

1 **Bigfork School District #38**

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3 **STUDENTS**

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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:

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- 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;
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  - 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;
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  - 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;
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  - 27 • Living with a caretaker relative under Section 1-1-215, MCA;
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  - 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;
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  - 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;
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  - 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).
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  - 49 • A student enrolled on a part time basis consistent with Policy 3110, 3150, 3121P;
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- 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	

Policy History:

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