

## STUDENTS

Entrance, Placement, and TransferAge of Attendance

~~Pursuant to Montana law, residents of the District who satisfy the minimum entry age requirement and are less than 19 years of age on or before September 10 may enroll and attend the District's schools. The Superintendent shall develop procedures for admitting an adult who is 19 years of age or older if there are exceptional circumstances.~~

~~The administration shall include children enrolled pursuant to this policy in the District's calculation of average number belonging (ANB) as reported to OPI to the extent allowed by law.~~

~~Except when enrollment is otherwise required by law, the Board of Trustees has the discretion to give special permission to enroll a student who has not reached the age of five (5) on or before September 10 of the school year where there are exceptional circumstances. The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of the term as used in 20-5-101(3) MCA and "special permission" within the meaning of that term as used in 20-7-117 MCA, that merit waiving the age provisions of 20-7-117 MCA for qualifying children under 5 years of age:~~

- ~~1. A child at least 3 years of age with a disability qualifying the child for services under the federal individuals with Disabilities Education Act.~~
- ~~2. A child who is 4 years of age or older on or before September 10 of the school year in which enrollment is to occur who:~~
  - ~~a. meets the income eligibility of 200% or less of the Federal Poverty Guidelines, or~~
  - ~~b. is Limited English Proficient within the meaning of Title III of the federal Elementary and Secondary Education Act, or~~
  - ~~c. is homeless as defined in 42 U.S. Code § 11302, or~~
  - ~~d. has moved into the District and has met the age requirement of another state and were enrolled in either a kindergarten or first grade in that state, or~~
  - ~~e. is identified as Gifted and Talented or in need of an acceleration plan, or~~
  - ~~f. does not meet the requirements of a. through e. but is recommended for enrollment by administration.~~

**No pupil may be enrolled in the kindergarten or first grade whose 5<sup>th</sup> birthday does not occur on or before September 10 of the school year in which the child registers to enter school. A parent may request a waiver of the age requirement. All waivers are in the discretion of and subject to the approval of the Superintendent. No pupil may be enrolled in the District if that pupil has reached his or her 19<sup>th</sup> birthday on or before September 10 of the school year in which the child registers to enter school. A student may request a waiver of the age limitation where there are exceptional circumstances, which must be approved by the Board. The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision or a student who is not yet 19 years of age and experienced educational disruption and was awarded a diploma as a result and seeks access to reasonable curriculum designed to advance postsecondary success.**

**Except when enrollment is otherwise required by law, the Board of Trustees has the**

discretion to give special permission to enroll a student who has not reached the age of five (5) or has reached the age of nineteen (19) on or before September 10 of the school year where there are exceptional circumstances. ~~The Board of Trustees declares the following to be qualifying “exceptional circumstances” within the meaning of the term as used in 20-5-101(3) MCA and “special permission” within the meaning of that term as used in 20-7-117 MCA, that merit waiving the age provisions of 20-7-117 MCA for qualifying children under 5 years of age:~~

~~Identify how exceptional circumstances and special permission will be granted for students under age 5]~~

Exceptional circumstances means:

- The student is being admitted into a preschool program established by trustees pursuant to Montana law.
- The student is determined by the trustees to be ready for kindergarten and the child’s parents have requested early entry into the District’s 1-year kindergarten program;
- The student is 19 years of age or older and in the trustee’s determination would benefit from educational programs offered by a school of the District.

The trustees shall assign and admit a student who is enrolled in a nonpublic or home school and who meets the age and residency requirements on a part-time basis at the request of the student’s parents or guardian.

Entrance – Identity and Immunization

Students enrolling in the District for the first time must present a birth certificate or other reliable proof of identity and age within 40 days, as well as proof of residence, and immunization from disease as required by Montana. Students who are homeless, in foster care, or are the child of a military family are entitled to immediate enrollment regardless of presentation of the required documentation. If the parent of the student does not provide proof of identification within 40 days, the District shall notify the missing children information program and a local law enforcement authority of the fact that no proof of identity has been presented for the child. Nonresident students shall be admitted when required by law or as permitted by District policy. A student who transfers from one school district to another may photocopy immunization records in the possession of the school of origin. The District shall accept the photocopy as evidence of immunization. Within 30 days after a transferring pupil ceases attendance at the school of origin, the District should have the original immunization records.

