



Yellowstone-West/Carbon
County Special Services
Cooperative

Program Narrative, April 2023

Current Member Districts:

1. Belfry
2. Blue Creek
3. Bridger
4. Broadview
5. Canyon Creek
6. Elder Grove
7. Elysian
8. Fromberg
9. Independent
10. Joliet
11. Luther
12. Molt
13. Morin
14. Pryor
15. Red Lodge
16. Roberts
17. Yellowstone Academy

The Yellowstone-West/Carbon County Special Education Services Cooperative and its K-12 members school districts provide FAPE to all student ages 3 through 19 determined eligible and in need of special education and/or related services. The remainder of schools which are elementary schools provide FAPE to students 5-12 (grades kindergarten through sixth) or 5-14 (grades kindergarten through eighth).

The Cooperative staff share responsibility with district staff in the implementation of Child Find activities as described herein. The designated coordinator of Child Find activities is the Cooperative Director. The Director is hereby authorized to serve as the administrative representative at Evaluation Report and Individual Education Plan team meetings for all member districts at the district administrators' request.

I. FULL EDUCATIONAL OPPORTUNITY

It is the goal of the Cooperative and each member district to provide full educational opportunity to all children with disabilities, aged birth through twenty-one, consistent with the Individuals with Disabilities Education Act.

Through the Cooperative each member district will ensure that all children with disabilities residing within the boundaries of the Cooperative, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated. This assurance applies to highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education even though they are advancing from grade to grade. See attached policies for each district regarding age of attendance.

II. CHILD FIND

The Cooperative and each member district have developed policies and procedures which locate, identify and evaluate all students with disabilities, regardless of the severity of their disabilities, from birth through age twenty-one, who have not yet graduated from high school with a regular diploma, who reside within the boundaries of the member school districts. This includes those students who may be homeless or wards of the state, as well as children with disabilities who may attend private or home schools within the jurisdiction of a member district. Child Find includes the ongoing effort to identify preschool and school aged children with disabilities through our referral and evaluation procedures, as well as our periodic screening of preschoolers who may be experiencing developmental delays.

A. Annual Public Notification of Child Find

The public is annually informed of the Child Find activities through publication in local newspapers, annual notices provided to all public and private schools and publication on individual member district websites, if applicable. In addition, local agencies who serve children will be provided an annual notice as will any other entity that requests notice. Member districts also provide notices to parents through student handbooks and newsletters. Flyers describing the screening times, activities, dates and site locations may also be posted in the school, local businesses and sent home with students.

B. Child Find Records

The Cooperative office will maintain a file that includes the Child Find activities for each school year. The file will include notices and advertisement, lists of children who participated in Child Find activities, the status of each child who went through the Child Find process, and other similar information.

All children found to be eligible for service under Part B and Preschool will be included in the annual October Child Count report submitted annually to OPI by the Cooperative. A record will be maintained of all children who did not qualify for special education following Child Find activities. For those students that do not qualify who are enrolled in a public school, the results of the Evaluation Report Team will be included in the student's cumulative file. For those students that do not qualify and are not enrolled in a public school the results of the Evaluation Report will be maintained in the Child Find records at the Cooperative office.

C. General Child Find Procedures

The Child Find activities described below apply to students who are suspected of having a disability as well as for students who have been or are being considered for retention in grade level, delayed admittance, long-term suspension or expulsion or wavier of learner outcomes.

Infants and Toddlers (Birth through Age 2)

When a participating district or Cooperative staff member becomes aware of a child (from birth through 2 years old) who may have a disability, the staff member will notify the Cooperative Director who will notify the appropriate early intervention agency liaison of a potentially eligible child.

Preschool (Ages 3 through 5)

Across the area served by the Cooperative and across the academic calendar, the Cooperative will host at least three annual screenings for children who may have a disability. A team, which may include a school psychologist, speech/language pathologist, physical therapist and/or occupational therapist, nurse, and audiologist conducts screening. Screening includes cognitive, fine and gross motor, vision, hearing, speech/language development, and wellness (height, weight immunization review and general wellness usually provided by a nurse). Parents may be notified of screening dates through advertisement in the local newspaper, posting of screening information in each cooperative school, through school newsletters, notices to local agencies who provide services to children, and posting in various public locations.

If a family is unable to attend the screening, the Cooperative will find an alternative way to screen the child. The Cooperative may screen the child at their school of residence at a date and time mutually agreed upon by the Cooperative staff and parents.

Children who have been identified eligible under Part C are brought to the attention of the Cooperative's Director by the Part C agency liaison so that eligibility for Part B special education services can be determined. Parent permission to conduct an IDEA Part B evaluation is requested following the Part C to Part B transition meeting. Following the assessment, an Evaluation Report Team meeting is scheduled to determine whether the student is eligible for Part B services. If the child is found eligible for Part B, an IEP will be implemented for the child by his/her third (3rd) birthday.

In School (Ages 6 through 18)

Districts may use a process based on the child's response to scientific, research based interventions (RTI/MTSS), or a process to determine a severe discrepancy between intellectual ability and achievement, to determine eligibility for special education services under the category of a specific learning disability (SLD) in basic reading, reading comprehension, reading fluency, written expression, oral expression, listening comprehension, math problems solving, and/or math calculation in grades K-12. The process districts follow for use of the RTI model for SLD identification includes a review of student and peer progress following at least two scientific, research-based interventions delivered with fidelity for a minimum of four weeks each. A school-based team will review progress data. If a student fails to make adequate progress, the team will refer the student for comprehensive evaluation which will include the RTI progress data as well as other data deemed necessary by the evaluation team. The process districts follow for use of the discrepancy model for SLD identification includes pre-referral activities, which normally consist of two interventions specific to the problem area, each for a minimum of four weeks. If the pre-referral process concludes with a decision to complete a referral for a special education evaluation, district or Cooperative staff will secure parent permission to evaluate the child.

Upon completion of the evaluation an Evaluation Report Team will determine whether or not the child is eligible for special education.

