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2 **Bigfork School District #38**

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4 **INSTRUCTION**

2410

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6 High School Graduation Requirements

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8 Each student who has successfully completed an instructional program appropriate to his/her
9 interests and needs shall be awarded a diploma at graduation ceremonies. The Board shall award
10 a regular high school diploma to every student enrolled in the District who meets the
11 requirements of graduation established by the District. The official transcript will indicate the
12 specific courses taken and level of achievement.

13

14 The Board shall establish graduation requirements, which as a minimum satisfy those established
15 by the Board of Public Education (10.55.904 & 905). Generally, any change in graduation
16 requirements promulgated by the Board will become effective for the next class to enter 9th
17 grade. Exceptions to this general rule may be made where it is determined by the Board that the
18 proposed change in graduation requirements will not have a negative effect on students already in
19 grades 9-12.

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21 A unit is defined as 225 minutes or more of instruction/week (250 minutes for subjects requiring
22 laboratory work) for one year. The Board shall approve graduation requirements as
23 recommended by the Superintendent.

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25 To graduate from Bigfork High School, a student must have satisfactorily completed the last
26 quarter prior to his/her graduation as a Bigfork High School Student. Highly unusual exceptions
27 may be considered by the principal, such as a student exchange program in a recognized school.

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29 The Superintendent shall develop procedures for implementing this policy which include:

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31 1. Recommending course and credit requirements, which satisfy the Board of Public
32 Education requirements and recognize the desires of the citizens of the District.

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34 2. Making graduation requirements available in writing to students, parents and
35 members of the public.

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37 3. Providing for a waiver of graduation requirements for an individual student in
38 conforming with 10.55.906(3).

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40 4. Granting credit for learning experiences conducted away from school, including
41 National Guard high school career training.

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43 5. Granting credit for correspondence and/or college courses.

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45 6. Counseling of students to know what is expected of them for completion of their
46 schooling.

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48 7. Preparing a list of students for the information of the Board and release to the
49 public.

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51 8. Preparing suitable diplomas for graduating seniors.

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9. Planning and executing graduation ceremonies.

A student who possesses a handicapping condition shall satisfy those competency requirements, which are incorporated into the Individualized Education Program (IEP). Satisfactory completion of the objectives incorporated into the IEP shall serve as the basis for determining completion of a course.

A student may be denied participation in graduation ceremonies. Such exclusion shall be regarded as a school suspension. In such instances, the diploma will be awarded after the official ceremony has been held.

Graduation requirements will be as follows:

General Diploma 1 unit = 1 credit

- 4 units of English
- 3 units of Math
- 2 units of Science (one of which must be a lab science)
- 3 units of Social Studies
 - U.S. History
 - U.S. Government/Economics
 - World History
- 1 unit of Physical Education
- .5 unit of Health
- 6.5 units of Elective Classes
- 1 unit of Fine Arts
- 1 unit of Vocational Education
- 1 unit of Freshman Experience

23 units will be required for graduation

Honors Graduation Requirements

- 4 units of English
- 4 units of Math- Algebra 1, Geometry, Algebra II or higher
- 3 units of Science- Earth Science, Biology, Chemistry or Physics or Anatomy or higher
- The rest is the same as general diploma requirements

25 total units will be required for graduation

Class of 2027 and beyond (starts with 2024-25 Sophomore class)

Cumulative GPA of 3.5 or higher

Valedictorian and Salutatorian can only come from the Honors Diploma

In addition:

- a. Handicapped students who successfully complete their Individual Educational Program (IEP) will be granted a general diploma.

b.Students transferring into Bigfork High may have some local requirements waived if necessary and approved by the Bigfork High School Principal.

Bigfork Digital High School Graduation Requirements

A student's digital educational program must meet the graduation requirements of the general diploma. Correspondence courses offered through the Montana Digital Academy (MTDA) and Virtual High School (VHS) will serve as the primary courses approved. The MTDA and VHS courses may be substituted per approval under Board Policy 2167, at the discretion of the principal who shall ensure equivalent course content.

The student seeking to fulfill the Bigfork Digital High School graduation requirements must first discuss his/her plans with the school counselor. The counselor will meet with the student and the student's parent(s) or guardian(s) to review available MTDA/VHS course offerings. The completed graduation course schedule and online registration confirmation will be submitted to the principal.

Bigfork Digital High School students must pay an administrative fee per school year before enrollment begins. Families may petition the High School Principal for a hardship scholarship. This administrative fee is non-refundable.

Cross Reference:	3300	Corrective Actions
	2167	Correspondence Courses
	2130	Program Evaluation
Legal Reference:	20-5-201, MCA	Duties and Sanctions
	20-7-115, MCA	Private Music Instruction
	10.55.412(2-6), ARM	Basic Instruction Program
	10.55.410(4), ARM	Special Education: Minimum Requirements

Policy History:

First Reading on: June 10, 2026

Second Reading/Approved on: July 8, 2026

1 **Bigfork School District #38**

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4 **STUDENTS**

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6 **ATTENDANCE POLICY**

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9 General Provisions

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11 Regular attendance is essential in order for students to receive maximum educational benefit from
12 instructional activities. Parents are encouraged to limit their child's absences to those that are absolutely
13 necessary. Excused absences are defined by statute and identified in this policy. All other absences are to
14 be considered unexcused. Excessive unexcused absences or an excessive accumulation of excused and
15 unexcused absences may result in a loss of course credit. Chronic absenteeism is disruptive to the
16 classroom and may result in disciplinary action or reassignment from a current class. The Superintendent
17 is authorized to establish procedures for the implementation of this policy.

