

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #3710 (Students)
Regarding Enrollment in Calvert County Public Schools
Academic Evaluation, Placement and Awarding of Credits**

- I. Guidelines: High School
 - A. Determination of Status of Prior School
 1. The principal will ascertain whether or not the school previously attended by the student is a public school, a state approved school or an accredited school (one of several nationally recognized accrediting agencies: Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS), New England Association of Schools and Colleges (NEASC), Cognia (combines North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools), and Western Association of Schools and Colleges (WASC).) This may be done by:
 - a. Receiving an official transcript which indicates approval or accreditation status;
 - b. Referring to the list of “Maryland Nonpublic Schools” which is updated annually by the Maryland State Department of Education and lists all approved schools in the State of Maryland; or
 - c. Making an inquiry to the State Department of Education in the state in which the school is located. If the school or schools are approved by that state, credits may be allowed in the subjects the student has successfully completed. (Note: Calvert County Public Schools will not accept credits for courses not commonly taught in public schools.)
 - B. If the school is determined to be a public school, state approved school, or accredited school, the principal will place the student, and grant credits in accordance with the Annotated Code of Maryland Education Article. Specifically, while enrolling a student from a public school, state approved school, or an accredited school:
 1. High school credits for courses which are commonly taught in public schools which have been granted by the previous school or school system will be recognized and will remain on the student’s transcript following the Secondary Grading Procedures: 3415.1.
 2. Any student who is entering Calvert County Public Schools from a public school, state approved school, or accredited school who has taken and passed with a “D” or better a high school course while in middle school (e.g. French, Spanish, Algebra I, Algebra II, or Geometry) will earn high school credit(s) for such

course(s) as long as the school or school system formerly attended would also have awarded high school credit for the course(s).

3. Any student who is entering Calvert County Public Schools from a public school, state approved school, or accredited school who has taken and passed with a “D” or better a high school course while in middle school (e.g. French, Spanish, Algebra I, Algebra II, or Geometry) and would not have been granted credit for the course(s) by their school or school system, will have the opportunity to earn credit on the transcript if the student sits for an assessment and passes the assessment with a “D” or better. The student will earn a grade of “P” on his/her transcript. “P” grades do not count either for or against a student in the calculation of honor roll, grade point average or class rank.
 4. A student registering from a public school within Maryland cannot be exempted from the Maryland Comprehensive Assessment Program (MCAP).
- C. If the former school is determined to be a non-accredited school, a church-exempt school, or Parental Home Instruction a temporary placement will be granted based upon an evaluation of the record. A final placement will be determined after the required academic evaluation of the student is completed.

The student and parent will sign the Temporary Admission Acceptance Form Procedure 3710.2.

1. Academic Evaluation of Student:
 - a. The high school counselor, upon registering a student from a non-accredited school, a church-exempt school, or Parental Home Instruction shall, with the approval of the principal, immediately request an evaluation of the student’s academic knowledge through the Department of Instruction.
 - b. The high school counselor will forward a copy of the student’s transcript to the Department of Instruction. The Department of Instruction will determine the appropriate courses for evaluation.
 - c. The appropriate supervisors within the Department of Instruction will evaluate the student. This evaluation may include all or some of the following: administration of tests; use of interviews; the inspection of transcripts, report cards, and other documentation; and/or a portfolio review of student work. The Director or designees will notify the high school counselor in writing of the outcome of the evaluation(s).
2. Transfer of Credit to Transcript
 - a. Once credit is determined and granted, a “P” grade will be placed on the student’s transcript. “P” grades do not count either for or against a student in the calculation of honor roll, grade point average or class rank.
 - b. A student must earn 14 credits in Calvert County Public Schools to be included in grade point average and/or class rank calculations.
3. MCAP Courses

- a. A student registering from a non-accredited school, a church-exempt school, an out-of-state school, or Parental Home Instruction may be awarded credit for courses which have a corresponding MCAP assessment (Algebra I, Biology, English 10, and Government) using the procedures described above.
- b. A student registering from a non-accredited school, a church-exempt school, an out-of-state school, or Parental Home Instruction who is awarded credit for Algebra I, Biology, English 10, or Government will be exempt from the MCAP assessment corresponding with that course.
- c. A student registering from a non-accredited school, a church-exempt school, an out-of-state school, or Parental Home Instruction who has not received credit for Algebra I but demonstrates mastery of the course standards for Algebra I either through an evaluation or successful completion of subsequent mathematics courses for which Algebra I is a prerequisite is exempt from the MCAP assessment for Algebra I.

