

BOARD PROCEDURE

**Descriptive Code: JBC(2)
FORMERLY JBCCB**

ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES ASSIGNMENT TO CLASSES

Date: July 23, 2007

PRE-K PROGRAM:

Registration dates and times are determined in advance and well publicized through local media. In addition, notices are sent home with every elementary school child. Registrations are held in each school which has a Pre-K program.

In the year of enrollment, children must be four years of age on September 1 based on acceptable documentation, such as birth certificates, passports, official medical documents, or official documents from other countries. Only age-eligible children whose birth dates fall within a window of time are eligible for participation in a given. Only the names of eligible children can be submitted for reimbursement on office of school readiness rosters.

If there are more children represented than there are spaces available, a lottery drawing is held. After children are selected for the class, a waiting list is formed by continuing the lottery drawing until all names are selected. Latecomers are added to that list in the order in which they arrive. Waiting lists are maintained all year at each school, and names are added throughout the school year. In order for a child to be added to the waiting list, the parent must go to the school office and complete the appropriate office of school readiness form. Resource coordinators/resource workers use this list to fill openings in the classes as they occur during the school year. Names are called in the order in which they were registered. Parents can place their children's names on waiting lists out of their home school zone, but these children are served after all children from that zone have been offered slots.

Children who move out of zone during the school year may remain in their classes as long as parents provide transportation. They may also be placed on the waiting list in their new school zone.

PROCEDURES FOR PLACING STUDENTS

The following procedures for placing **new and/or** transfer students in elementary (Grades PK-5) and middle grades (Grades 6-8) at the appropriate level and for granting Carnegie unit credit for high school students (Grades 9-12).

PLACEMENT OF TWINS OR HIGHER ORDER MULTIPLES

For the purposes of this rule, higher order birth multiples are defined by Georgia law as triplets, quadruplets, quintuplets, or more.

In accordance with O.C.G.A. 20-2-71, at the request of a parent or legal guardian, twins or higher order multiples from the same family may be placed together in the same classroom if the following guidelines are met:

- **The request is made no later than five days before the first day of each school year; or**
- **No later than five days after the first day of attendance of the children during a school year if the children are enrolled after the school year commences; and**
- **The children are in the same grade level at the same school and meet the eligibility requirements of the class.**

School officials may deny a placement request if factual performance evidence shows proof that these specific students should be separated.

PRE-K ENROLLMENT

- (a) Enrollment for the Pre-K program is open and non-discriminatory. Children are not denied participation on the basis of race, color, or national origin, sex, or disability. Eligible children must be four years of age on September 1 of the year of enrollment. Every Pre-K child must be a Georgia resident. Parents must agree to send the child to Pre-K for the full instructional day, five days per week, 180 days per year.
- (b) Children register in their school attendance zone. In cases where a school does not provide a Pre-K program, children from that zone register on an equal basis in another designated school zone. Transportation will be the responsibility of the parents in the out-of-zone schools.
- (c) A child who is eligible for special education under the Individual with Disabilities Education Act is not denied access to the Pre-K program and may participate in the registration process. Elementary school employees may participate in the registration at the school where they are employed as well as the school for which they are zoned.

GRADES K-8

- (a) Students in grades kindergarten through eight who transfer to the Columbia County School System from other public or private schools or home study programs (accredited or non-accredited) shall be assigned to the grade level indicated as appropriate per documents and records received from the transferring school.
- (b) Such placement shall be tentative pending teacher observation of achievement level and analysis of standardized test results. Placement may be changed later by the school principal in accordance with the best educational interest of the student.
- (c) In situations where the student is transferring from a non-accredited school or home study program and official transfer records indicate Carnegie credits, the validation of credits procedure noted for grades 9-12 must be followed.

GRADES 9-12

(A) VALIDATION OF CREDITS FOR STUDENTS TRANSFERRING FROM ACCREDITED SCHOOLS (GRADES 9-12)

1. The transferring student and/or parent(s)/guardians(s) will request/provide official transcripts and school records from transfer school.
2. The guidance counselor at the receiving school will assess the transcript to determine the graduation credit needs of the transferring student.
3. The guidance counselor will post/input to the Columbia County School System transcript/Student Information System all grades earned from the transfer institution(s). All grades must be numeric.
 - a. Alpha grades must be converted to numeric grades.
 - b. The guidance counselor must obtain numeric grades from the transfer institution(s). If numeric grades are unavailable, the guidance counselor must use the following Alpha-Conversion Scale:
A+ = 98, A = 95, A- = 92, B+ = 88, B = 85, B- = 82,
C+ = 78, C = 75, C- = 73, D = 71, S = 85, P = 85,
U = 65, F = 65, E = 65

