

## **Bigfork School District**

### **STUDENTS**

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#### 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 unless approved by the Board of Trustees. A student who is at least six (6) years old, but 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 unless approved by the Board of Trustees.

##### School Entrance

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 (birth certification or certified transcript).
2. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles (except that pertussis vaccination is not required for persons seven [7] years or older). 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.

##### 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: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day, and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and the Board.

Montana Accreditation Rules and Standard, in accordance with local alternate procedures for earning credit, shall be applied to all credit transfer review.

Legal Reference:	§ 20-5-101, MCA	Admittance of child to 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
	10.55.601 et seq., ARM	

Policy History:

Adoption Date: November 3, 1994

Revision Date: November 10, 2004

Revision Date: May 4, 2011

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3 **STUDENTS**

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4  
5 Entrance, Placement, and Transfer

6  
7 Entrance, Date, and Age

8  
9 The trustees will enroll and admit a child to a school in the district when the child is 5 years of  
10 age or older on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child  
11 is to enroll but is not yet 19 years of age who is a resident of the District. Parents may request a  
12 waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

13  
14 Non-resident students may be admitted at the discretion of the Trustees. Children will be  
15 enrolled in the grade identified in accordance with District policy or at the discretion of the of the  
16 administration in consultation with the student's parents or guardians. The District requires  
17 proof of identity and an immunization record for every child to be admitted to District schools.

18  
19 The Trustees may at their discretion assign and admit a child to a school in the district who is  
20 under 5 years of age or an adult who is 19 years of age or older if there are exceptional  
21 circumstances that merit waiving the age provision. Students enrolled by the Trustees under this  
22 provision shall find the student's exceptional circumstances:

23  
24 (a) the child under 5 is determined by the trustees to be ready for kindergarten and the  
25 child's parents have requested early entry into the district's regular 1-year kindergarten  
26 program;

27 (b) the child under 5 is being admitted into an early literacy targeted intervention  
28 classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165;  
29 or

30 (c) the adult is 19 years of age or older and in the trustees' determination would benefit  
31 from educational programs offered by a school of the district.

32  
33 The trustees may also admit an individual who has graduated from high school but is not yet 19  
34 years of age even though no special circumstances exist for waiver of the age provision of this  
35 Policy.

36  
37 The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and  
38 who meets the age and residency requirement of this policy on a part-time basis at the request of  
39 the child's parent or guardian consistent with the provisions of Policy 3150. A part time enrollee  
40 shall be calculated for purposes of ANB consistent with Policy 3121.

41  
42 School Entrance

- 1 1. The District requires that a student’s parents, legal guardian, or legal custodian present  
2 proof of identity of the child<sup>1</sup> to the school within forty (40) days of enrollment, as well  
3 as proof of residence in the District. Students who are not residents of the District may  
4 apply for admission pursuant to Policy 3141. For the purposes of this section “proof of  
5 identity” means a certified copy of a birth certificate, a certified transcript or similar  
6 student records from the previous school, or any documentary evidence that a school  
7 district considers to be satisfactory proof of identity.  
8
- 9 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a  
10 child must have been immunized against varicella, diphtheria, pertussis, tetanus,  
11 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents  
12 approved by the department. Immunizations may not be required if a child qualifies for  
13 conditional attendance or an exemption is filed as provided by Montana law.  
14
- 15 3. The above requirements are not to serve as barriers to immediate enrollment of students  
16 designated as homeless or foster children as required by the Every Student Succeeds Act  
17 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work  
18 with the local child welfare agency, the school last attended, or other relevant agencies to  
19 obtain necessary enrollment documentation and ensure a student receives education  
20 services in the best interests of the child. The Superintendent or designee shall serve as  
21 point of contact with all applicable agencies to review records, facilitate services and  
22 resolve disputes.  
23

#### 24 Placement

25  
26 The District goal is to place students at levels and in settings that will increase the probability of  
27 student success. Developmental testing, together with other relevant criteria, including but not  
28 limited to health, maturity, emotional stability, and developmental disabilities, may be  
29 considered in the placement of all students. Final disposition of all placement decisions rests  
30 with the principal, subject to review by the Superintendent or the Board.  
31

#### 32 Children of Relocated Military Families

33  
34 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana  
35 under military orders to a school in the district and allow the child to preliminarily enroll in  
36 classes and apply for programs offered by the District prior to arrival and establishing residency.  
37

38 The student will be placed in student data management system as soon as enrolled under this  
39 provision. The student will attend classes during preliminary enrollment and the Board  
40 authorizes the administration to provide offsite instruction to the student if not present in the  
41 District. The District will include a student enrolled under this provision as part of the  
42 calculation of ANB.  
43

#### 44 Transfer

45  
46 District policies regulating the enrollment of students from other accredited elementary and

1 secondary schools are designed to protect the educational welfare of children.

2  
3 Elementary Grades (K-8)

4  
5 A student transferring into the District will be admitted and placed  
6 subject to observation by appropriate teachers and a building principal during a probation period  
7 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a  
8 student, school personnel will conduct an educational assessment to determine appropriate grade  
9 and level placement.

10  
11 Secondary Grades (9-12) Credit Transfer

12  
13 A transfer of credits from any secondary school is subject to a satisfactory examination of the  
14 following:

- 15
- 16 1. Appropriate certificates of school accreditation;
- 17 2. Length of course, school day, and school year;
- 18 3. Content of applicable courses;
- 19 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or  
20 vocational instruction);
- 21 5. Appropriate evaluation of student performance leading toward credit issuance.
- 22

23 The District will follow Montana Accreditation Rules and Standards, along with local alternate  
24 procedures for earning credit, in reviewing requests for transfer of credits. High school  
25 principals have authority for approving credit transfers, subject to review by the Superintendent  
26 or the Board.

27		
28	Cross Reference:	3150 Part Time Attendance
29		3121 Attendance and Enrollment
30		
31	Legal Reference:	§ 20-5-101, MCA Admittance of child to school
32		§ 20-5-403, MCA Immunization required – release and
33		acceptance of immunization records
34		§ 20-5-404, MCA Conditional attendance
35		§ 20-5-405, MCA Medical or religious exemption
36		§ 20-5-406, MCA Immunization record
37		§ 44-2-511, MCA School enrollment procedure
38		10.16.3122, ARM Local Educational Agency Responsibility
39		For Students with Disabilities
40		10.55.601, et seq., ARM Accreditation Standards: Procedures
41	Chapter 617 (2023)	Enrollment on Part Time Basis
42		
43		

44 Policy History:

45 Adopted on:

46 Reviewed on:

1 Revised on: