

1 **Bigfork School District #38**

2
3 **STUDENTS**

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4
5 Entrance, Placement, and Transfer

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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 age or
10 older on or before the tenth (10th) day of September of the school year in which the child is to enroll but is
11 not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age
12 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 enrolled in the
15 grade identified in accordance with District policy or at the discretion of the of the administration in
16 consultation with the student’s parents or guardians. The District requires proof of identity and an
17 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 under 5
20 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit
21 waiving the age provision. Students enrolled by the Trustees under this provision shall find the student’s
22 exceptional circumstances:

- 23
24 (a) the child under 5 is determined by the trustees to be ready for kindergarten and the child's
25 parents have requested early entry into the district's regular 1-year kindergarten program;
- 26 (b) the child under 5 is being admitted into an early literacy targeted intervention classroom or
27 jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165; or
- 28 (c) the adult is 19 years of age or older and in the trustees' determination would benefit from
29 educational programs offered by a school of the district.

30
31 The trustees may also admit an individual who has graduated from high school but is not yet 19 years of
32 age even though no special circumstances exist for waiver of the age provision of this Policy.

33
34 The trustees shall assign and admit a child who is enrolled in a nonpublic or home school and who meets
35 the age and residency requirement of this policy on a part-time basis at the request of the child's parent or
36 guardian consistent with the provisions of Policy 3150. A part time enrollee shall be calculated for
37 purposes of ANB consistent with Policy 3121.

38
39 School Entrance

40
41 1. The District requires that a student’s parents, legal guardian, or legal custodian present proof of
42 identity of the child¹ to the school within forty (40) days of enrollment, as well as proof of
43 residence in the District. Students who are not residents of the District may apply for admission
44 pursuant to Policy 3141. For the purposes of this section “proof of identity” means a certified
45 copy of a birth certificate, a certified transcript or similar student records from the previous
46 school, or any documentary evidence that a school district considers to be satisfactory proof of
47 identity.

2.To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

3.The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation and ensure a student receives education services in the best interests of the child. The Superintendent or designee shall serve as point of contact with all applicable agencies to review records, facilitate services and resolve disputes.

Placement

The District goal is to place students at levels and in settings that will increase 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 or the Board.

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

Transfer

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

Elementary Grades (K-8)

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

Secondary Grades (9-12) Credit Transfer

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

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

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

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

Policy History:

First Reading on: 12/11/24

Second Reading/Adopted on: 1/15/25

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5 Enrollment and Attendance Records

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7 Since accurate enrollment and attendance records are essential both to obtain state financial
8 reimbursement and to fulfill the District's responsibilities under the attendance laws, staff shall be diligent
9 in maintaining such records.

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11 A district may only include, for ANB purposes, any student who participates in pupil instruction as
12 defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20, including but
13 not limited to an enrolled student who is:

- 14
- 15 • A resident of the district or a nonresident student admitted by trustees under a student attendance
16 agreement and who is attending a school of the district, offsite instructional setting or remote
17 instruction from the public schools of the district;
 - 18
 - 19 • Unable to attend school due to a medical reason certified by a medical doctor and receiving
20 individualized educational services supervised by the district, at district expense, at a home or
21 facility that does not offer an educational program;
 - 22
 - 23 • Unable to attend school due to the student's incarceration in a facility, other than a youth
24 detention center, and who is receiving individualized educational services supervised by the
25 district, at district expense, at a home or facility that does not offer an educational program;
 - 26
 - 27 • Living with a caretaker relative under Section 1-1-215, MCA;
 - 28
 - 29 • Receiving special education and related services, other than day treatment, under a placement by
30 the trustees at a private nonsectarian school or private program if the student's services are
31 provided at the district's expense under an approved individual education plan supervised by the
32 district;
 - 33
 - 34 • Participating in the Running Start Program at district expense under Section 20-9-706, MCA;
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 - 36 • Receiving education services, provided by the district, using appropriately licensed district staff at
37 a private residential program or private residential facility licensed by the Department of Public
38 Health and Human Services;
 - 39
 - 40 • Enrolled in an educational program or course provided at district expense using remote
41 instruction consistent with Policies 2050, 2168, and 2170. The student:
 - 42 • must meet the residency requirements for that district as provided in 1-1-215;
 - 43 • shall live in the district and must be eligible for educational services under the Individuals
44 With Disabilities Education Act or under 29 U.S.C. 794; or
 - 45 • attend school in the district must be enrolled in the educational program or course under a
46 mandatory attendance agreement as provided in 20-5-321; or
47 must be receiving remote instruction under 20-7-118(1)(c).
 - 48
 - 49 • A student enrolled on a part time basis consistent with Policy 3110, 3150, 3121P;
 - 50

- A student of the district completing work on a proficiency basis in accordance with Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- A student enrolled by the Board for exceptional circumstances as defined in applicable District policies and in accordance with Section 20-5-101, MCA.
- A student the child is being admitted into an early literacy targeted intervention classroom or jumpstart program pursuant to Title 20, chapter 7, part 18 and Policy 2165 in a manner consistent with Section 20-9-311(3)(e), MCA;
- A student gaining credit for participating in a work-based learning program pursuant to Section 20-7-1510, MCA, and Policy 2600;
- A student participating in an “innovative educational program” as defined in Section 15-30-3102, MCA;
- A resident of the district attending a Montana job corps program under an interlocal agreement with the district under Section 20-9-707, MCA; or
- A resident of the district attending a Montana Youth Challenge Program under an interlocal agreement with the district under Section 20-9-707, MCA.
- A student with a disability who is over 19 years old but under 21 years of age, has been enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools, if the following criteria are satisfied:
 - the student has not graduated;
 - the student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the student's disability; and
 - the student's individualized education program has identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet one or more of the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA.

Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or Part Time Enrolled Student

The District shall include for ANB purposes a child who during the prior school year:

- a. resided in the District;
- b. was not enrolled in the District or was not enrolled full time; and
- c. completed an extracurricular activity with a duration of at least 6 weeks in accordance with Policy 3510.

Each completed extracurricular activity that, inclusive of practices and post-season tournaments, lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A child may not be counted as more than one full-time enrollment for ANB purposes.

For purposes of calculating ANB under this section, "extracurricular activity" means:

- a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments;
- b. an approved career and technical student organization, pursuant to Section 20-7-306, MCA; or
- c. a school theater production.

Homeless Youth and Foster Children

Assignment to schools shall be subject to modification when federal law applicable to students placed in foster care or students who are homeless requires that such students be educated in a “school of origin” that differs from the assigned school.

Cross References:	Policy 3510	School Sponsored Activities
	Policy 3150	Part Time Enrollment
	Policy 2600	Work Based Learning
	Policy 1010FE/3100	Early Enrollment for Exceptional Circumstances

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-311, MCA	Calculation of average number belonging (ANB)
	§ 20-9-706, MCA	Running start program
	§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
	§ 20-5-101, MCA	Admittance of child to school
	§ 20-5-112, MCA	Participation in Extracurricular Activities
	§ 20-1-101, MCA	Definitions
	§ 20-3-324, MCA	Powers and Duties
	§20-7-1510, MCA	Credit for participating in work-based learning partnerships
	29 U.S.C. 794	Nondiscrimination under Federal grants and programs
	34 CFR 300.1, et seq.	Assistance to states for the education of children with disabilities
	Chapter 580 (2023)	- Remote Instruction
	Chapter 307 (2023)	– Transformational Learning

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5 Attendance Policy

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7 To reach the goal of maximum educational benefits for each child requires a regular continuity
8 of instruction, classroom participation, learning experiences, and study. Regular interaction of
9 students with one another in the classroom and their participation in instructional activities under
10 the tutelage of competent teachers are vital to the entire process of education. This established
11 principle of education underlies and gives purpose to the requirement of compulsory schooling in
12 every state in the nation. The good things schools have to offer can only be presented to students
13 in attendance.

14
15 A student's regular school attendance also reflects dependability and is a significant component
16 on a student's permanent record. Future employers are as much concerned about punctuality and
17 dependability as they are about academic record. School success, scholarship, and job
18 opportunity are greatly affected by a good attendance record.

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20 Specific rules and regulations regarding attendance and tardies can be found in the respective
21 student handbook.

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24 Policy History:

25 First Reading on: 12/11/24

26 Second Reading/Adopted on: 1/15/25