

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 (10<sup>th</sup>) 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.

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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.

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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.

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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 child<sup>1</sup> 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:

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