In addition to the typical process described above, referrals can also be brought forward for consideration by:

- Medical practitioners (doctors, physician assistants, nurses)
- Community Agencies (including but not limited to AWARE, YDI, YBGR, DPHHS)
- Child Care providers
- Parent referral

If a parent requests a special education evaluation, the request must be made in writing. In each of the above situations the pre-referral process will be completed, followed by the formal referral, and if appropriate, permission to conduct an evaluation. The district and Cooperative may elect to move to an immediate evaluation if the pre-referral and referral process would, in their opinion, unnecessarily delay the provision of a Free Appropriate Public Education (FAPE) to the student.

When a teacher or an administrator suspects a student may have a disability, they will begin the pre-referral process and will document two interventions each of which will be used over at least a four week period of time. If the data collected during the intervention period indicates lack of progress, a team including school staff, specialists, and the parent will meet to consider whether or not to proceed with a referral for a special education evaluation. At this time the district will assign a resource teacher to serve as the case manager for the student. If the parent agrees to an evaluation the parent will be asked to sign the permission to evaluate form.

The case manager will notify the Cooperative Office who will then notify the Cooperative staff who will be responsible for part of the evaluation. The case manager is responsible for monitoring the evaluation timeline to ensure the evaluation report is completed within 60 calendar days of the district receiving the signed permission to evaluate the child. The school psychologist and the Cooperative Director may also monitor completion of the evaluation report within 60 calendar days.

Post-School (Ages 19 through 21)

The district of residence and the Cooperative will use the same procedures to evaluate adult students as it would for all students, provided they have not yet graduated from high school with a regular diploma and were not previously identified for services. The Cooperative will review the history of the student in the area of suspected disability and consider whether pre-referral interventions would be appropriate. If the Cooperative and the adult in this age category agree that an evaluation would be appropriate, the evaluation would consider all areas of suspected disability and would conclude with an Evaluation Report Team meeting to determine eligibility. The district/cooperative will coordinate with other agencies to ensure the person is evaluated in a timely manner and has access to needed services.

Private Schools (To Include Home Schools)

For most private school and home school children in the boundaries of the member districts, the Cooperative relies on the following methods to encourage parents to be aware of Child Find activities:

- Advertisement of screening, as noted above, and with the express purpose of reaching private and home school parents.
- By providing information on Child Find to the County Superintendent of Schools.

Once the Cooperative becomes aware of a student who may have a disability, Cooperative staff will meet with the parent to explain the process and encourage the parent to take their child through the Child Find screening hosted by the Cooperative. Based on the results of the screen, the Cooperative may recommend the parent work on some specific skills over a 3 to 6 months period of time and then rescreen. The Cooperative may determine there is enough information from the screen to warrant a special education evaluation, and if so, the parent will be asked to provide permission to conduct the evaluation.

Homeless Children – Highly Mobile Children

Typically, referrals for homeless children come through medical organizations, the Department of Public Health and Human Services, local agencies, or the schools. If a homeless child is suspected of having a disability, school and/or Cooperative staff will be asked to use screeners to determine the skill levels of the child. Once the school has reason to believe the homeless child may have a disability, they will begin the pre-referral process and continue as if the child had been in the school setting. The district and Cooperative reserve the right to waive the pre-referral process if, in their opinion, to delay an evaluation would unnecessarily delay the provision of a Free Appropriate Public Education in accordance with the McKinney-Vento Act.

The district and the Cooperative will initiate Child Find activities for those children who are highly mobile. If another district has initiated the pre-referral, referral or evaluation process, the Cooperative will make every effort to proceed with the process that was begun in an attempt to complete the process while the student remains in a member school. For those students who come to the attention of the district or Cooperative for whom Child Find activities have not been initiated, the Cooperative will make every effort to initiate the process and if the student leaves prior to completion of the process a letter will be included in transferring records to advise the receiving district of the background of the child (as understood by the Cooperative/School District) and what the receiving district will need to do to continue the evaluation process.

III. PROCEDURES FOR EVALUATION AND DETERMINATION OF ELIGIBILITY

The Cooperative and its member districts ensure that reasonable efforts are made to obtain consent to conduct an initial evaluation and re-evaluations. These efforts will be documented. Evaluations and reports will be

completed in compliance with deadlines set for in federal law and the Montana Administrative Procedures. Screenings are not considered evaluations. Multiple assessments will be used to determine eligibility for special education services. These assessments will be in the student's native language, be valid and reliable instruments and be administered by trained personnel. The assessments will be sufficiently comprehensive to identify all of the child's areas of suspected disability.

Procedures for evaluation and determination of eligibility are conducted in accordance with the requirements of 34 CFR § 300.300 through 300.311 as well as the following state administrative rules:

| | |
|------------|--|
| 10.16.3320 | Request for an Initial Evaluation |
| 10.16.3321 | Comprehensive Educational Evaluation Process and Reevaluations |

IV. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION

The Cooperative and its member school districts implement policies and procedures to ensure protection of the confidentiality of any personally identifiable information collected, used or maintained under Part B of the IDEA and the Family Educational Rights and Privacy Act (FERPA). The Cooperative and the member school districts inform parents and eligible students of their rights through the procedural safeguards and through student handbooks.

V. INDIVIDUALIZED EDUCATION PROGRAMS

All member school districts develop, implement, review and revise Individualized Education Programs (IEP) in accordance with the requirements of 34 CFR § 300.320-30.324, except as provided in 300.300(b)(3)(ii), as well as 10.16.3340, ARM.

VI. PROCEDURAL SAFEGUARDS

The Cooperative and its member school districts implement the procedural safeguards identified in 34 CFR § 300.500 through 300.537 and 10.16.3501-3571, ARM. The Cooperative and its member districts provide a copy of Procedural Safeguards in Special Education under IDEA one time per year and

- Upon initial referral for evaluation;
- On the date the decision is made to make a removal that constitutes a disciplinary change of placement;
- Upon parental request for an additional copy; and
- Upon receipt of the first state complaint and upon receipt of the first due process complaint.

VII. LEAST RESTRICTIVE ENVIRONMENT (LRE)

The Cooperative and its member districts ensure the availability of a continuum of placements to provide each student with a disability the opportunity for education in the least restrictive environment (LRE). Any removal of a student with a disability from the regular education environment may occur only when the nature and severity of the child's needs dictate that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. The member districts ensure the provision of program options, nonacademic and extracurricular services are available to students eligible for services under IDEA through the development of an IEP.