(B) VALIDATION OF CREDITS FOR STUDENTS TRANSFERRING FROM NON-ACCREDITED SCHOOLS OR HOME STUDY PROGRAMS (GRADES 9-12)

1. The transferring student and/or parent(s)/guardian(s) will provide official transcripts and documents to the guidance department of the student's zoned school.
2. The guidance counselor at the receiving school will assess the transcript to determine the graduation credit needs of the transferring student.
3. The guidance counselor will request from the Columbia County School System Department of Student Learning all tests necessary to validate courses credits toward graduation.
4. Courses that require an End-of-Course-Test (EOCT) will be validated by the corresponding EOCT as mandated by the state (Rule 160-3-1.07; CODE II). The passing EOCT score will be listed on the student's transcript as the course grade and will be included in the student's GPA and cumulative numeric average.
5. Non-EOCT courses will be validated by the corresponding locally-developed tests as mandated by the state (Rule 160-5-1.15; CODE JBC(2)). Locally-developed tests will be maintained in the Department of Student Learning and updated by the High School Director of Student Learning.
6. The student must earn a passing score of 70 or higher on the validation test to be awarded credit for the course. A student earning a score of 69 or lower on the validation test will not receive credit for the course and will be required to take and pass the course to receive credit toward graduation.
7. The passing validation score will be recorded as the course grade on the student's permanent record and transcript. The score will be included in the student's cumulative numeric average.
8. The school guidance counselor will be responsible for the test security, administration, and grading of all locally-developed tests requested from the

Department of Student Learning. Only one test administration per course will be permissible.

9. In situations where the Non-EOCT course requirements are performance- or portfolio-based, a validation committee shall be assembled. The validation committee shall be composed of the principal, a guidance counselor, three content-related department chairpersons, and director of student learning.
10. The validation committee shall forward a recommendation to award or deny course credit to the Superintendent of Schools for final approval. If the request is approved to award credit for the course the student will be awarded a “2P” for passing and the grade provided by the official transcript will be posted. In the absence of a numeric grade, the Alpha-Conversion Scale noted in this procedure will be used.
11. Transcripts reflecting elective courses that are not taught in the Columbia County School System will be accepted as reflected on the student’s transcript of grades. Validation of credit by examination will not be necessary. Alpha grades will be changed to numeric grades using the Alpha-Conversion Scale.
12. The validation of all credit(s) should be completed within twelve weeks of initial enrollment or during the next administration of the End-of-Course-Test so that appropriate course assignments can be made and class absences minimized.

(C) PROBATIONARY PLACEMENT

Students transferring from a non-accredited school or home study program may request a one semester probationary placement in certain non-EOCT sequential courses based on transfer records and/or home study program documents.—Students who successfully complete the probationary course will receive credit and the transfer grade as documented by an official transcript or paperwork from the non-accredited school or home study program. Alpha grades will be changed to numeric grades using the Alpha-Conversion Scale.

1. Students who do not successfully complete the probationary semester of the non-EOCT will be removed from the course at the end of the probationary semester and placed in the introductory or prerequisite level. The grade earned during the probationary course will be recorded on the student’s transcript and included in the cumulative numeric average. Students will not be afforded the testing option to validate credit if the probationary option is utilized.
2. In order to be considered for probationary placement, the student/parent must present evidence of the student’s learning in the preceding course of the sequence.
3. The student must remain in the probationary placement course until the end of the semester whether or not the student is passing the course.
4. The sequenced courses for probationary placement are algebra II and III; Latin II, and III; Spanish II, and III; French II, and III; and chemistry II.

(D) APPEAL TO THE SUPERINTENDENT

A parent/student may appeal this process to the Superintendent of Schools by presenting a comprehensive portfolio of the student’s work and written assessments/standardized tests administered by a recognized third-party entity within ten (10) days of enrollment. The portfolio

should contain a copy of the standardized test scores of the student for the time the student was enrolled the non-accredited school or home study program. Students may not appeal the validation requirements for EOCT courses (Rule 160-5-1.15; CODE JBC(2)).

ADOPTED: 02/11/97, 03/20/06

REVISED: 04/27/99, 2/22/00, 7/10/01, 4/23/02, 9/30/02, 10/14/02, 3/20/06, 4/16/07

Columbia County Board of Education