

## STUDENTS

### Entrance, Placement, and Transfer

#### Entrance, Date and Age

No pupil may be enrolled in kindergarten or first grade, whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday does not occur on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child registers to enter school. A parent or guardian may request a waiver of the age requirement. The Board must approve any waivers of the age requirement. A student who meets the six-(6)-years-old requirement, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. A birth certificate and an immunization record are required for admission to the District. The District will not assign or admit any child who has reached his/her nineteenth (19<sup>th</sup>) birthday on or prior to September 10<sup>th</sup> of the year in which the child is to enroll. A student may request a waiver of the age limitation, which must be approved by the Board.

#### School Entrance

Subject to the requirements of the McKinney-Vento Homeless Assistance Act relating to homeless children and youths and the Interstate Compact on Educational Opportunity for Military Children relating to children of military families:

1. The District requires that a child's parents, legal guardian, or legal custodian present to the school, within forty (40) days of enrollment, proof of identity of the child.
2. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against disease as required by Montana law. If the student qualifies for conditional attendance or an exemption is filed as defined by Montana law, immunization may not be required.

#### Placement

The goal of the District shall be to place students at levels and in settings that will enhance the probability of student success. Developmental testing, together with other relevant criteria, including, but not limited to, health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent and the Board. If a student is assigned to a school in the District outside of the adopted school boundaries applicable to that student, this decision is subject to the District's Uniform Grievance Procedure. Upon completion of these procedures, the Board's decision regarding the assignment is final.

#### Transfer

District policies regulating pupil enrollment from other accredited elementary and secondary schools are designed to protect the educational welfare of the child and of other children enrolled in the District.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks.

Should any doubt exist with teacher and/or principal as to grade and level placement of the student, the student shall be subject to an educational assessment to determine appropriate grade and level placement.

During the two-(2)-week probationary period, the student will be subject to observation by the teacher and building principal.

Secondary Grades (9-12): Credit Transfer: Resident students seeking to transfer to a District school will be admitted and placed pursuant to the terms of this policy. The District will request the student's records from the prior school district prior to making any final decision on placement.

High school students shall be placed according to the number of credits earned in their previous accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate procedures for earning credit.

#### Credit Transfer/Assessment for Placement

High School - Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. This will be done by the school counselor or principal. In the case of home schools, the principal may convene a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and a school principal.

If convened, the credit evaluation committee will take into account the following in its recommendation for awarding credit or grade placement:

1. documentation that a student has spent approximately the same number of classroom hours in home school as would have been spent in a regular class in the District;
2. documentation that a student followed a curriculum essentially similar to that of a course for which credit is requested; and
3. documentation that in the event of a credit request in a lab, industrial arts, or music course, equipment and facilities were sufficient to meet required learning activities of the course;

The credit evaluation committee may also require that a student has satisfactorily passed, in all courses in which a final exam normally is given, a final exam prepared and administered by a staff member in the District.

The District will give credit only for home schools that have met all requirements as specified in Montana law. Credit from home schools will be accepted only when a like course is offered in the District. The school transcripts will record courses taken in home schools or non-accredited schools by indicating title of the course, location where the course was taken, and grade. For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.

Grades 1-8 - Requests from parents of students in non-accredited, nonpublic schools for placement in the District school system will be evaluated by the building principal. In the case of home

schools, the building principal may convene an assessment-for-placement team, which may include the principal, teacher in the grade in which the student seeks to enroll, and counselor. The assessment-for-placement team may require formal and/or informal assessments and/or an end-of-the year subject-matter test to be administered and scored. If convened, the assessment-for-placement team may consider the following in its recommendation for grade placement:

1. documentation that the non-accredited, nonpublic school has provided a comparable number of hours as the child would have attended in a public or private school;
2. documentation that the child followed a similar curriculum as would have been provided in an accredited public or private school; and
3. the result of any assessment or end-of-the-year test required by the committee to be administered which indicates that the student has mastered most prerequisite skills.

If a parent is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Cross Reference:	Board Policy 1700 Board Policy 3212 Board Policy 3213	Uniform Grievance Procedure Education of Homeless Children and Youth Children of Military Families
Legal Reference:	42 USC § 11431 <i>et seq.</i> § 20-1-230, MCA  § 20-5-101, MCA § 20-5-110, MCA  § 20-5-403, MCA  § 20-5-404, MCA § 20-5-405, MCA § 20-5-406, MCA § 20-7-117, MCA § 44-2-511(6)(a), MCA 10.55.601 <i>et seq.</i> , ARM 10.55.701, ARM	Education for Homeless Children and Youths Interstate Compact on Educational Opportunity for Military Children Admittance of child to school School district assessment for placement of a child who enrolls from a non- accredited, non-public school Immunization required – release and acceptance of immunization records Conditional attendance Medical or religious exemption Immunization record Kindergarten and preschool programs Definition of proof of identity  Board of Trustees

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