VIII. CHILDREN IN PRIVATE SCHOOLS

School-age private school students have the same right to an evaluation as public school students, and the Cooperative and districts will evaluate private school students in the same manner and timeframe as public school students. The Cooperative and its member districts will ensure that eligible children with disabilities who are parentally placed in private schools, including religious schools, or placed in schools or facilities that meet the state definition of elementary or secondary schools will engage in meaningful consultation with the private schools within their boundaries, and determine what type and amount of services will be provided to private school students by the district. If a child with a disability is enrolled in a private school, the public school district will be responsible for developing a service plan as required under IDEA. The district will provide services consistent with that plan.

1 **Belfry School District**

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3 Adopted on:

4 Reviewed on:

5 3100

6 **STUDENTS**

7 Revised on:

8

9 ***Prohibition:** This policy cannot be used to provide what is otherwise characterized or referred to as a*

10 *pre-school, pursuant to 20-7-117(2), MCA, which specifically prohibits the use of state equalization aid*

11 *for preschool. This policy is intended for use to enroll students under the age of 5 when statutory criteria*

12 *are met.*

13

14 Student Enrollment. Exceptional Circumstances Meriting Waiver of Age Requirements for Pupils

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16 The administration shall ensure admission, enrollment and assignment of all qualifying children

17 referenced in this policy. The administration shall place children enrolled pursuant to this policy in either

18 a half-time or full-time kindergarten program as an integral part of the elementary school program. The

19 administration shall also ensure provision of a free appropriate public education in the least restrictive

20 environment possible, pursuant to terms of each student’s individualized education program, for all

21 children enrolled under this policy who are qualified for services under the Individuals with Disabilities

22 Education Act.

23

24 The administration shall include children enrolled pursuant to this policy in the district’s calculation of

25 average number belonging (ANB) as reported to OPI.

26

27 The Board of Trustees declares the following to be qualifying “exceptional circumstances” within the

28 meaning of that term as used in 20-5-101(3), that merit waiving the age provisions of 20-5-101(1), MCA

29 for qualifying children under 6 years of age:

30

31 A child at least 3 years of age with a disability qualifying the child for services under the federal

32 Individuals with Disabilities Education Act.

33

34 Legal Reference:

- 35 § 20-5-101, MCA Admittance of child to school
- 36 § 20-6-501, MCA Definition of various schools
- 37 § 20-7-117, MCA Kindergarten and preschool programs
- 38 § 20-9-309, MCA Basic system of free quality public
- 39 elementary and secondary schools defined
- 40 Individual with Disabilities Act Federal Rehabilitation Act of 1973
- 41 National School Lunch Act (Public Law 396, 79th congress, chapter 281, 2nd
- 42 session)
- 43 Title III, ESEA (English language Acquisition, language Enhancement, and
- 44 Academic Achievement Act)
- 45 McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22,
- 49 1987, 101 Stat. 482, U.S.C. § 11301 et seq.

1 Belfry School District

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3 Adopted on:
4 Reviewed on:
5 Revised on:

6 3100P

7 STUDENTS

8 Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Pupils

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11 When implementing Board Policy 3100, the District shall follow these procedures:

- 12
- 13 1. The administration shall review the criteria set forth in the Policy 3100 and make the preliminary
14 determination whether an individual student or class of students meets the criteria for exceptional
15 circumstances set forth therein;
 - 16 2. The administration shall notify the parent(s)/legal guardian(s) of the administration's
17 recommendation to the Board regarding the enrollment of the student(s) under the exceptional
18 circumstances meriting waiving of the age requirements;
 - 19 3. The administration shall present the information to the Board for approval within _____ days of
20 making the preliminary determination;
 - 21 4. In presenting the information to the Board, the administration shall either: (1) remove all
22 identifying information about the student(s) when presenting the information to the Board in
23 order to protect the privacy rights of the student under state and federal law, or (2) provide the
24 name(s) of the students(s) to the Board in a closed session with notice to the parent(s)/legal
25 guardian(s) that he/she/they have the right to attend the closed session; and
 - 26 5. The Board shall make the final decision on the enrollment of students under the District's
27 exceptional circumstances policy.
- 28
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30 The trustees shall annually review this policy and procedure based on changing circumstances pertaining
31 to the criteria used for determination of the program.
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1 **Blue Creek School District # 3**

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4 **STUDENTS**

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page 1 of 2

5
6 Entrance, Placement and Transfer

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8 Entrance, Date and Age

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10 No pupil may be enrolled in the kindergarten or first grade whose fifth or sixth birthday does not
11 occur on or before the tenth (10th) day of September of the school year in which the child
12 registers to enter school. Parents may request a review of the academic placement of a child. The
13 Board may waive the age requirement when appropriate. All waivers are granted in the sole
14 discretion of the District. A student who meets the six-year-old requirement, but who has not
15 completed a kindergarten program, may be tested and placed at the discretion of the
16 administration. A birth certificate and an immunization record are required for admission to
17 Blue Creek School.

18
19 School Entrance

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21 School Entrance

- 22
23 1. The District requires that a student's parents, legal guardian, or legal custodian present
24 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
25 as proof of residence in the District. Students who are not residents of the District may
26 apply for admission pursuant to Policy 3141. Homeless students shall be admitted
27 pursuant to state and federal law, and Policy 3125.
- 28
29 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
30 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
31 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
32 approved by the department. Immunizations may not be required if a child qualifies for
33 conditional attendance or an exemption is filed as provided by Montana law.
- 34
35 3. The above requirements are not to serve as barriers to immediate enrollment of students
36 designated as homeless or foster children as required by the Every Student Succeeds Act
37 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
38 with the local child welfare agency, the school last attended, or other relevant agencies to
39 obtain necessary enrollment documentation.

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41
42 1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified
43 transcript or similar student records from the previous school, or any documentary evidence that a school
44 district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

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Placement

The goal of Blue Creek School 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 rest with the Administrator, subject to review by the Board.

Transfer:

District policies regulating pupil enrollment from other accredited elementary schools are designed to protect the educational welfare of the child and of other children enrolled in the Blue Creek School system.

