

1 **2413 INSTRUCTION**

2 Credit Transfer/Assessment for Placement from Non-Accredited and Non Public Schools

3 **Grades 9-12**

4 Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall
5 be subject to examination and approval before being accepted by the District. This shall be done by the
6 school counselor and/or principal or, in the case of home schools, by a credit evaluation committee
7 consisting of a counselor, a staff member from each subject area in which credit is being requested, and
8 the school principal.

9 **The credit evaluation committee will:**

- 10 1) document that the student has spent approximately the same number of classroom hours in the
11 home school as would have been spent in a regular class in the District;
12 2) document that the student followed a curriculum essentially similar to that of a course for which
13 credit is requested;
14 3) document that in the event of a credit request in a lab, industrial arts or music course, the
15 equipment and facilities were sufficient to meet the required learning activities of the course;
16 4) require that the student has satisfactorily passed in all courses where a final exam is normally
17 given, a final exam which was administered by a staff member in the District.

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

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

22 **For purposes of calculation of class rank:**

- 23 1) only those courses taken in an accredited school will be used; and
24 2) a student must have at least 10 credits from an accredited school.

25 **Grades 1-8**

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

- 28 1) the school principal;
29 2) one (1) teacher of the grade in which the student is being considered for enrollment;
30 3) one (1) counselor (grades 7-8 only)

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

- 34 1) documentation that the non-accredited, non-public school has provided a comparable number of
35 hours as the child would have attended in a public or private school;

- 1 2) that the child followed a similar curriculum as would have been provided in an accredited public
- 2 or private school;
- 3 3) that the result of the end of the year test indicates the student has mastered most prerequisite
- 4 skills;
- 5 4) scores received on individual diagnostic/basic achievement tests used to assist in placement
- 6 decisions.

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

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

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

13 Legal Reference:

14 §20-5-110, MCA School District assessment for placement of a child who enrolls from a non-accredited,
15 non-public school

16 Policy History:

17 Adopted on: July 1, 2000

18 Revised on: August 22, 2005

19 Revised on: November 24, 2014