

Policy of the Lancaster Board of Education
Students

HOME-BASED EDUCATION TRANSFERS

1. **Home-Based Program Transfers**
Any student who has been in attendance in a home-based educational program for a period less than a school year will be placed at the grade level he/she was enrolled in prior to withdrawing for home-based education. Students, after being in home-based education for one school year or longer, wishing to enter or re-enter the Lancaster 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.
2. **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.
3. **Placement Factors**
Placement recommendation(s) shall be made at a grade level all as determined by school officials using the following factors:
 - (1) Child's chronological age.
 - (2) Achievement of the 50th percentile or above on appropriate achievement tests.
 - (3) The number of years in home-based instruction,
 - (4) Knowledge, and/or,
 - (5) Social maturity by school officials.

The placement recommendations shall be reviewed by parents and school officials.

4. **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.

5. **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 should be allowed toward high school graduation for each of the high school years below the grade level of placement. Courses taken while on a home-based educational program shall be recorded on the student's permanent record card. Home-based instruction will not be used for class standings. In the event 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.
6. **Probationary Period**
Each student placed in the Lancaster School System from a home-based educational program shall have a forty-five (45) school day probationary period during which time the student shall be expected to demonstrate appropriate social and educational interaction with his/her peers. The Principal may make a placement revision within fifteen (15) school days of the end of the probationary period.
7. **Appeals**
In the event there is an appeal on behalf of the student regarding the placement of the child, a written appeal may be made to the Lancaster School Board within ten (10) days of the placement decision. The decision of the School Board shall be final.
8. **High School Scholarships and Awards**
Diplomas, awards and scholarships are not available to students from home-based schools who have not attended Lancaster High School for a minimum of four (4) full semesters, one of which must be the final or 8th semester.
9. **Loan of Materials**
Instructional materials may not be loaned to home-based students.
10. **Tests**
Home-based students may, upon written request, participate in the school's competency testing program and system wide achievement testing. A \$20.00 fee is to be charged for each test administered. Testing is to occur at school at the same time as the student's peer group is tested. It is the parent's responsibility to request test dates and sites from the school Principal.
11. **Policy Distribution**
When the Lancaster Schools are notified of a home-based program for a resident student, a copy of this is to be mailed to the student's home for their information.

118.15 (4) and 118.165 (1)

Approved:
Revised

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