



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

### **ENROLLMENT AND CREDIT**

New students entering Poudre School District 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 Poudre School District schools should apply at the school in their attendance area 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 principal based on completion of state and district re

Before accepting home school program for graduation credit, the principal or designee may require documentation of the student's course of study. If the principal or designee determines that the student lacks the knowledge and skills required of Poudre School District students in that course, additional study may be recommended.

- b. Students enrolling in the district from home school programs shall successfully complete the final semester of their senior year in a district high school in order to graduate and receive a diploma from the school.

The one-semester requirement is designed to provide the school sufficient time to conduct the assessments (including testing, observations, and other performance criteria as deemed appropriate) and/or review course documentation to ensure that the student has fulfilled Poudre School District graduation requirements.

- c. Grades from home school programs, private schools and/or correspondence courses shall be recorded as "S" (satisfactory) and "U" (unsatisfactory) for transfer of credit.
- d. High school students enrolling from homeschool programs shall be subject to Colorado High School Activities Association (CHSAA) rules to qualify for athletics and activities.
- e. At the parent's/guardians request, the principal shall meet with the parent/guardian and student to notify and explain the student's placement decision and/or graduation credits.

## 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 principal for a review of the student's placement or credit within one week after receiving the decision.
2. The principal shall review placement/credit 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 Assistant Superintendent of School Services.

4. The Assistant Superintendent of School Services shall respond in writing to the student and parent/guardian within two weeks of receiving the appeal request.

Adopted: May 1990

Revised to conform with practice: May 22, 1995

Revised: October 28, 1996

Revised: September 28, 1998

LEGAL REF:

C.R.S. 22-33-104.5(4)

C.R.S. 22-7-504 (Colorado Basic Literacy Act)

CROSS REF:

IHBG, Home Schooling