Elementary Grades (K-8): Any student transferring into the District will be admitted and placed on a probationary basis for a period of 30 days. During the 30 day probationary period, the student will be subject to observation by the teacher and building administrator. A student’s placement may be changed if that is the determination of the administrator/teacher team.

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 |
| § 44-2-511, MCA | School enrollment procedure |
| 10.16.3122, ARM | Local Educational Agency Responsibility For Students with Disabilities |
| 10.55.601, et seq., ARM | Accreditation Standards: Procedures |

Policy History:

Adopted on: March 2002
Reviewed on: February 2019
Revised on: February 2019

1 **Bridger School District**

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3 **STUDENTS**

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4
5 Entrance, Placement, and Transfer

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7 Entrance, Date, and Age

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9 The trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th)
10 birthday occurs on or before the tenth (10th) day of September of the school year in which the
11 child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age
12 requirement. All waivers are granted in the sole discretion of the District. A child who meets
13 the requirement of being six (6) years old, but who has not completed a kindergarten program,
14 will be tested and placed at the discretion of the administration. The District requires proof of
15 identity and an immunization record for every child to be admitted to District schools. The
16 trustees may at their discretion assign and admit a child to a school in the district who is under 6
17 years of age or an adult who is 19 years of age or older if there are exceptional circumstances
18 that merit waiving the age provision. It is the School Board's sole and exclusive discretion to
19 decide what exceptional circumstances are.

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21 School Entrance

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23 1. The District requires that a student's parents, legal guardian, or legal custodian present
24 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
25 as proof of residence in the District. Students who are not residents of the District may
26 apply for admission pursuant to Policy 3141.
27
28 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
29 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
30 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
31 approved by the department. Immunizations may not be required if a child qualifies for
32 conditional attendance or an exemption is filed as provided by Montana law.
33
34 3. The above requirements are not to serve as barriers to immediate enrollment of students
35 designated as homeless or foster children as required by the Every Student Succeeds Act
36 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
37 with the local child welfare agency, the school last attended, or other relevant agencies to
38 obtain necessary enrollment documentation.
39

40 Placement

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

1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

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5 Transfer

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

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10 Elementary Grades (K-8): A student transferring into the District will be admitted and placed
11 subject to observation by appropriate teachers and a building principal during a probation period
12 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a
13 student, school personnel will conduct an educational assessment to determine appropriate grade
14 and level placement.

15
16 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is
17 subject to a satisfactory examination of the following:

- 18
19 1. Appropriate certificates of school accreditation;
20 2. Length of course, school day, and school year;
21 3. Content of applicable courses;
22 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
23 vocational instruction);
24 5. Appropriate evaluation of student performance leading toward credit issuance.
25

26 The District will follow Montana Accreditation Rules and Standards, along with local alternate
27 procedures for earning credit, in reviewing requests for transfer of credits. High school
28 principals have authority for approving credit transfers, subject to review by the Superintendent
29 or the Board.
30

31 Legal Reference:

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|----|-------------------------|---|
| 32 | § 20-5-101, MCA | Admittance of child to school |
| 33 | § 20-5-403, MCA | Immunization required – release and acceptance of immunization records |
| 34 | | Conditional attendance |
| 35 | § 20-5-404, MCA | Medical or religious exemption |
| 36 | § 20-5-405, MCA | Immunization record |
| 37 | § 20-5-406, MCA | School enrollment procedure |
| 38 | § 44-2-511, MCA | Local Educational Agency Responsibility For Students with Disabilities |
| 39 | 10.16.3122, ARM | Accreditation Standards: Procedures |
| 40 | | |
| 41 | 10.55.601, et seq., ARM | |
| 42 | | |

43 Policy History:

44 Adopted on: 12/12/2005
45 Reviewed on: 7/17/2018
46 Revised on: 02/12/2008, 05/13/2010, 07/18/2017

1 **Broadview School District # 21J**

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3 **STUDENTS**

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4
5 Entrance, Placement, and Transfer

6
7 Entrance, Date, and Age

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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 (10th) 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. The trustees may also admit an individual
22 who has graduated from high school but is not yet 19 years of age even though no special
23 circumstances exist for waiver of the age provision of this Policy.

24
25 School Entrance

- 26
27 1. The District requires that a student's parents, legal guardian, or legal custodian present
28 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
29 as proof of residence in the District. Students who are not residents of the District may
30 apply for admission pursuant to Policy 3141.
31
32 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
33 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
34 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
35 approved by the department. Immunizations may not be required if a child qualifies for
36 conditional attendance or an exemption is filed as provided by Montana law.
37
38 3. The above requirements are not to serve as barriers to immediate enrollment of students
39 designated as homeless or foster children as required by the Every Student Succeeds Act
40 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
41 with the local child welfare agency, the school last attended, or other relevant agencies to
42 obtain necessary enrollment documentation and ensure a student receives education
43 services in the best interests of the child. The Superintendent or designee shall serve as
44 point of contact with all applicable agencies to review records, facilitate services and
45 resolve disputes.
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4 Placement
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6 The District goal is to place students at levels and in settings that will increase the probability of
7 student success. Developmental testing, together with other relevant criteria, including but not
8 limited to health, maturity, emotional stability, and developmental disabilities, may be
9 considered in the placement of all students. Final disposition of all placement decisions rests
10 with the principal, subject to review by the Superintendent or the Board.
11

12 Children of Relocated Military Families
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14 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana
15 under military orders to a school in the district and allow the child to preliminarily enroll in
16 classes and apply for programs offered by the District prior to arrival and establishing residency.
17

18 The student will be placed in student data management system as soon as enrolled under this
19 provision. The student will attend classes during preliminary enrollment and the Board
20 authorizes the administration to provide offsite instruction to the student if not present in the
21 District. The District will include a student enrolled under this provision as part of the
22 calculation of ANB.
23

24 Transfer
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26 District policies regulating the enrollment of students from other accredited elementary and
27 secondary schools are designed to protect the educational welfare of children.
28

