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3 **INSTRUCTION**

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5 Credit Transfer and Assessment for Placement

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7 The District will follow Montana Accreditation Rules and Standards, along with local alternate
8 procedures for earning credit, in reviewing requests for transfer of credits. High school
9 principals have authority for approving credit transfers, subject to review by the Superintendent
10 or the Board.

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12 Grades 9-12

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14 A transfer of credits from any accredited secondary school is subject to a satisfactory
15 examination of the following:

- 16 1. Appropriate certificates of school accreditation;
- 17 2. Length of course, school day, and school year;
- 18 3. Content of applicable courses;
- 19 4. School department as it relates to credit earned (i.e., lab areas for appropriate science or
20 vocational instruction);
- 21 5. Appropriate evaluation of student performance leading toward credit issuance.

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23 Requests for transfer of credit or grade placement from any non-accredited, nonpublic school,
24 including home school, will be subject to examination and approval before being accepted by the
25 District. This shall be done by the school counselor, academic dean, appropriate department
26 representative and a principal.

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28 Criteria to be considered:

- 29 1. Documentation that the student has spent approximately the same number of classroom
30 hours in the non-accredited/non-public school as would have been spent in a regular class
31 at Park High School.
- 32 2. Documentation that the student followed a curriculum which is similar to that in the
33 course for which they are requesting credit.
- 34 3. Documentation that in the event of a credit request in a lab, industrial arts, or music
35 course, equipment and facilities were sufficient to meet required learning activities of the
36 course.
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38 course, equipment and facilities were sufficient to meet required learning activities of the
39 course.

4. Requirement that a student has satisfactorily passed, in all courses in which a final exam normally is given, a final exam prepared and administered by a staff member in the District.
5. In some cases we will administer an assessment for placement and credit. Example: to determine level of proficiency or inconclusive evidence of coursework.

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will be accepted only when a like course is offered in the District.

The school transcripts will record courses taken in home schools or non-accredited schools by indicating title of the course, school when the course was taken and grade.

For the purpose of calculation of class rank, only those courses taken in an accredited school will be used. A grade of Pass/Fail is given to those courses taken in a non-accredited or home school.

Students entering school after the second week of the semester may not be allowed to earn full credit for the semester.

Grades 1-8

Requests from parents of students in non-accredited, nonpublic schools for placement in the District school system will be evaluated by an assessment-for-placement team. That team will include:

1. A school principal;
2. One (1) teacher of the grade in which the student is being considered for enrollment; and
3. One (1) counselor (grades 6-8 only) (OPTIONAL).

The assessment-for-placement team will cause the District-adopted norm-referenced test and/or the end-of-the-year subject-matter test to be administered and scored. The assessment-for-placement team will take into account the following in its recommendation for grade placement:

1. Documentation that the non-accredited, nonpublic school has provided a comparable number of hours as the child would have attended in a public or private school;

2. That the child followed a similar curriculum as would have been provided in an accredited public or private school;
3. That the result of the end-of-the-year test indicates the student has mastered most prerequisite skills; and
4. That the child achieved an NCE score of forty (40) or above on the Standard Achievement Test.

Parents of students in home schools are encouraged to maintain a log documenting dates of instruction, content of instruction, amount of time spent on that instruction, scores on tests, and grades in all activities.

The District is not obligated to provide instructional materials for other public or private schools.

If a parent or guardian is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Legal Reference: § 20-5-110, MCA School district assessment for placement of a child who enrolls from a nonaccredited, nonpublic school

Policy History:

Adopted on: May 24, 2005

Reviewed on: December 9th, 2014

Revised on: January 13th, 2015