

PATAULA CHARTER ACADEMY, INC

Policy for Grade Placement and Acceptance of Transfer Credit/Grades from Home Study or Non-Accredited Programs of Study

1. POLICY STATEMENT

The purpose of this policy is to establish consistent guidelines for determining the correct grade placement, awarded credits, and/or transfer of credits/grades when a student enrolls from a Home Study Program or other Non-Accredited School/Program of Study.

2. DEFINITIONS

- a. Non-Accredited School – an elementary, middle, or secondary school that is NOT accredited by or holding provisional status from one of the accrediting agencies identified in O.C.G.A. § 20-3-519(6)(A) or O.C.G.A. § 20-3-519(6)(B). The term includes entities that are accredited as home study programs or non-traditional educational centers.
- b. End-of-Course (EOC) Assessment - Assessments administered at the completion of core high school courses specified by the State Board of Education, in accordance with O.C.G.A. § 20-2-281(f), to measure student achievement in the four content areas of English/Language Arts, Mathematics, Science, and Social Studies.
- c. Home Study Program – an educational choice option conducted in Georgia in accordance with O.C.G.A. § 20-2-690(c) or conducted in another state in accordance with the laws applicable to that state.
- d. Nationally Standardized Test – Assessments required every 3 years starting in 3rd grade for students in a Home Study Program; examples are ITBS, CAT, Stanford Achievement Test, SAT, ACT
- e. Unit of Credit – evidence of course completion as demonstrated by a final course grade of 70 or higher on a numerical scale; or competency-based course credit as demonstrated by a pre-defined score on state-adopted or approved assessment instruments.
- f. Validation – the process of verifying promotion, credits, and grades earned at through a home study program or non-accredited educational program.

3. REQUIREMENTS

- a. Grade Placement for K-8th Grades:
 1. Programs of study must meet the state-adopted curriculum for each grade level. Documentation for validation that this requirement is met include:
 - Transcript, report card, or grade report for each grade/subject completed in the home study program or non-accredited program of study
 - Syllabus, scope and sequence, or other documentation of standards/skills/content of the program of study for EACH grade/subject completed in the home study program or non-accredited program of study
 - Score Reports from a Nationally Standardized Test taken within the last 3 years if the student has been in a home study or non-accredited program of study for 3 or more years. If no nationally standardized test has been taken in the past 3 years, the student must take an assessment prior to enrolling.
 2. The school designee will review the required documentation for validation to determine the grade placement. If the documentation does not meet the criteria for grade placement the parent/student is attempting enrollment for, another placement test may be given by the school to determine the final placement
 3. Probationary Placement – Students may be placed in a grade level on a probationary basis if documentation is questionable or does not fully meet the requirements. If the student does not perform satisfactorily during the first grading period, he/she will

be placed for the remainder of the school year in an appropriate grade where he/she can perform satisfactorily

b. Accepting Transfer Credit and Grades for 9th-12th Grades:

1. Transfer courses/credits must meet the state-adopted curriculum. Documentation for validation that this requirement is met include:
 - Transcript, report card, or grade report for each high school course completed in the home study program or non-accredited program of study
 - Syllabus, scope and sequence, or other documentation of standards/skills/content of the program of study for EACH course completed in the home study program or non-accredited program of study
 - Score Reports from a Nationally Standardized Test taken within the last 3 years if the student has been in a home study or non-accredited program of study for 3 or more years. If no nationally standardized test has been taken in the past 3 years, the student must take an assessment prior to enrolling.
2. The school designee will review the required documentation for validation to determine the course credits that will be awarded. Grade placement will be determined in accordance with the school's promotion/retention guidelines based on the number of credits that are awarded after validation. If the documentation does not meet the criteria for awarding credit for a course, the student may have to repeat that course to be awarded credit.
3. If a course in which a student is seeking home school credit has a required EOC, the student must take and pass the EOC (70 or above) in order to receive credit for the course. If the student does not pass the required EOC, that student will have to take the course to receive credit.
4. Military Dependents - Notwithstanding any other portion of this rule, schools will utilize O.C.G.A. § 20-17-2 to award course credit for students who are dependents of military personnel as defined by that code section.

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