

**YELLOWSTONE-WEST/CARBON COUNTY  
SPECIAL SERVICES COOPERATIVE  
Management Board Meeting  
April 13, 2021  
11:00 a.m., GoToMeeting**



**Please join my meeting from your computer, tablet or smartphone.**

Call the Coop Office for Details, please

**CALL TO ORDER**

**ADJUSTMENTS TO AGENDA**

**CONSENT AGENDA:**

Minutes from March 9, 2021  
Claims

**INFORMATION ITEMS:**

Monitoring – Update by Karen Underwood

Board Terms expiring this year on June 30th: John Fitzgerald, Teri Harris, Cathi Rude.

Nominations opened April 7th; will close April 21<sup>st</sup>.

Ballots will go out April 26<sup>th</sup>.

Requested return date May 7<sup>th</sup>; to be opened at May board meeting, May 11<sup>th</sup>.

**ACTION ITEM:**

GoalBook Subscription Renewal

MUST Renewal

Program Narrative

**ASSOCIATION ITEM(S):**

Topic to be provided 48 hrs. in advance of the meeting

## **Regular Meeting of the Trustees**

### **Yellowstone-West/Carbon County Special Services Cooperative**

**Tuesday, March 9, 2021**

A special meeting of the Board of Trustees of the Yellowstone-West/Carbon County Special Services Cooperative was held Tuesday, March 9<sup>th</sup>, 2021, via GoToMeeting. The meeting was called to order by Chair John Fitzgerald at 11:00 a.m.

Members present: Cathi Rude – Blue Creek; John Fitzgerald – Red Lodge; Alex Ator – Roberts; Nathan Schmitz – Elder Grove Schools; Bill Phillips-Bridger; and Teri Harris-Fromberg. Members absent: Gary Fischer – Broadview. A quorum was present.

Director Karen Underwood and Clerk Roger Heimbigner were present for the entire meeting.

Also present: Sheila Chouinard, Kelly Hickey, Lisa Harris, Lauren Spring and Steve Willis

#### **Agenda Additions**

#### **Correspondence**

None

#### **Consent Agenda**

A motion was made by Nathan Schmitz, seconded by Bill Phillips to approve the minutes of February 9<sup>th</sup>, 2021 and payment of bills. Motion passed unanimously.

#### **INFORMATION ITEMS**

#### **ESSER Dollars**

There was some discussion on the use of school district's ESSER dollars to be utilized by the Coop.

#### **CARES Money**

Clerk Roger Heimbigner reviewed with the board the CARES money that is available to the Coop. Of the \$112,993 that was originally awarded to the Coop, \$42,645 was transferred over to Laurel School District which leaves \$70,348 for the Coop to spend on Covid related items. The biggest percentage of these dollars will be spent on salaries and benefits to replace the lost Medicaid revenues that the Coop is experiencing. Over the past 9 months the Coop is down \$43,410 from the previous year's revenues for Medicaid. This amount is expected to continue until the end of the year. There is some money for supplies and equipment but most of the Covid CARES grant will help to replace lost Medicaid revenues/expenditures. The Coop also received the Governor's Covid related grant of about \$47,000 which was used towards supplies and tech equipment. The board already approved these expenses in December.

#### **Monitoring Update**

Director Karen Underwood updated the board on the OPI monitoring that was recently completed. Karen stated the monitoring went well with 7 districts having zero corrections, and 4-5 other districts only having to change 1 or 2 files. No district was in terrible shape which was great. There was discussion on transitional workshops that would be helpful. Karen stated she is looking towards an April in-service time.

### **Board Terms**

Director Karen Underwood reported the following board vacancies/term expiring on June 30<sup>th</sup>:

John Fitzgerald, Teri Harris and Cathi Rude.

The timeline will be:

- 1) nominations opening on April 7<sup>th</sup> and closing April 21<sup>st</sup>
- 2) Ballots out April 26<sup>th</sup>;
- 3) Return date of May 7<sup>th</sup> and opened at May board meeting on the 11<sup>th</sup>;
- 4) Top 3 Vote Counts are elected.

### **ACTION ITEMS**

#### **Interlocal Agreement with Revisions Made as Requested by OPI**

Director Karen Underwood explained that OPI had a delay in final approval of the Interlocal Agreement due to some employment transitions. It has finally been reviewed with a few minor revisions. Karen reviewed those five revisions with the board. A motion was made by Bill Phillips, seconded by Teri Harris to approve the revised Interlocal Agreement as presented. Motion passed unanimously.

