



## Administrative Guidelines

**Department:** Academics (OAAP)

**Policy:** JBCCB

**Topic:** Home Study Programs/Return to Public School

**Revised:** October 2019

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### PROCEDURE

Parents are responsible for attaining and abiding by all state regulations that govern home study programs.

It is our goal to make the transition from home study programs to one of our schools an efficient process. The system's position regarding this matter is that we wish to give students enrolling in our schools from home study programs every opportunity to be placed in the appropriate grades or courses. We will not, however, place students in grades or courses for which they are not ready, nor assign Carnegie unit credit until the student has exhibited mastery of the course content. In order to accomplish this, the following procedures with regard to students in home study programs have been developed for students that are entering or returning to Marietta City Schools:

1. Principals will identify an administrative contact for their school. This administrator will organize procedures for students returning to their school from home study programs.
2. The counselor "on call" for the next testing date will be notified so that he or she may prepare a tentative schedule for the student(s); prepare for the appropriate testing; and schedule a placement meeting that shall take place no more than 2 school days after testing.
3. Grade/Course placements shall be determined by:
  - a. scores on a standardized and/or benchmark test that will be administered by school personnel and/or
  - b. probationary placement and satisfactory performance (grade of  $\geq 70$ ) for one or more grading periods in the grade level with students of their same age.
4. Upon completion of standardized and/or benchmark testing, the local school administrator and/or counselor will meet with parents or guardians to discuss test results, grade/course placement, class schedule, and Carnegie credits earned (if applicable).

5. No high school credit will be extended to any home-schooled student who enrolls in the middle school unless that student passes the final exam in the middle school course that merits Carnegie credit. The student must achieve a grade of 70 or higher on the final examination and will be assigned a grade of "P" (pass) for the course. See number 7 below for assigning Carnegie credit for a course that requires an End-of-Course Test.
6. High school students will be given Carnegie unit credit for courses taken in a home study program when they pass a final examination for that course. The student must achieve a grade of 70 or higher on the final examination and will be assigned a grade of "P" (pass) for the course.
7. If a course requires an End-of-Course test per the Georgia DOE, the student must pass the EOC with a minimum grade of 70 to receive credit for the course. A student enrolling from a non-accredited school will receive one test administration opportunity to demonstrate proficiency in order to earn credit for a course that requires the EOC. If the student does not pass the EOC test on that administration, credit shall not be granted. If the course is required to be eligible to receive a high school diploma, the student shall enroll in the course and take the EOC at the completion of the course.
8. The above procedures will apply to special education students with consideration of the student's IEP, which should also be used for placement.
9. Students may begin classes immediately following the placement meeting.