

Any student who has been in attendance in an educational program other than in the Richmond School District for a period of 90 days or more, and who wishes to enter or re-enter the District shall be required to comply with the following procedures:

A. Grade Placement

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the guidance counselor and other appropriate staff members, shall determine all grade placements of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, a standardized test(s) may be administered to determine the student's achievement level and appropriate grade placement. This test shall be administered by the building principal or designee. Placement decisions shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

B. Interim Placement Period

Each student placed in the District from schools or educational programs outside the District shall have an interim period of 45 school days to demonstrate appropriate academic progress in the placement. If during this interim placement period school officials determine that the student's placement needs to be reviewed, the building principal or designee may make a placement revision.

C. Appeals

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the building principal of the school in which the student is initially placed, and then to the District Administrator. The decision of the District Administrator shall be final.