



Yellowstone-West/Carbon County Special Services Cooperative

Program Narrative, April 2021

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 has 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 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 five annual screenings for children who may have a disability. A team, which may include a school psychologist, speech pathologist, physical therapist and/or occupational therapist, nurse, and audiologist conducts screening. Screening includes cognitive, fine and gross motor, vision, hearing, speech 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. For example, the Cooperative has gone to day care provider locations and hospitals to conduct a screen.

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 at 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 developed 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. If a district decides to use RTI/MTSS for SLD identification, the district will adopt a policy (the Board of Trustees), and procedures (a guide or manual) that describe the RTI/MTSS process. At this time, no member districts are using an RTI/MTSS methodology for SLD identification. 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 over a six-week period. 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 a pre-referral form which will be used to document two interventions, each of which normally will be used over a six-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 fax a copy of the permission to the Cooperative Office and will distribute a copy of the permission to evaluate form to all those 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 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. 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; and
- Upon parental request for an additional copy.

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.

Belfry School District

Adopted on:

Reviewed on:

Revised on:

3100

STUDENTS

Prohibition: This policy cannot be used to provide what is otherwise characterized or referred to as a pre-school, pursuant to 20-7-117(2), MCA, which specifically prohibits the use of state equalization aid for preschool. This policy is intended for use to enroll students under the age of 5 when statutory criteria are met.

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

The administration shall ensure admission, enrollment and assignment of all qualifying children referenced in this policy. The administration shall place children enrolled pursuant to this policy in either a half-time or full-time kindergarten program as an integral part of the elementary school program. The administration shall also ensure provision of a free appropriate public education in the least restrictive environment possible, pursuant to terms of each student's individualized education program, for all children enrolled under this policy who are qualified for services under the Individuals with Disabilities Education Act.

The administration shall include children enrolled pursuant to this policy in the district's calculation of average number belonging (ANB) as reported to OPI.

The Board of Trustees declares the following to be qualifying "exceptional circumstances" within the meaning of that term as used in 20-5-101(3), that merit waiving the age provisions of 20-5-101(1), MCA for qualifying children under 6 years of age:

A child at least 3 years of age with a disability qualifying the child for services under the federal Individuals with Disabilities Education Act.

Legal Reference:

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

Belfry School District

Adopted on:
Reviewed on:
Revised on:

3100P

STUDENTS

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

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

1. The administration shall review the criteria set forth in the Policy 3100 and make the preliminary determination whether an individual student or class of students meets the criteria for exceptional circumstances set forth therein;
2. The administration shall notify the parent(s)/legal guardian(s) of the administration's recommendation to the Board regarding the enrollment of the student(s) under the exceptional circumstances meriting waiving of the age requirements;
3. The administration shall present the information to the Board for approval within _____ days of making the preliminary determination;
4. In presenting the information to the Board, the administration shall either: (1) remove all identifying information about the student(s) when presenting the information to the Board in order to protect the privacy rights of the student under state and federal law, or (2) provide the name(s) of the students(s) to the Board in a closed session with notice to the parent(s)/legal guardian(s) that he/she/they have the right to attend the closed session; and
5. The Board shall make the final decision on the enrollment of students under the District's exceptional circumstances policy.

The trustees shall annually review this policy and procedure based on changing circumstances pertaining to the criteria used for determination of the program.

1 **Blue Creek School District # 3**

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4 **STUDENTS**

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5
6 Entrance, Placement and Transfer

7
8 Entrance, Date and Age

9
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

20
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.
40

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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**

2
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.
20

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

41
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

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.

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: 12/12/2005

Reviewed on: 7/17/2018

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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5 Entrance, Placement, and Transfer

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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 Non-resident students may be admitted at the discretion of the Trustees. Children will be
14 enrolled in the grade identified in accordance with District policy or at the discretion of the of the
15 administration in consultation with the student's parents or guardians. The District requires proof
16 of identity and an immunization record for every child to be admitted to District schools. The
17 trustees may at their discretion assign and admit a child to a school in the district who is under 5
18 years of age or an adult who is 19 years of age or older if there are exceptional circumstances
19 that merit waiving the age provision.
20

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.
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 and ensure a student receives education
39 services in the best interests of the child. The Superintendent or designee shall serve as
40 point of contact with all applicable agencies to review records, facilitate services and
41 resolve disputes.
42
43

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

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.

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.

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: 8/16/1995

Reviewed on: 11/8/2008

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

SERIES 3000 STUDENTS 1

ENTRANCE, PLACEMENT, AND TRANSFER 3110

Entrance, Date, and Age

Any student entering Canyon Creek School as a kindergarten student must be five years old on or before September 10. Any student entering Canyon Creek School as a first grade student must be six years old on or before September 10. 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 a birth certificate and an immunization or exemption record for every child to be admitted.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child (birth certification or certified transcript) to the school, 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. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
2. To be admitted to District schools, a child must have been immunized in accordance with the Montana Immunization Law. 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 superintendent, subject to review by the Board.

