

**Policy**  
**ASSIGNMENT OF STUDENTS TO GRADE**  
**LEVELS/CLASSES**

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**Descriptor Code: JECC-1**

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic 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 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 Course Access Program (MOCAP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri State Board of Education, AdvancED or the Independent Schools Association of the Central States (ISACS). If a school or school district is located in another state, that school or school district must be accredited by that state's department of education, AdvancED, ISACS or the equivalent organizations.

In general, if a student transfers to the Columbia 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 Columbia 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 Columbia 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, 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 Columbia 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

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 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.**

Columbia Public Schools

Date Adopted: 3/3/1997  
Last Revised: 4/8/2019

**State Reference**

160.2000, RSMo.  
167.031, RSMo  
171.171, RSMo.  
5 C.S.R.20-100.230

**Description**

[State Statute](#)  
[State Statute](#)  
[State Statute](#)  
[State Regulation](#)

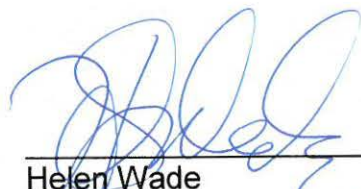
**Policy Reference**

IGBA-1  
IGBCA  
IGBE  
IGCD  
IKF  
IKFB

**Description**

[SPECIAL EDUCATION](#)  
[PROGRAMS FOR HOMELESS STUDENTS](#)  
[STUDENTS IN FOSTER CARE](#)  
[VIRTUAL COURSES](#)  
[GRADUATION REQUIREMENTS](#)  
[GRADUATION EXERCISES](#)

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Helen Wade  
Board of Education President

ATTESTED:  
  
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Tracy L. Davenport  
Board of Education Secretary