate achievement tests and/or district-developed criterion-referenced tests; and,
 - (3) the student's chronological age, knowledge and/or social maturity.
- c. Placement recommendations shall be reviewed by school officials and the student's parent(s) or guardian.
- d. An assignment to special education shall be based on an IEP team evaluation and recommendation in accordance with law. Parents/guardians must be notified of such placement and consent, in writing, prior to placement.
- e. Each student placed in the Port Edwards School District from other public schools, private schools, foreign 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.
- f. 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 to the Board within ten days of the placement decision. The decision of the Board shall be final.

5. Eligibility for Academic Recognition

Eligibility for academic recognition shall be established in accordance with board policies on Awards & Scholarships and Academic Excellence Scholarship.



Port Edwards School District Student Registration Form

Date of Enrollment _____ Grade _____

Legal Name _____ Gender: Female Male
(Last) (First) (Middle)

Name to used in the classroom, if different from legal name: _____
(Last) (First) (Middle)

Address _____
(Street) (City)

Home Telephone Number _____ Social Security Number _____

Place of Birth _____ Birthdate _____

How Verified (*to be filled in by office staff*) _____ Bus Student? Yes No

Ethnic Origin: American Indian Black American Asian White Hispanic Other _____

Last Name	First Name	Living?	Occupation	Business Phone
Father _____		Y N	_____ / _____	
Mother _____		Y N	_____ / _____	
Legal Guardian _____		Y N	_____ / _____	
Step Parent _____		Y N	_____ / _____	

Child living with (*check all that apply*): Father Mother Stepfather Stepmother
 Legal Guardian Foster Parent Other _____

Special Circumstances _____
(i.e. divorced, separated, etc.)

Child's rank in family _____ Number of sisters _____ Number of brothers _____

Names and birthdates of other children in family (beginning with oldest):

Name _____ Birthdate _____

Does your child have a special educational or health need we should be aware of? Yes No

If yes, please describe _____

Family Physician _____ Preschool/School previously attended _____

Address _____
(Street) (City) (State) (Zip Code)

PARENT/GUARDIAN SIGNATURE _____