When a parent/guardian signs and files with the District, prior to the commencement of attendance each school year, a notarized affidavit on a form prescribed by the State of Montana stating that immunization is contrary to the religious tenets and practices of the parent, immunization of the student seeking to attend in the District will not be required prior to attendance. The statement must be maintained as part of the student's immunization records. The District will also accept medical exemptions as required by law.

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.

### Children of Relocated Military Families

The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for programs offered by the District prior to arrival and establishing residency. The student may attend classes during preliminary enrollment and may receive offsite instruction if not present in the District.

### Transfer Students

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.

Elementary students shall be placed at their current grade level on a probationary basis for a period of two weeks. Should any doubt exist with the 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.

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.

### Entrance, Date and Age

~~A parent or guardian may request a waiver of the age requirement. The Board must approve any waivers of the age requirement. 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 for immediate enrollment without documentation of the McKinney-Vento Homeless Assistance Act relating to homeless children and youths, Title I relating to children in foster care, and the Interstate Compact on Educational Opportunity for Military Children relating to children of military families:~~

- ~~1. The District requires that proof of age and residence be provided at the time of enrollment.~~
- ~~2. 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. If the parent of the student does not provide proof of identification within 40 days, the District shall notify the missing children information program and a local law enforcement authority of the fact that no proof of identity has been presented for the child.~~
- ~~3. 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	Uniform Grievance Procedure
	Board Policy 3212	Education of Homeless Children and Youth
	Board Policy 3213	Children of Military Families
	Board Policy 3214	Education of Children in Foster Care
	<b><u>Board Policy ????</u></b>	<b><u>Credit Transfer/Assessment for Placement</u></b>
	<b><u>Board Policy 3150</u></b>	<b><u>Part-Time Attendance</u></b>
Legal Reference:	<b><u>§ 1-1-215, MCA</u></b>	<b><u>Residence -- rules for determining</u></b>
	42 USC § 11431 <i>et seq.</i>	Education for Homeless Children and Youths
	20 U.S.C. § 6311	Title I (as amended by Every Student Succeeds Act)
	§ 20-1-230, MCA	Interstate Compact on Educational Opportunity for Military Children
	§ 20-5-101, MCA	Admittance of child to school <b><u>(revised by House Bill 946)</u></b>
	§ 20-5-110, MCA	School district assessment for placement of a child who enrolls from a non-accredited, non-public school
	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	<b><u>§ 20-5-502, MCA</u></b>	<b><u>Enrollment by caretaker relative -- residency -- affidavit</u></b>
	§ 20-7-117, MCA	Kindergarten and preschool programs
	§ 44-2-511(6)(a), MCA	Definition of proof of identity
	10.55.601 <i>et seq.</i> , ARM	
	10.55.701, ARM	Board of Trustees
	<b><u>10.55.906, ARM</u></b>	<b><u>High School Credit</u></b>
	<b><u>House Bill 352</u></b>	<b><u>Targeted Interventions to Support 3<sup>rd</sup> Grade Reading Proficiency</u></b>

#### Policy History:

Adopted on: December 9, 2003

PN&P Committee for revision review on February 27, 2008

Approved on: March 11, 2008

Revised at PN&P Committee on: June 30, 2010 and posted for public comment

Approved on: August 10, 2010

Revised at PN&P Committee on: October 31, 2012 and posted for public comment

Approved on: December 11, 2012

Revised at PN&P Committee on: August 28, 2013 and posted for public comment.

Revised at PN&P Committee on: September 27, 2013 and posted for public comment.

Approved on: November 12, 2013

Revised at PN&P Committee on: June 25, 2014 and posted for public comment.

Approved on: September 9, 2014

First Reading for revision on: March 22, 2105 and posted for public comment.

Approved at Second Reading on: May 10, 2016

First Reading for revision: October 10, 2017 and posted for public comment

Approved at Second Reading on: November 14, 2017

First Reading of Revision for Board review on April 10, 2018 and posted for public comment  
First Reading of Revision for Board review on April 24, 2018 and posted for public comment  
Approved on June 12, 2018  
First Reading of Revision on October 22, 2019 and posted for public comment  
Approved on November 26, 2019  
Approved First Reading: September 12, 2023