29 Elementary Grades (K-8)
30

31 A student transferring into the District will be admitted and placed
32 subject to observation by appropriate teachers and a building principal during a probation period
33 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a
34 student, school personnel will conduct an educational assessment to determine appropriate grade
35 and level placement.
36

37 Secondary Grades (9-12) Credit Transfer
38

39 A transfer of credits from any secondary school is subject to a satisfactory examination of the
40 following:
41

- 42 1. Appropriate certificates of school accreditation;
- 43 2. Length of course, school day, and school year;
- 44 3. Content of applicable courses;
- 45 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
46 vocational instruction);

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4 5. Appropriate evaluation of student performance leading toward credit issuance.
5

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

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| 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 |
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| | 10.16.3122, ARM | Local Educational Agency Responsibility For Students with Disabilities |
| | 10.55.601, et seq., ARM | Accreditation Standards: Procedures |
| | Chapter 20 | 2021 General Legislative Session |
| | HB 246 | 2021 General Legislative Session |

24 Policy History:

25 Adopted on: 8/16/1995

26 Reviewed on: 11/8/2008

27 Revised on: 7/17/99, 9/16/09, 07/21/15, 7/13/17, 01/21/20, 7/20/21

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

1 Canyon Creek School District

2
3 STUDENTS

3110
page 1 of 3

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 (10th) 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.

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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
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17 proof of identity and an immunization record for every child to be admitted to District schools.

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

24
25 School Entrance

- 26
27 1. The District requires that a student's parents, legal guardian, or legal custodian present
28 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
29 as proof of residence in the District. Students who are not residents of the District may
30 apply for admission pursuant to Policy 3141.
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32 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
33 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
34 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
35 approved by the department. Immunizations may not be required if a child qualifies for
36 conditional attendance or an exemption is filed as provided by Montana law.
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38 3. The above requirements are not to serve as barriers to immediate enrollment of students
39 designated as homeless or foster children as required by the Every Student Succeeds Act
40 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
41 with the local child welfare agency, the school last attended, or other relevant agencies to
42 obtain necessary enrollment documentation and ensure a student receives education
43 services in the best interests of the child. The Superintendent or designee shall serve as
44 point of contact with all applicable agencies to review records, facilitate services and
45 resolve disputes.
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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 Superintendent, subject to review by 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.

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| | § 20-5-406, MCA | Immunization record |
| | § 44-2-511, MCA | School enrollment procedure |
| | 10.16.3122, ARM | Local Educational Agency Responsibility For Students with Disabilities |

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10.55.601, et seq., ARM
Chapter 20
HB 246

Accreditation Standards: Procedures
2021 General Legislative Session
2021 General Legislative Session

Policy History:

Adopted on: May 12, 2022

Reviewed on:

Revised on:

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

3110 Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the District. A child who meets the requirement of being six (6) years old, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child¹ to the school, as well as proof of residence in the District prior to enrollment in the school. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
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 (except that pertussis vaccination is not required for children seven (7) years or older). Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.

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.

Transfer

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

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.

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.

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| | § 20-5-406, MCA | Immunization record |
| | § 44-2-511, MCA | School enrollment procedure |
| | 10.55.601, et seq., ARM | Accreditation Standards: Procedures |

Policy History: 2/24/09

Adopted on: 3/24/09

Reviewed on: 4/21/17

Revised on: 10/26/10, 4/21/17

Entrance, Placement, and Transfer

Entrance, Date and Age

The trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which the child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age requirement. All waivers are granted in the sole discretion of the District. A student who meets the six-(6)-years-old requirement, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child¹ to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141.
2. In accordance with the Montana Immunization Law, a student will not be admitted who has not been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles. If the student qualifies for conditional attendance or an exemption is filed as defined by Montana law, immunization may not be required.
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.

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

¹ For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a),MCA

be considered in the placement of all students. Final disposition of all placement decisions rests with the administrator, subject to review by 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.

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 administrator 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 administrator.

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

| | | |
|------------------|------------------------|--|
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| | 10.55.601 et seq., ARM | Accreditation Standards: Procedures |

Policy History:

Adopted on: Board Meeting Jan. 9, 2014

Revised on: December 5, 2017

Reviewed on: March 5, 2019

1 **Fromberg Public Schools**

2
3 **STUDENTS**

4
5 Entrance, Placement, and Transfer

6
7 Entrance, Date, and Age

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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 (10th) 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.

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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.

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19 The trustees may at their discretion assign and admit a child to a school in the district who is
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21 circumstances that merit waiving the age provision. The trustees may also admit an individual
22 who has graduated from high school but is not yet 19 years of age even though no special
23 circumstances exist for waiver of the age provision of this Policy.

24
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10 with the principal, subject to review by the Superintendent or the Board.
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12 Children of Relocated Military Families
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14 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana
15 under military orders to a school in the district and allow the child to preliminarily enroll in
16 classes and apply for programs offered by the District prior to arrival and establishing residency.
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18 The student will be placed in student data management system as soon as enrolled under this
19 provision. The student will attend classes during preliminary enrollment and the Board
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21 District. The District will include a student enrolled under this provision as part of the
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29 Elementary Grades (K-8)
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37 Secondary Grades (9-12) Credit Transfer
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39 A transfer of credits from any secondary school is subject to a satisfactory examination of the
40 following:
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- 42 1. Appropriate certificates of school accreditation;
- 43 2. Length of course, school day, and school year;
- 44 3. Content of applicable courses;
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| | Chapter 20 – 2021 General Legislative Session | |
| | HB 246 – 2021 General Legislative Session | |

Policy History:

Adopted on:

Reviewed on:

Revised on: March 19, 2008, 06/08/15, 8/14/2017, June 10, 2019, 12/9/19, 5/11/21

1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

1 **Independent Elementary**

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3 **STUDENTS**

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4
5 Entrance, Placement, and Transfer

6
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| | Chapter 20 | 2021 General Legislative Session |
| | HB 246 | 2021 General Legislative Session |

Policy History:

Adopted on: 8/18/22

Reviewed on:

Revised on:

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1 **Joliet Public Schools**

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3 **STUDENTS**

4
5 Entrance, Placement, and Transfer

6 Top of Form

7 Entrance, Date, and Age

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8 Transfer: District policies regulating the enrollment of students from other accredited elementary
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- 21 2. Length of course, school day, and school year;
- 22 3. Content of applicable courses;
- 23 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
24 vocational instruction);
- 25 5. Appropriate evaluation of student performance leading toward credit issuance.
26