II. Guidelines: Middle School

A. Determination of Status of Prior School

- 1. The principal will ascertain whether or not the school previously attended by the student is a public school, a state approved school or an accredited school. This may be done by:

- a. Receiving official documentation which indicates approval or accreditation status;
- b. Referring to the list of "Maryland Nonpublic Schools" which is updated annually by the Maryland State Department of Education and lists all approved schools in the State of Maryland or
- c. Making an inquiry to the State Department of Education in the state in which the school is located.

- B. If the former school is determined to be a public school, state approved school, or accredited school, the principal will place the student in accordance with the Maryland Records Manual. Additionally, a student who is entering Calvert County Public Schools from a public school, state approved school, or accredited school who has taken and passed with a "D" or better a high school course while in middle school (e.g. French, Spanish, Algebra I, Algebra II, or Geometry) will earn high school credit(s) for such course(s) as long as the school or school system formerly attended would also have awarded high school credit for the course(s).

- C. Any student who is entering Calvert County Public Schools from a public school, state approved school, or accredited school who has taken and passed with a "D" or better a high school course while in middle school (e.g. French, Spanish, Algebra I, Algebra II, or Geometry) and would not have been granted credit for the course(s) by their school or school system, will have the opportunity to earn credit on the transcript if the student sits for an assessment and passes the assessment with a "D" or better. The student will

earn a grade of “P” on his/her transcript. “P” grades do not count either for or against a student in the calculation of honor roll, grade point average or class rank.

- D. If the former school is determined to be a non-accredited school, a church-exempt school, or Parental Home Instruction, a temporary placement will be granted based upon an evaluation of the record. A final placement will be determined after the required academic evaluation of the student is completed. The student and parent will sign the Temporary Admission Acceptance Form Procedure 3710.2. Academic Evaluation of Student:
1. The middle school counselor, upon registering a student from a non-accredited school, a church-exempt school, or Parental Home Instruction shall, with the approval of the principal, will immediately request an evaluation of the student’s academic knowledge through the Department of Instruction.
 2. The middle school counselor will forward a copy of the student’s transcript to the Department of Instruction. The Department of Instruction will determine the appropriate courses for evaluation.
 3. The appropriate supervisor(s) within the Department of Instruction will evaluate the student. This evaluation may include all or some of the following: administration of tests; use of interviews; the inspection of transcripts, report cards, and other documentation; and/or a portfolio review of student work. The Director or designee(s) will notify the middle school counselor in writing of the outcome of the evaluation(s).

III. Guidelines: Elementary School

A. Determination of Status of Prior School

The principal will ascertain whether or not the school previously attended by the student is state approved or accredited. This may be done by:

1. Receiving official documentation which indicates approval or accreditation status;
 2. Referring to the list of “Maryland Nonpublic Schools” which is updated annually by the Maryland State Department of Education and lists all approved schools in the State of Maryland; or
 3. Making an inquiry to the State Department of Education in the state in which the school is located.
- B. If the former school is determined to be a public school, state approved school, or accredited school, the principal will place the student based on an evaluation of the record.
- C. If the former school is determined to be a non-accredited school, a church-exempt school, or Parental Home Instruction, a temporary placement will be granted based upon an evaluation of the record. A final placement will be determined after the required academic evaluation of the student is completed. The student and parent will sign the Temporary Admission Acceptance Form Procedure 3710.2. Academic Evaluation of Student:

1. The elementary school principal or designee, upon registering a student from a non-accredited school, a church-exempt school, or Parental Home Instruction shall, in a timely manner, evaluate the student. This evaluation may include all or some of the following: administration of tests; the use of interviews; the inspection of transcripts, report cards, and other documentation; and/or a portfolio review of student work.