

## **PLACEMENT/AWARDING OF CREDIT TO NEW/RETURNING STUDENTS**

*Policy Code:*

3201

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### **PLACEMENT/AWARDING OF CREDIT TO NEW/RETURNING STUDENTS**

#### **ASSIGNMENT OF NEW/RETURNING STUDENTS**

Students entering Buncombe County Schools from another public school system, a non-public school accredited by the Southern Association of Colleges and Schools or one of the other recognized regional accrediting associations, or an approved charter school, will be placed in grades and classes on the basis of their placement/credits in the sending school.

Students entering Buncombe County Schools from a non-accredited school or a home school will be placed in the grade level/subject indicated by the sending school's transcript or recommendation by the sending school. Appropriate documentation must accompany this recommendation.

#### **GRADES K-8**

When placement is in question, a temporary assignment may be made until a final assessment is complete. Temporary placement may be based upon the following factors:

- chronological age
- physical maturity
- social adjustment
- performance in relationship to student learning objectives for grade level
- individual performance on standardized achievement tests

The principal will grade and classify students. The principal has the final authority to determine grade-level placement, to grant credit and to determine the conditions necessary for granting credit.

#### **GRADES 9-12**

Students transferring into Buncombe County high schools from another school, private or public, a home school, or an alternative school may receive credit toward graduation for courses successfully completed in the sending school. High school courses taken prior to ninth grade qualify the student for placement at the next appropriate level in such course(s). High school level courses taken before the 9<sup>th</sup> grade may appear on the high school transcript and a student may receive high school credit for the course. Courses taken before high school are not calculated in the student's grade point average.

#### **ACCREDITED/APPROVED SCHOOLS**

Students transferring into Buncombe County Schools from another public school system, an

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approved charter school, or a non-public school accredited by the Southern Association of Colleges and Schools, or one of the other recognized regional accrediting associations, will receive credit for all courses approved by the sending school. Weighted credit for a course designated by the sending school as “Honors” or “AP” will be accepted only if a comparable course is designated “Honors” or “AP” in Buncombe County Schools.

### **NON-ACCREDITED NON-PUBLIC SCHOOLS**

Upon review and approval by the principal, students transferring into Buncombe County Schools from a non-public school not accredited by the Southern Association of Colleges and Schools or one of the other recognized regional accrediting associations, may receive credit toward graduation from courses successfully completed in the non-accredited, non-public school using the following guidelines:

- documentation must be provided to Buncombe County Schools by the sending school as to the course of study the student followed, materials used, total number of contact hours per course, final grades and credits, and scores from any standardized tests the student has taken, and.
- grades will be recorded on the transcript as standard level courses with no course weight assigned.

### **HOME SCHOOLS**

Enrollment of a student from a home school to Buncombe County Schools will be on a full-time basis. Extra-curricular activities are available only to a student enrolled in Buncombe County Schools.

To assure appropriate placement in public schools, a home school student is required to present the following documentation:

- Immunization report
- Standardized test scores
- Proof of residence
- Attendance record
- Home school registration number

Standardized test information may include nationally normed achievement tests, PSAT/SAT, and/or other recognized standardized tests appropriate for placement. In order to assure appropriate placement, the principal may recommend administering a released form of a state test or other placement tests.

In order to place a student properly and award credit, Buncombe County Schools will expect the following information:

### **ELEMENTARY SCHOOLS**

Home schools will provide a portfolio of student work, including writing samples (process and penmanship), examples of grade-level math and grade-level reading, North Carolina computer competencies and a current daily log or lesson plan book of previous school year or current school

year.

To assist in proper placement of a student, Buncombe County Schools may administer grade level reading and/or math inventories. The receiving school may require a personal interview with an incoming student and/or parents.

### **MIDDLE SCHOOLS**

Home schools will provide a portfolio of student work, including writing samples (process), examples of grade-level math and grade-level reading, topics of units of work completed in social studies and science, and a current daily log or lesson plan book of previous school year or current school year.

To assist in proper placement of a student, Buncombe County Schools may administer grade level reading and/or math inventories. The receiving school may require a personal interview with an incoming student and/or parents.

### **HIGH SCHOOLS**

Home schools will provide a record of courses taken and grades earned and a portfolio of demonstrated competencies in subjects for which credit is requested. The portfolio should contain course descriptions and/or syllabi, samples of student's work including exams, and documentation of number of hours spent in class per subject.

To assist in proper placement, students may be required to take released forms of the End of Course (EOC) tests or other placement tests. If requesting credit for a Career Technical Education (CTE) course, the student should present evidence of competency in the CTE area. In addition, the student may be required to take a released form of the CTE Post Assessment for the CTE course under consideration.

Credits and grades earned will be recorded on the student's transcript at standard level with no course weight assigned.

### **LONG TERM SUSPENSION**

Students returning to Buncombe County Schools after long-term suspension from a Buncombe County School may earn credits toward graduation and/or promotion to the next grade for courses successfully completed during the period of suspension while enrolled in a private school (accredited or non-accredited), an institution of higher learning, a home school program, or homebound instruction. The principal will review the student's records as provided by the sending school, home school or the homebound teacher to determine if credit should be granted for the courses successfully completed. If credit is granted, all grades will be recorded at standard level with no course weight assigned.

**COURSES TAKEN ABROAD**

Upon review and approval by the principal, students may receive credit for courses taken abroad if the following guidelines are met:

- the courses have substantial equivalency to a Buncombe County Schools' course in content and number of hours
- the student has filed an appropriate request and received prior approval
- a record of courses taken while abroad is furnished by the school with appropriate course documentation provided; whenever possible, this transcript should be in English.

If credit is awarded, all grades will be recorded at standard level with no course weight assigned.

Replaces Board Policy 611

**History of Policy 611**

Adopted: May 8, 2003

NCSBA wording and revisions replacing Policy 611 were adopted: May 7, 2015