Elementary Grades (K-8): A student transferring into Canyon Creek School District will be admitted and placed subject to an educational assessment and/or the observation by appropriate teachers and the superintendent during a probation period of two (2) weeks.

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

10.55.601 et seq., ARM

Adopted: May 17, 1999

Revised: July 18, 2005

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.

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
	10.55.601, 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

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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,

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

may 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.

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: Board Meeting Jan. 9, 2014

Revised on: December 5, 2017

1 **Fromberg Public Schools**

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3 **STUDENTS**

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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 is 5 years of age or older
10 on or before the tenth (10th) day of September of the school year in which the child is to enroll but is
11 not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age
12 requirement. All waivers are granted in the sole discretion of the Trustees. Non-resident students
13 may be admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in
14 accordance with District policy or at the discretion of the of the administration in consultation with
15 the student's parents or guardians. The District requires proof of identity and an immunization
16 record for every child to be admitted to District schools. The trustees may at their discretion assign
17 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
18 age or older if there are exceptional circumstances 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 proof
23 of identity¹ of the child to the school within forty (40) days of enrollment, as well as proof of
24 residence in the District. Students who are not residents of the District may apply for
25 admission pursuant to Policy 3141.
 - 26
27 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a
28 child must have been immunized against varicella, diphtheria, pertussis, tetanus,
29 poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents
30 approved by the department. Immunizations may not be required if a child qualifies for
31 conditional attendance or an exemption is filed as provided by Montana law.
 - 32
33 3. The above requirements are not to serve as barriers to immediate enrollment of students
34 designated as homeless or foster children as required by the Every Student Succeeds Act
35 (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with
36 the local child welfare agency, the school last attended, or other relevant agencies to obtain
37 necessary enrollment documentation and ensure a student receives education services in the
38 best interests of the child. The Superintendent or designee shall serve as point of contact with
39 all applicable agencies to review records, facilitate services and resolve disputes.
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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

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.

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.

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:

Reviewed on:

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

300 EQUAL EDUCATION & EMPLOYMENT POLICY: AFFIRMATIVE ACTION POLICY

As provided in the Constitution of the State of Montana, the Independent School District is committed to equality of educational opportunity. The district is also committed to equal employment 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, and employment assistance, extracurricular and other school related activities.

Discrimination in education or employment 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.

Inquiries or complaints regarding discrimination should be directed by the Superintendent/Principal, Title IX/Section 504 Coordinator, 2907 Roundup Rd, Billings, MT 59105, 406-259-8109, (Optional--to the Administrator, Montana Human Rights Commission, Room C-137, Cogswell Building, Helena, MT 59620, 406-444-2884 or Director, Office of Civil Rights, Federal Office Building, Denver, CO 80294, 303-844-5695.

Legal Reference: Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d), Title VII of the Civil Rights Act of 1964 as amended (42 USC Section 2000e), Title IX of the Education Amendments of 1973 (29 USC 794), the Constitution of the State of Montana, 1972 (Article X, Section 1), the Montana Human Rights Act (Title 49, Chapter 2, CMCA), the Montana Governmental Code of Fair Practices (Title 49, Chapter 3, MCA), and the implementing federal and state rules and regulations.

1 **Joliet Public Schools**

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3 **STUDENTS**

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4
5 Entrance, Placement, and Transfer

6 Top of Form

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.
13 Non-resident students may be admitted at the discretion of the Trustees. Children will be
14 enrolled in the grade identified in accordance with District policy or at the discretion of the of the
15 administration in consultation with the student's parents or guardians. The District requires
16 proof of identity and an immunization record for every child to be admitted to District schools.
17 The trustees may at their discretion assign and admit a child to a school in the district who is
18 under 5 years of age or an adult who is 19 years of age or older if there are exceptional
19 circumstances that merit waiving the age provision.
20

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.
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 and ensure a student receives education
39 services in the best interests of the child. The Superintendent or designee shall serve as
40 point of contact with all applicable agencies to review records, facilitate services and
41 resolve disputes.
42

43 Placement

44
45 The District goal is to place students at levels and in settings that will increase the probability of
46 student success. Developmental testing, together with other relevant criteria, including but not

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

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.

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.

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: 06/20/13

Reviewed on:

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

Legal Status, Organization and Operation

The legal name of this District is Luther School District No. 9-10 Carbon County, State of Montana. The District is classified as a Third Class District and is operated according to the laws and regulations pertaining to elementary school districts of the State of Montana and the United States of America.

The Board of Trustees of the Luther School District # 9-10 is the governmental entity established by the State of Montana to plan and direct all aspects of the District's operations to the end that students shall have ample opportunity to achieve their individual and collective learning needs.

In order to achieve its primary goal of providing each child with the necessary skills and attitudes to become an effective citizen, the Board shall exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from the Montana Constitution and state statutes and regulations. Sources such as the school laws of Montana, and the administrative rules of the Board of Public Education and the Office of Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board.

The policies of the Board define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

The Luther School District # 9-10 maintains the Luther School.