27 The District will follow Montana Accreditation Rules and Standards, along with local alternate
28 procedures for earning credit, in reviewing requests for transfer of credits. High school
29 principals have authority for approving credit transfers, subject to review by the Superintendent
30 or the Board.
31

| | | | |
|----|------------------|-------------------------|---|
| 32 | Legal Reference: | § 20-5-101, MCA | Admittance of child to school |
| 33 | | § 20-5-403, MCA | Immunization required – release and 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 For Students with Disabilities |
| 39 | | 10.55.601, et seq., ARM | Accreditation Standards: Procedures |
| 40 | | | |
| 41 | | | |
| 42 | | | |

43 Policy History:

44 Adopted on: 06/20/13

45 Reviewed on:

46 Revised on: 01/11/16, 11/11/2019

STUDENTS

3110

Entrance, Placement and Transfer

Entrance, Date and Age:

No pupil may be enrolled in the kindergarten or first grade whose fifth or sixth birthday does not occur on or before the tenth day of September of the school year in which the child registers to enter school. A birth certificate and an immunization record are required for admission to the Luther School.

School Entrance

1. The district requires that a child's parents, guardian, or legal custodian present to the school, within forty days of enrollment, proof of identity of the child. (Birth certification or certified transcript).
2. If a child's parent, guardian, or legal custodian does not present the proof of identity required within forty days of enrollment or if the school district does not receive the school records of the child within sixty days of enrollment, the school shall notify the missing children information program or a local law enforcement authority of the fact that no proof of identity has been presented for the child.
3. 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 person 7 years or older). If the student qualifies for conditional attendance or a religious exemption is filed as defined by Montana law, immunization may not be required.

Placement:

The goal of the school 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 will be considered in the placement of all students. Final disposition of all placement decisions rest with the Supervising Teacher, subject to review by the Board.

Transfer:

Any student transferring into the District will be admitted and placed on a probationary basis for a period of two weeks. Should any doubt exist with the teacher and/or the Supervising Teacher 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. The student will be subject to observation by the teacher and Supervising Teacher.

Legal Reference:

20-5-101, MCA Admittance of child to school
20-5-403, MCA Immunization requirement – 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:

Adopted on:

Revised on:

Entrance, Placement and Transfer

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School Entrance

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| | | |
|------------------|------------------------|---|
| Legal Reference: | § 20-5-101, MCA | Admittance of child to school |
| | § 20-5-403, MCA | Immunization requirement - 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 | |

ENROLLMENT

For kindergarten registration:

The state of Montana requires that a student be immunized against diphtheria, pertussis, and tetanus (DPT), polio, and measles, mumps and Rubella (MMR) prior to enrollment in the public school system.

DATES OF IMMUNIZATIONS ARE REQUIRED, DOCUMENTED BY A PHYSICIAN OR CLINIC.

Listed below are the minimum requirements for unconditional attendance:

1. DtaT -- 4 doses, one after the 4th birthday.
2. Oral polio -- 3 doses, one after the 4th birthday.
3. MMR -- 2 doses of MMR, with the 1st dose after the 1st birthday

and

given a minimum of one month apart.

4. Varicella-2 doses (1st after 1st birthday and 12 weeks apart for child under 13 years of age).

The school will need a photocopy of your child's immunization record before he/she will be allowed to attend school.

Morin Elementary School S.D. #17 provides an education to all kindergarten through sixth grade students which encompasses approximate ages five through twelve.

Any child entering school must be five years of age on or before September 10 of that year before entering kindergarten. A child entering first grade must be six years of age on or before September 10 of that year. This policy may be challenged by the student who may have started his/her education already in another state. Placement of incoming students will be the responsibility of the district, with a tentative placement being assigned at the time of enrollment and tests conducted for permanent placement.

As provided in the Constitution of the State of Montana, the Morin School District is committed to equality of educational opportunity. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling, extracurricular and other school-related activities. Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, marital or parental status is prohibited unless based upon reasonable grounds as provided by law.

The school calendar shall be made on a yearly basis at which time all holidays and PIR days will be named. The school year shall consist of 180 pupil-instruction days and 7 pupil-instruction-related days.

Montana School Law states that a school district shall give any student the right to attend school and that the student is required to follow the regulations of the school. If the student or parent finds that he/she is unable to function properly in that district, it is his/her right to apply for enrollment in another district and pay tuition accordingly.

Acceptance of out-of-district students will be dependent on the following criteria:

- 1) The number of students in each grade will be set at the Board's discretion.
- 2) The student shall have no history of violent behavior or drug and/or alcohol abuse. This history will be determined by previous school records and/or previous school authorities.
- 3) Grade placement will be determined by testing, as stated above.

1 **Pryor Public Schools**

2
3 **STUDENTS**

3110
page 1 of 2

4
5 Entrance, Placement, and Transfer

6
7 Entrance, Date, and Age

8
9 The trustees will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th)
10 birthday occurs on or before the tenth (10th) day of September of the school year in which the
11 child is to enroll but is not yet 19 years of age. Parents may request a waiver of the age
12 requirement. All waivers are granted in the sole discretion of the District. A child who meets
13 the requirement of being six (6) years old, but who has not completed a kindergarten program,
14 will be tested and placed at the discretion of the administration. The District requires proof of
15 identity and an immunization record for every child to be admitted to District schools. The
16 trustees may at their discretion assign and admit a child to a school in the district who is under 6
17 years of age or an adult who is 19 years of age or older if there are exceptional circumstances
18 that merit waiving the age provision.

19
20 School Entrance

- 21
22 1. The District requires that a student's parents, legal guardian, or legal custodian present
23 proof of identity of the child¹ to the school within forty (40) days of enrollment, as well
24 as proof of residence in the District. Students who are not residents of the District may
25 apply for admission pursuant to Policy 3141. Homeless students shall be admitted
26 pursuant to state and federal law, and Policy 3125.
27
28 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
29 child must have been immunized against diphtheria, pertussis, tetanus, poliomyelitis,
30 rubella, mumps, and measles (except that pertussis vaccination is not required for
31 children seven (7) years or older). Immunizations may not be required if a child qualifies
32 for conditional attendance or an exemption is filed as provided by Montana law.

