

# ADMINISTRATIVE PROCEDURES

JBB(2)

## STUDENTS PLACEMENT OF STUDENTS TRANSFERRING INTO LIVONIA PUBLIC SCHOOLS

JULY 1998

General Education students who transfer into Livonia Public Schools should usually be placed in the grade assigned by the previous school. Children who have completed kindergarten in another system but who are of our kindergarten age will be initially enrolled in kindergarten. Adjustments may be made in grade placement when warranted by performance in our school setting.

If a grade level is impossible to determine, the student usually should be assigned to an age-appropriate grade, even if the child is not fluent in English.

The building principal has the discretion to place individual students at the most appropriate grade level.

Schools of the Livonia Public Schools School District shall accept credit for course work completed at a school accredited by ~~the North Central Association of Schools and Colleges~~ **AdvancED**, the Michigan Association of Non-Public Schools, the Independent Schools Association of the Central States, or other recognized state or regional accrediting agencies of comparable standards.

Grade level or course placement of students transferring from a home school or a school not meeting the standards of the major accrediting agencies listed above shall be made by school officials based on appropriate evaluation and consultation with parents or guardians. Such evaluation may include, but is not limited to, curriculum used; attendance records; portfolios; etc.

In core academic disciplines, transfer of credit from a home school or institution which is not accredited by an agency meeting the above standards, may be contingent on the student demonstrating proficiency through successful completion of a final exam and/or other culminating exercise. Successful completion of a higher level course in a specific discipline may also be used to establish proficiency.

Transfer of credit in non-core areas may be given when the course is in line with the content and expectations of similar district courses.

Credits from non-public or home schools may be granted and placed on a student's transcript. Grades will be entered on the transcript and considered for class ranking if the sending school is approved by a state education agency as listed above.