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19 Excused Absences

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21 Excused absences are those permitted by statute or identified as appropriate by the Board of Trustees.
22 Students are eligible to receive credit as earned for school work missed during the period of absence. The
23 Building Principal is authorized to determine the validity of excused absences as defined in this section as
24 follows:

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26 ▪ Illness

27 ▪ Bereavement

28 ▪ Family emergencies

29 ▪ Medical appointments

30 ▪ Participation in school activities

31 ▪ Any other reason prescribed by policy adopted by the Board of Trustees

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33 Truancy/Unexcused Absences

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35 Absences which do not fall within the categories listed above are to be considered unexcused and
36 constitute truancy. Truancy is also defined as any absence from school without prior knowledge or
37 approval of the parent or Building Principal. Students are not eligible to receive credit for work missed
38 during the period of unexcused absence unless prior arrangements are made and approved by the Building
39 Principal.

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41 In addition, truancy is further defined as any absence from school of a non-enrolled child subject to
42 compulsory attendance under §20-5-102, MCA, Compulsory Enrollment and Excuses. Chronic truants
43 will be reported to legal authorities as prescribed by law.

44

45 The Board will, upon recommendation from the Superintendent, consider an expulsion for chronic
46 truants. The Building Principal is the designated attendance officer and authorized to enforce compulsory
47 attendance requirements under the provisions of §20-5-104, MCA Attendance Officer; §20-5-105, MCA,
48 Attendance Officer – Power and Duties; and §20-5-106, MCA, Truancy.

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Parent (or Guardian) Responsibilities

It is the responsibility of the parent or guardian to assure their student attends school. When a student must be absent for illness or other unforeseeable emergencies, parents must inform the school during the morning of the absence that their student will not be in attendance. If a student is not present and the parent has not notified the school of the absence, the school will attempt to call the parent during that school day. If the school is not notified within twenty-four (24) hours of the last absent day, the absence will be considered truancy. The principal may excuse the absence, after consideration of the circumstances related to the failure to notify and to the frequency of the student's absence. In all cases where the validity of an excuse is in question, the administration may require verification from other sources.

Limit on Total Absences K-6

When a student is absent from any class for more than five (5) days per trimester the principal or designee will send a letter to the parent. The letter will call to the parent's attention the importance of good school attendance on student achievement. After seven (7) days per trimester the principal or designee will send a second letter to the parent expressing concern with the student's poor attendance and may request a meeting with the parent. The purpose of this meeting will be to discuss with the parent the student's poor attendance, and if the absenteeism is unavoidable, to develop a plan to make sure the absenteeism has minimal effect on the student's academic success. Excessive absenteeism or chronic truancy may subject the student to disciplinary action or grade retention. Chronic truants will be reported to legal authorities as prescribed by law.

After seven (7) absences in the trimester and again after each additional 5 absences the Principal may call CPS and report educational neglect.

The seven (7) day per trimester total includes both excused and unexcused absences; absences due to school activities and medically excused absences with a doctor's note are not counted.

Limit on Total Absences 7-12

When a student is absent from any class for more than seven (7) days in a semester, the principal or designee will send a letter to the parent. The letter will call to the parent's attention the importance of good school attendance on student achievement. When a student is absent for more than ten (10) days in a semester, the principal will send a second letter to the parent expressing concern with the student's poor attendance and may request a meeting with the parent. The purpose of this meeting will be to discuss with the parent the student's poor attendance, and if the absenteeism is unavoidable, to develop a plan to make sure the absenteeism has minimal effect on the student's academic success. Excessive absenteeism or chronic truancy may subject the student to disciplinary action or grade retention. Chronic truants will be reported to legal authorities as prescribed by law.

A part of a student's grade in each class will be based on attendance and participation. Each excused or unexcused absence after ten days per semester will result in a 2% deduction in the student's attendance and participation grade and up to 20% of their final grade. Students missing 0-5 periods per class will receive a 2% increase to their final grade. 6-10 periods per class will result in a 1% increase.

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3 After 10 absences in the semester a student will not be eligible to attend non-academic field trips and will
4 be expected to remain at school to complete an alternate assignment.

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6 After 10 unexcused absences if a student is not in good standing, the student may be put on academic
7 probation. If the student does not make academic progress in the following quarter, they may be brought
8 to the board for expulsion based on academic non-progress, attendance and or behavior issues.

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10 The ten (10) day per semester total includes both excused and unexcused absences, absences due to
11 school activities, bereavement, and medically excused absences with a doctor's note are not counted.

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13 Checking Out of School

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15 When a student finds it necessary to leave after the start of the school day, the student shall follow the
16 office procedures for checking out of school. Failure to follow this procedure may be considered truancy
17 and subjects the student to disciplinary action.

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25 <u>Legal Reference:</u>	§20-5-102, MCA	Compulsory Enrollment and Excuses
26	§20-5-103(2), MCA	Compulsory Attendance and Excuses
27	§20-5-105, MCA	Attendance Officer – Powers and Duties
28	§20-5-106, MCA	Truancy
29	§20-5-107, MCA	Incapacitated and Indigent Child Attendance
30	§20-1-308, MCA	Religious Instruction Released Time Program

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33 Policy History:

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35 First Reading on: June 10, 2026

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