

# REFERENCE COPY

FILE: JECC  
Critical

## EXPLANATION: ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

MSBA has updated this policy to reflect the name change of the North Central Association of Colleges and Schools to AdvancED.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services	X	Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: JECC  
Critical

**REFERENCE COPY**

DRAFT

# REFERENCE COPY

FILE: JECC  
Critical

## ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

The Board believes that the grade placement and class assignment for a student should reflect the grade level and/or program of study which is appropriate to the student's academic, social and emotional needs.

Students entering the Camdenton R-III schools by transfer from other public schools outside the school district or from private or parochial schools shall submit evidence of achievement in the grade last attended. In the middle school and high school, a transcript of an entering student's record shall be obtained from the school last attended. Grade placement of a student may be adjusted on the basis of achievement tests administered by district personnel, or on the basis of other factors which the principal and the staff of the school concerned believe make such adjustments desirable. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes.

### Transfers from Accredited Schools

The grade level achieved or the units of credit completed in the previous school(s) that the student has attended shall be accepted, provided these schools are accredited schools. Units of credit shall be determined on the basis of the Carnegie Unit of credit given for the successful completion of a year's study of one subject in a secondary school.

For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA) AdvancED, the Independent Schools Association of Central States (ISACS), or the University of Missouri Committee on Accredited Schools (CAS). Credit may be transferred from a public or nonpublic high school or school district in another state accredited by that state's department of education, NCA AdvancED, ISACS or the equivalent agencies.

A student who transfers to the Camdenton R-III School District from these accredited schools or school districts shall be enrolled in the appropriate grade level, continuing at the current grade placement. If transfer is effected at the beginning of the school year, the student shall be placed in the grade to which previously promoted. After careful observation and evaluation of the student's progress, chronological age, previous educational experience, achievement tests and consultation with parents and/or guardians, a student may be reassigned to a program that more adequately meets the needs of the student.

### **Transfers from Unaccredited Schools**

Parents/Guardians may place their child in a school or instructional program other than the program offered by the public schools. Parents/Guardians should be advised that if they choose to transfer their child to the public school from an unaccredited school or school district or home school, then the child will not be guaranteed comparable placement in the public schools, but will be assigned to schools and classes in accordance with Board policy.

Resident students entering or re-entering the Camdenton R-III Schools from a school or school district not accredited by the State Department of Education in the state in which the school or school district is located and/or is not accredited by a recognized accrediting agency by that state (such as NCA or CAS) will enter as follows:

#### **Kindergarten Through Grade 8**

Students will be tested by the local district-wide testing instrument and/or an individually administered achievement test at the grade level at which they have been enrolled at the unaccredited (private or home-school) school. Each student will then be placed in the Camdenton R-III School District based on the results of the testing. No entering or re-entering student from an unaccredited (private or home-school) school will be assigned a grade, classroom or teacher until test results are obtained and reviewed by the Camdenton staff responsible for placement decisions. All testing for academic placement will be completed expeditiously and in accordance with previously scheduled testing after formal request by parents or guardians or it becomes known that a previously entered student last attended an unaccredited (private or home-school) school.

#### **Grades 9 through 12**

Students will be accepted and placed initially at the grade level as indicated by records of the unaccredited (private or home-school) school while their records are reviewed to determine whether credit(s) attained at the unaccredited institution are consistent with the standards established by DESE and/or the other approved accrediting agencies within the state. If at the time of entrance or re-entrance a student cannot do satisfactory work, complete their work as established by local standards, or they have credit(s) disallowed because they do not meet the standards as set by the approved accrediting agencies of the state of Missouri, they will be placed in accordance with their demonstrated work and/or their allowed transferable credit(s). Seniors who transfer from unaccredited (private or home-school) schools must successfully complete one full year (two semesters) of work at Camdenton R-III High School before graduation.

# REFERENCE COPY

FILE: JECC  
Critical

## Kindergarten through Grade 12

Students identified as needing special education will be placed in accordance with their individualized education programs (IEPs).

Students who test above their entering grade level or age group will not be placed on a grade level higher than their age appropriate level.

Testing for entry or re-entry will be done by the regular counselor at each level (elementary, middle school or high school) and/or attendance unit.

The decision of the principal regarding student placement and acceptance of credit may be appealed to the superintendent, with a final hearing before the Board of Education.

## Transfers of Students of Military Families

If a transfer student is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, the district will initially place the student in the same courses and programs the student was in while attending the previous district, to the extent the district offers such courses and programs. Such placements may include, but are not limited to: honors classes; career and technical courses; and International Baccalaureate, Advanced Placement, English Language Learner and gifted programs. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's parent/guardian.

## Transfers of Students in Foster Care

Students in foster care will be placed in courses and programs pursuant to law and the district's policy on foster care students.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 08/08/1994

Revised: 08/11/2003; 01/14/2008; 09/13/2010; 04/08/2013;

FILE: JECC  
Critical

## REFERENCE COPY

Cross Refs: IGBA, Programs for Students with Disabilities  
IGBCA, Programs for Homeless Students  
IGBE, Students in Foster Care  
IKF, Graduation Requirements  
IKFB, Graduation Exercises

Legal Refs: §§ 160.2000, 161.670, 167.031, 171.171, RSMo.  
5 C.S.R. 20-100.230

Camdenton R-III School District, Camdenton, Missouri