33
34 Placement

35
36 The District goal is to place students at levels and in settings that will increase the probability of
37 student success. Developmental testing, together with other relevant criteria, including but not
38 limited to health, maturity, emotional stability, and developmental disabilities, may be
39 considered in the placement of all students. Final disposition of all placement decisions rests
40 with the principal, subject to review by the Superintendent or the Board.

41
42 Transfer

43
44 District policies regulating the enrollment of students from other accredited elementary and
45 secondary schools are designed to protect the educational welfare of children.

46
1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

1
2
3
4 Elementary Grades (K-8): A student transferring into the District will be admitted and placed
5 subject to observation by appropriate teachers and a building principal during a probation period
6 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a
7 student, school personnel will conduct an educational assessment to determine appropriate grade
8 and level placement.

9
10 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is
11 subject to a satisfactory examination of the following:

- 12
13 1. Appropriate certificates of school accreditation;
14 2. Length of course, school day, and school year;
15 3. Content of applicable courses;
16 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or
17 vocational instruction);
18 5. Appropriate evaluation of student performance leading toward credit issuance.

19
20 The District will follow Montana Accreditation Rules and Standards, along with local alternate
21 procedures for earning credit, in reviewing requests for transfer of credits. High school
22 principals have authority for approving credit transfers, subject to review by the Superintendent
23 or the Board.

| | | | | | | |
|----|----|----|----|------------------|-------------------------|---|
| 24 | 25 | 26 | 27 | Legal Reference: | § 20-5-101, MCA | Admittance of child to school |
| 28 | 29 | 30 | 31 | | § 20-5-403, MCA | Immunization required – release and |
| 32 | 33 | 34 | 35 | | § 20-5-404, MCA | acceptance of immunization records |
| 36 | 37 | 38 | 39 | | § 20-5-405, MCA | Conditional attendance |
| 40 | 41 | | | | § 20-5-406, MCA | Medical or religious exemption |
| | | | | | § 44-2-511, MCA | Immunization record |
| | | | | | 10.16.3122, ARM | School enrollment procedure |
| | | | | | | Local Educational Agency Responsibility |
| | | | | | | For Students with Disabilities |
| | | | | | 10.55.601, et seq., ARM | Accreditation Standards: Procedures |

38 Policy History:

39 Adopted on: 4/15/1988
40 Reviewed on:
41 Revised on: 03/08/2011

THE BOARD OF TRUSTEES

STUDENTS

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

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

The trustees may at their discretion assign and admit a child to a school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are exceptional circumstances that merit waiving the age provision. The trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision of this Policy.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child¹ to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141.
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.

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| | § 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 |
| | § 44-2-511, MCA | School enrollment procedure |
| | 10.16.3122, ARM | Local Educational Agency Responsibility For Students with Disabilities |
| | 10.55.601, et seq., ARM | Accreditation Standards: Procedures |
| | Chapter 20 – 2021 General Legislative Session | |
| | HB 246 – 2021 General Legislative Session | |

Adopted on: 4/7/99
Modified on: 5/06
Adopted on: 8/12/15
Reviewed on: 5/06, 7/15/15, 8/9/17
Revised on: 7/7/15
Revised on: 10/11/17
Adopted on: 8/14/19
Reviewed on: 7/17/19
Revised on: 6/19/19
Adopted on: 8/19/20
Reviewed on: 7/8/20
Revised on: 6/10/20
Revised on: 8/25/21

3
4 Entrance, Placement, and Transfer

5
6 Entrance, Date, and Age

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11 waiver of the age requirement. All waivers are granted in the sole discretion of the Trustees.

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35 conditional attendance or an exemption is filed as provided by Montana law.
36
37 3. The above requirements are not to serve as barriers to immediate enrollment of students
38 designated as homeless or foster children as required by the Every Student Succeeds Act
39 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work
40 with the local child welfare agency, the school last attended, or other relevant agencies to
41 obtain necessary enrollment documentation and ensure a student receives education
42 services in the best interests of the child. The Superintendent or designee shall serve as
43 point of contact with all applicable agencies to review records, facilitate services and
44 resolve disputes.
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| | § 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 |
| | § 44-2-511, MCA | School enrollment procedure |
| | 10.16.3122, ARM | Local Educational Agency Responsibility For Students with Disabilities |
| | 10.55.601, et seq., ARM | Accreditation Standards: Procedures |
| | Chapter 20 | 2021 General Legislative Session |
| | HB 246 | 2021 General Legislative Session |

Policy History:

Adopted on: 7/19/2022

Reviewed on:

Revised on:

For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified transcript or similar student records from the previous school, or any documentary evidence that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

Yellowstone Academy School District # 58

STUDENTS

3120

Compulsory Attendance

To reach the goal of maximum educational benefits for every child requires a regular continuity of instruction, classroom participation, learning experiences, and study. Regular interaction of students with one another in classrooms and their participation in instructional activities under the tutelage of competent teachers are vital to the entire process of education. This established principle of education underlies and gives purpose to the requirement of compulsory schooling in every state in the nation. A student's regular attendance also reflects dependability and is a significant component of a student's permanent record.

Parents or legal guardians or legal custodians are responsible for seeing that their children who are age seven (7) or older before the first (1st) day of school attend school until the later of the following dates:

1. Child's sixteenth (16th) birthday; or
2. Completion date of the work of eighth (8th) grade.

The provisions above do not apply in the following cases:

- (a) The child has been excused under one of the conditions specified in 20-5-102.
- (b) The child is absent because of illness, bereavement, or other reason prescribed by the policies of the trustees.
- (c) The child has been suspended or expelled under the provisions of 20-5-202.
- (d) The child is excused pursuant to Section 2 of 20-5-103.