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 Molt 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	

POLICIES AND PROCEDURES

PREAMBLE

The main purpose and objective of the Board of Trustees of School District #17 is to maintain a school which will provide as good an education as possible for the children in grades kindergarten through six. It is an objective of the Board to follow the policies as outlined until circumstances arise which justify changes, revisions, or additions.

DEFINITION OF TERMS

Policy - School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his staff can discharge their assigned duties with positive direction. They tell what is expected or wanted. They may also indicate why and how much.

Rules and Regulations - These are specific directions telling how, by whom, where, and when things are to be done. They apply policy to practice. Execution of policy is through the administration applying detailed steps and proceedings through rules and regulations.

1 **Pryor Public Schools**

2
3 **STUDENTS**

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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

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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	10.55.601, et seq., ARM	Accreditation Standards: Procedures

Policy History:

Adopted on: 4/15/1988

Reviewed on:

Revised on: 03/08/2011

STUDENTS

Entrance, Placement, and Transfer

Entrance, Date, and Age

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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.

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2. Length of course, school day, and school year;
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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
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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
10.55.601, et seq., ARM	Accreditation Standards: Procedures

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

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.

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
	§ 20-5-103, 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

Policy History:

Adopted on: 3/9/2010

Reviewed on:

Revised on:

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 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.

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:

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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, an enrolled student who is:

- 12
13 • A resident of the district or a nonresident student admitted by trustees under a student
14 attendance agreement and who is attending a school of the district;
- 15
16 • Unable to attend school due to a medical reason certified by a medical doctor and
17 receiving individualized educational services supervised by the district, at district
18 expense, at a home or facility that does not offer an educational program;
- 19
20 • Unable to attend school due to the student's incarceration in a facility, other than a youth
21 detention center, and who is receiving individualized educational services supervised by
22 the district, at district expense, at a home or facility that does not offer an educational
23 program;
- 24
25 • Living with a caretaker relative under § 1-1-215, MCA;
- 26
27 • Receiving special education and related services, other than day treatment, under a
28 placement by the trustees at a private nonsectarian school or private program if the
29 student's services are provided at the district's expense under an approved individual
30 education plan supervised by the district;
- 31
32 • Participating in the Running Start Program at district expense under § 20-9-706, MCA;
- 33
34 • Receiving education services, provided by the district, using appropriately licensed
35 district staff at a private residential program or private residential facility licensed by the
36 Department of Public Health and Human Services;
- 37
38 • Enrolled in an educational program or course provided at district expense using electronic
39 or offsite delivery methods, including but not limited to tutoring, distance learning
40 programs, online programs, and technology delivered learning programs, while attending
41 a school of the district or any other nonsectarian offsite instructional setting with the
42 approval of the trustees of the district; or
- 43
44 • A resident of the district attending a Montana job corps program under an interlocal
45 agreement with the district under § 20-9-707, MCA.
- 46

- A resident of the district attending a Montana Youth Challenge program under an interlocal agreement with the district under § 20-9-707, MCA.

In order for a student who is served through distance learning or offsite delivery methods to be included in the calculation of average number belonging, the student must meet the residency requirements for that district; live in the district, and must be eligible for educational services under the Individuals with Disabilities Education Act or under 29 U.S.C. 794; or attend school in the district under a mandatory attendance agreement as provided in § 20-9-707, MCA.

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.

Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
	§ 20-9-706, MCA	Running start program – authorizing class credits at postsecondary institution – eligibility – payment for credits
	§ 20-9-707, MCA	Agreement with Montana youth challenge program or accredited Montana job corps program
	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

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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 pupil
13 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 181 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 Enrollment in a program for fewer than 180 aggregate hours of pupil instruction per school year
28 may not be included for ANB purposes, unless the pupil has demonstrated proficiency in the
29 content ordinarily covered by the instruction as determined by the school board using district
30 assessments. The ANB must be converted to an hourly equivalent based on the hours of
31 instruction ordinarily provided for the content over which the student has demonstrated
32 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

If a homebound student does not meet the criteria set forth above, the District may request a variance through the Office of Public Instruction, for consideration of the student in the enrollment count for ANB purposes beyond the tenth (10th) day of absence.

Attendance Accounting

Days present and absent for every student are to be recorded in each building, for the purpose of informing parents of a student's attendance record.

On the first (1st) Monday in October and on February 1st (or the next school day if those dates do not fall on a school day), the number of all enrolled students (whether present or absent) by grade level and class will be recorded on the forms provided by the District. Special education children who are enrolled in special programs sixteen (16) hours or more a week will be listed separately. The Director of Special Education should be contacted to verify this count. Monthly student counts of enrolled children by grade and classroom will be provided by the office.

Legal Reference:	10.20.102, ARM	Calculation of Average Number Belonging (ANB)
	§ 20-1-101, MCA	Definitions

Procedure History:

Promulgated on: 9/21/2009

Reviewed on:

Revised on: 06/17/13, 06/15/15