

REFERENCE COPY (Version 1)

FILE: JECC
Critical

EXPLANATION: ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES (K-12 Districts)

MSBA has revised this policy to align with the requirements of Senate Bill 603 (2018). Based on that law, the Department of Elementary and Secondary Education (DESE) is renaming the Missouri Virtual Instruction Program (MoVIP) to the Missouri Course Access Program (MOCAP).

In addition, the new law specifically states that when a student transfers school districts and is enrolled in a MOCAP course, "the student shall continue to be enrolled in such course or school." While the statute does not specifically state that the receiving district must pay for the course, that is probably what was intended.

In addition, MSBA is revising this policy in response to the newest version of "Graduation Requirements for Students in Missouri Public Schools" issued by DESE in May of 2018. A copy of that document may be obtained at:

https://dese.mo.gov/sites/default/files/Graduation_Handbook.pdf.

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.

	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

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The Board believes that a student should be placed in the grade level, program and classes that best meet the student's academic and behavioral needs, after consultation with the student's parent/guardian. A student's social and emotional needs will also be considered; to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels, programs or classes. Students receiving special education services will be placed in accordance with law.

Transfers from Accredited Schools

For the purposes of this policy, an "accredited school" includes a Missouri public school district, a Missouri charter school, the Missouri Virtual Instruction Course Access Program (MoVIP/MOCAP); 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 State Board of Education (DESE), AdvancED; or the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools (CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, AdvancED, ISACS or the equivalent agencies organizations.

In general, if a student transfers to the Raytown C-2 School District from an accredited school, this district will accept the units of credit completed in the previous school or school district and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs; after consultation with the student's parent/guardian.

All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Raytown C-2 School District may be accepted to meet graduation requirements.

Transfers from Unaccredited Schools

For the purposes of this policy an "unaccredited school" is any public or private school or school district or home school that does not meet the definition of "accredited" above.

In general, if a student transfers to the Raytown C-2 School District from an unaccredited school, the principal or designee will examine a number of criteria to determine grade-level or class placement including age, achievement tests or other performance data, transcripts, course descriptions, textbooks used, and home-schooling logs, and interviews with the student and his or her parents/guardians. If necessary, the district will administer additional tests to aid placement decisions. Once placed, the district may further adjust the student's placement to meet his or her educational needs; after consultation with the student's parent/guardian.

The district will attempt to award credit for classes completed in previous schools if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Raytown C-2 School District may be accepted to meet graduation requirements.

Transfers While Enrolled in MOCAP

Students who transfer to the district while enrolled in one or more MOCAP courses will remain enrolled in the courses as required by law.

Transfers of Students of Military Families

If a transfer student is in the household of an active duty member of the military, including some students in the household of certain 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; vocational, technical and career pathway 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.

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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.

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Adopted: 02/12/2007, eff. 07/01/2007

Revised: 01/12/2009; 05/11/2009, eff. 07/01/2009; 09/09/2013; 06/13/2016; 01/08/2018;

Cross Refs: IGBA, ~~Programs for Students with Disabilities~~ **Special Education**
IGBCA, Programs for Homeless Students
IGBE, Students in Foster Care
IGCD, Virtual Courses
IKF, Graduation Requirements
IKFB, Graduation Exercises

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

Raytown C-2 School District, Raytown, Missouri