



Book	Administrative Guideline Manual
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### Technical Correction

#### 5463 - **ADMISSION OF STUDENTS FROM NONACCREDITED SCHOOLS**

The following guideline applies to students who are transferring from a home school, non-accredited school, or foreign school (hereafter "unaccredited schools"). It does not apply to academic credit from a school that has been accredited or licensed by a State education agency.

#### General Procedures:

- A. ~~( )~~ The parent is to submit to the \_\_\_\_\_ written notification of the intent to enroll in a ~~Board~~ school in the School Corporation not later than \_\_\_\_\_ ( ) days prior to the expected date of enrollment.
- B. ~~(X)~~ The building principal shall provide for a thorough placement study including an assessment of current learnings relative to each course of study (see Policy 5463). The placement study should also include a review of information provided by the parent and any nonaccredited school the student has attended. This may include student achievement data, standardized test scores, topics studied, resources used, and samples of student work and accomplishments. No student is to be placed in any school or grade without a written placement review.
- C. ~~(X)~~ A final meeting with the parent and student shall be scheduled to review the assessment results, establish credits (if applicable), and proposed placement.
- D. ~~( )~~ In the event that sufficient notice of intent to enroll is not provided, a temporary placement decision may be made by the \_\_\_\_\_ while the placement review is conducted. The parent is to be informed of the placement review procedure.

E. ( ☒ ) Prior to placement, the parent must complete normal enrollment procedures as outlined in AG 5111.

F. ( ☐ ) ~~A review of student progress shall be conducted by the \_\_\_\_\_ at the end of the \_\_\_\_\_ grading periods to evaluate effectiveness of the placement decision.~~

### Admission to Kindergarten Through Grade Eight

Placement into a grade shall be made in accord with the following:

A. ( ☒ ) age appropriateness

B. ( ☒ ) data resulting from the assessment procedure described in Policy 5463 - Credits and Placement from ~~Nonaccredited~~ Nonaccredited Schools;

C. ( ☒ ) results of the examination of the student's most recent annual academic assessment report which shall include one (1) of the following:

1. ( ☒ ) data resulting from the assessment procedure described in Policy 5463 - Credits and Placement from Nonaccredited Schools

2. ( ☒ ) results of a nationally-normed, standardized achievement tests

3. ( ☒ ) written narrative indicating that a portfolio of the student's work has been reviewed and his/her academic progress for the year is in accordance with the student's abilities ( ) and the ~~Board's~~ Corporation's applicable courses of study

D. ( ☒ ) review of previous regular education program records, if any, to check last grade placement

E. ( ☒ ) results of ~~ISTEP-tests~~ the State-mandated assessment program at the appropriate grade level(s) to measure achievement of performance objectives in each applicable subject

### Admission to Grades Nine Through Twelve

Placement into grades nine through twelve shall be made on the basis of credits earned.

Placement into each subject (e.g., English) shall be made based on:

A. ( ☒ ) age appropriateness;

B. ( ☒ ) data resulting from the assessment procedure described in Policy 5463 - Credits and Placement from Nonaccredited Schools

C. ( ☒ ) results of examination of the student's most recent annual academic assessment report which shall include one (1) of the following:

1. ( ☒ ) results of a nationally normed, standardized achievement test in the subject area;

2. ( ☒ ) a portfolio of the student's work that demonstrates that the student has developed the knowledge and skills at the previous grade level as a foundation for the proposed placement;

D. (X) review of previous regular education program records, if any, to check last grade placement;

E. (X) results on the appropriate ~~ISTEP tests~~ State-mandated assessment program or normed, criterion-referenced test in the subject area, if applicable to the grade placement.

Athletic eligibility will be determined by IHSAA guidelines and the Corporation's athletic policy.

### Procedures for Receiving Credits/Grades

[X] Students shall receive credit for their academic work based upon the following standards:

A. (X) to receive credit in Language Arts, Social Studies, Mathematics, and/or Science, the student must:

- ( ) receive a raw-score equivalent to the \_\_\_\_ percentile on a nationally-normed, criterion-referenced test in the specific subject or a score of at least \_\_\_\_ on the ~~ISTEP test~~ State-mandated assessment program, if applicable to the grade level
- (X) receive a passing grade in the final examination in the subject, plus satisfactory completion of any academic projects a student must complete to demonstrate competence in the subject area

[X] The student will have only one (1) opportunity to take the appropriate test(s). The student must complete the test(s) within \_\_\_\_ (\_\_) days from the date of enrollment and any projects by no later than \_\_\_\_.

B. (X) to receive credit in courses other than Language Arts, Social Studies, Mathematics, and/or Science, the student must demonstrate proficiency as determined by Indiana proficiency standards, the building administrator, and/or the chairperson ~~\_\_\_\_\_~~ [teacher or department chairperson]

[X] The grade entered on the transcript shall be in accordance with the provisions of Policy 5463.

[X] The maximum number of credits a student may receive for each year of academic study is sixteen ~~\_\_\_\_\_~~ (16) credits which is equivalent to the maximum number of credits a student may earn while attending an accredited Indiana high school.

### Procedures for Determining Grade Point Average (GPA)/Class Rank/Transcripts

[X] Students granted credit for course work in a nonaccredited high school shall have no established grade point average (GPA) or class rank until they have completed \_\_\_\_ (\_\_) semesters in the ~~Board's~~ Corporation's schools.

[X] Inclusion of the student in graduation honors such as Valedictorian or Salutatorian shall occur if the student has been enrolled for \_\_\_\_ (\_\_) consecutive semesters ( ) and at least \_\_\_\_ percent (\_\_) of the credits required for graduation have been earned at the Corporation's high school.

### Graduation and Commencement Exercises

[X-] Before a diploma will be presented, the student must meet all of the School Board's graduation requirements.

~~[ ] For a student to qualify for participation in the commencement exercises, s/he the student must be enrolled in the Corporation's high school for \_\_\_\_\_. [entire year, # of semester(s).] Note: Do not discriminate between a student transferring from a home school or unaccredited school and one~~

transferring from an accredited public school except on the basis of demonstrated proficiency and mastery of essential skills and subject matter.

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