Compulsory attendance stated above will not apply when children:

1. Are provided with supervised correspondence or home study; or
2. Are excused because of a determination by a district judge that attendance is not in the best interests of the child; or
3. Are enrolled in a non-public or home school; or
4. Are enrolled in a school in another district or state; or
5. Are excused by the Board on a determination that attendance after age of sixteen (16) is not in the best interests of the child and the school.

| | | |
|------------------|-----------------|--|
| Legal Reference: | § 20-1-308, MCA | Religious instruction released time program |
| | § 20-5-101, MCA | Admittance of child to school |
| | § 20-5-102, MCA | Compulsory enrollment and excuses |
| | § 20-5-103, MCA | Compulsory attendance and excuses |
| | § 20-5-104, MCA | Attendance officer |
| | § 20-5-106, MCA | Truancy |
| | § 20-5-107, MCA | Incapacitated and indigent child attendance |
| | § 20-5-108, MCA | Tribal agreement with district for Indian child compulsory attendance and other agreements |
| | § 20-5-202, MCA | Suspension and Expulsion |

Policy History:

Adopted on: 9/21/2009

Reviewed on:

Revised on: 3/29/2023

2
3 **STUDENTS**

4
5 Enrollment and Attendance Records

6
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
9 be diligent in maintaining such records.

10
11 A district may only include, for ANB purposes, any student who participates in pupil instruction
12 as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20,
13 including but 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
16 attendance agreement and who is attending a school of the district;
 - 17
 - 18 • Unable to attend school due to a medical reason certified by a medical doctor and
19 receiving individualized educational services supervised by the district, at district
20 expense, at a home or facility that does not offer an educational program;
 - 21
 - 22 • Unable to attend school due to the student's incarceration in a facility, other than a youth
23 detention center, and who is receiving individualized educational services supervised by
24 the district, at district expense, at a home or facility that does not offer an educational
25 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
30 placement by the trustees at a private nonsectarian school or private program if the
31 student's services are provided at the district's expense under an approved individual
32 education plan supervised by the district;
 - 33
 - 34 • Participating in the Running Start Program at district expense under Section 20-9-706,
35 MCA;
 - 36
 - 37 • Receiving education services, provided by the district, using appropriately licensed
38 district staff at a private residential program or private residential facility licensed by the
39 Department of Public Health and Human Services;
 - 40
 - 41 • Enrolled in an educational program or course provided at district expense using electronic
42 or offsite delivery methods, including but not limited to tutoring, distance learning
43 programs, online programs, and technology delivered learning programs, while attending
44 a school of the district or any other nonsectarian offsite instructional setting with the
45 approval of the trustees of the district;
 - 46

- 1
- 2
- 3
- 4 • A student of the district completing work on a proficiency basis in accordance with
- 5 Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- 6
- 7 • A student enrolled by the Board for exceptional circumstances as defined in applicable
- 8 District policies and in accordance with Section 20-5-101, MCA.
- 9
- 10 • A student gaining credit for participating in a work-based learning program pursuant to
- 11 Section 20-7-1510, MCA, and Policy 2600;
- 12
- 13 • A student participating in an “innovative educational program” as defined in Section 15-
- 14 30-3102, MCA;
- 15
- 16 • A resident of the district attending a Montana job corps program under an interlocal
- 17 agreement with the district under Section 20-9-707, MCA; or
- 18
- 19 • A resident of the district attending a Montana Youth Challenge Program under an
- 20 interlocal agreement with the district under Section 20-9-707, MCA.
- 21
- 22 • A student with a disability who is over 19 years old but under 21 years of age, has been
- 23 enrolled by the Board of Trustees in accordance with Policy 3110, and qualifies in
- 24 accordance with Section 20-9-311(7), MCA, to remain enrolled and be served by schools,
- 25 if the following criteria are satisfied:
- 26
 - 27 • the student has not graduated;
 - 28 • the student is eligible for special education services and is likely to be eligible for
 - 29 adult services for individuals with developmental disabilities due to the
 - 30 significance of the student's disability; and
 - 31 • the student's individualized education program has identified transition goals that
 - 32 focus on preparation for living and working in the community following high
 - 33 school graduation since age 16 or the student's disability has increased in
 - 34 significance after age 16.
- 35

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

39
40 Enrollment for Purposes of Participation in Extracurricular Activities By an Unenrolled Child or
41 Part Time Enrolled Student

42
43 The District shall include for ANB purposes a child who during the prior school year:

- 44 a. resided in the District;
- 45 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 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 |

Policy History:

Adopted on: 9/21/2009
 Reviewed on:
 Revised on: 9/27/2017, 3/29/2023

2
3 **STUDENTS**

4
5 Enrollment and Attendance Records

6
7 Average Number Belonging

8
9 Average Number Belonging (ANB) is the enrollment measure used for the State Foundation
10 Program calculations as defined in § 20-9-311, MCA. The ANB of one year is based on the
11 attendance records of the preceding year. Funding for districts is based on ANB, which is based
12 on “aggregate hours” per year and must be accurate. “Aggregate hours” means the hours of
13 pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

14
15 For a child to be counted for ANB purposes:

- 16
17 a) The child must meet the definition of pupil as found in § 20-1-101(11), MCA;
18
19 b) Attending 180 to 359 aggregate hours = One-quarter time enrollment
20
21 c) Attending 360 to 539 aggregate hours = One-half time enrollment
22
23 d) Attending 540 to 719 aggregate hours = Three-quarter time enrollment
24
25 e) Attending 720 aggregate hours or more = Full-time enrollment
26

27 A school district may include in its calculation of ANB a pupil who is enrolled in a program
28 providing fewer than the required aggregate hours of pupil instruction required under subsection
29 20-9-311(4)(a) or (4)(b) if the pupil had demonstrated proficiency in the content ordinarily
30 covered by the instruction as determined by the school board using district assessments. The
31 ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily
32 provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d).
33

34 Homebound Students

35
36 Students who are receiving instructional services, who were in the education program and, due to
37 medical reasons certified by a medical doctor, are unable to be present for pupil instruction, may
38 be counted as enrolled for ANB purposes, if the student:

- 39
40 a) Is enrolled and is currently receiving organized and supervised pupil instruction;
41
42 b) Is in a home or facility which does not offer a regular educational program; and
43
44 c) Has instructional costs during the absence, which are financed by the District’s general
45 fund.
46

