



## **School Policies**

### **JGA - ASSIGNMENT OF NEW STUDENTS TO CLASSES AND GRADE LEVELS**

#### **ENROLLMENT AND CREDIT**

New students entering MSCS from other public schools or private schools accredited by the Colorado Department of Education shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring.

Home schooled students enrolling in Mountain Sage Community School's full-time program should apply at least two weeks before the beginning of the first or second semester. This will allow time for assessment, if needed, and appropriate placement of the student by the School Director, or their designee, based on completion of state and district required standards.

Modifications in placement may occur if/when MSCS School Director, teachers, and the student's parent/guardian determine together that a different grade is appropriate and justifiable to the district.

#### **STUDENTS IN GRADES K-8**

For purposes of placement only, home schooled students shall comply with the following:

1. Any student in grades K-8 who has participated in a non-public home-based educational program and who subsequently enrolls at MSCS may be assessed by the school for the purpose of placing the student in the proper grade.
2. In addition, parents of students in grades K-8 shall submit results from district-approved standardized tests when available.

3. Based on test results and any other information provided by the parent, the School Director shall determine the appropriate grade placement and shall place the student at the grade level deemed most appropriate.

## APPEAL PROCEDURES

Decisions made in implementation of this policy may be appealed by the student or parent/guardian using the following process:

1. The student or parent/guardian shall submit a written request to the School Director for a review of the student's placement within one week after receiving the decision.
2. The School Director shall review placement with personnel who have worked with the student and submit a written response to the student and parent/guardian within two weeks after receiving the review request.
3. If the student or parent/guardian still is not satisfied with the decision, a second appeal may be made in writing, within one week after the first response. The appeal should be submitted to the MSCS Board of Directors.
4. The MSCS Board of Directors shall respond in writing to the student and parent/guardian within two weeks of receiving the appeal request.

Adopted by Board: March 26, 2019  
Revised/Reviewed by Board: TBD  
(continue adding Revised/Reviewed dates)