#### **2021-22 Calendar Proposal – Draft Created with Collaboration of Staff Committee**

Director Karen Underwood presented to the board the staff committee's recommendation for the 2021-22 Coop calendar. A motion was made by Alex Ator, seconded by Cathi Rude to approve the calendar for the 2021-22 school year. Motion passed unanimously. The school year starts August 19<sup>th</sup> and ends June 3<sup>rd</sup>. The clinics are not on the current calendar.

#### **Lauren Spring's Contract Terms for 2021-22**

Director Karen Underwood read her recommendation from the last board meeting to approve Lauren Spring's contract for 2021-22. That recommendation was to keep Lauren Spring at .9 FTE at a salary of \$78,743 with the same full insurance coverage as stated in the certified master agreement.

Board Chair John Fitzgerald stated Lauren receives the full insurance amount that other full-time employees are given even though she is at .9 FTE. This has been the major discussion item. John suggested in the future that the Board establish and outline a different process to negotiate with staff that are outside the master agreement. Nathan Schmitz suggested we get the process in place sooner – consensus for work session in August. Lauren Spring asked that the recommendation of Director Karen Underwood be approved. A motion was made by Bill Phillips, seconded by Nathan Schmitz to accept the recommendation of Karen Underwood to approve Lauren Spring's contract at .9 FTE and full insurance benefits (dollar amount equal to master agreement). Motion passed unanimously.



**Next Meeting Date**

Next meeting is scheduled for April 13, 2021 at 11:00 a.m.

**Adjourn**

Bill Phillips moved, seconded by Nathan Schmitz to adjourn. Motion passed unanimously.

Time of Adjournment: 11:41 a.m.

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Board Chair

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Attest: Clerk



# BENEFITS for the future

March 2021

**RE: 2021-2022 BENEFIT PERIOD RENEWAL MATERIALS**

Dear Superintendent and Business Manager/Clerk,

Attached is your district's specific renewal information for the upcoming 2021-2022 benefit period:

- Your **Renewal Presentation**, including:
  - **Rate sheets**
  - **Life and LTD Benefit Election Form**
- **Health Renewal and Open Enrollment Memo**
- **Group Online Open Enrollment Form**
- **ACA Overview and Election Form**

**Life, AD&D, and LTD offerings.** For 2021-2022, we are proud to continue offering valuable enhancements to these voluntary products. This includes life/AD&D up to \$100,000, or 4X salary (whichever is lesser), affordable pricing, and the availability of LTD coverage for your non-medical participants. Refer to pages 5-7 of your presentation regarding these products.

**Accessing Renewal/Open Enrollment Materials.** Visit [mustbenefits.org](https://mustbenefits.org) → **Bus-Mgr/Clerk** tab → **Open Enrollment** on left-hand navigation column.

MUST values your business and looks forward to another year of providing you with great service and benefits designed to meet your needs!

Thank you for your support of MUST. We truly appreciate the work you do supporting and teaching the children of your community!

Sincerely,

ANDREW W. HOLMLUND  
MSSF Chief Executive Officer

## THE MUST EXPERIENCE

### For peace of mind...

Remember your MUST benefits include:

- **Virtual Visits**  
convenient, easy access with a low charge for all medical plans, including HDHP
- Basic **Life & AD&D Insurance** of \$10,000 included for employees enrolled in Medical coverage
- Basic **LTD benefit** (50% of pre-disability earnings) included for employees enrolled in Medical coverage, as well as benefit for non-Medical participants if elected by group
- **Annual preventive eye exam** for all members, with baseline retinal imaging, enrolled in Medical coverage
- Additional **COVID-19 Member Resources** with MUST's Basic Life/LTD insurance at no-charge!



# BENEFITS for the future

Date: March 2021  
To: District Clerk/Business Manager/Human Resource Officer  
From: Andrew Holmlund, CEO  
Re: 2021-2022 Health Renewal and Open Enrollment

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**Annual Group Renewal: Please respond by May 7, 2021**

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MUST has been serving Montana's public education community for more than 30 years – *its sole focus continues to be you*. In our commitment to provide quality, affordable health, dental, vision, life and disability benefits, we constantly evaluate benefit design, rates and administration to ensure quality, affordable products.

For the upcoming 2021-2022 benefit period, attached are the following:

- Your **CURRENT** (2020-2021) rate sheet for your reference
- MUST **RENEWAL** rate sheet (to be returned to MUST)
- **LIFE/LTD** renewal rate sheet (to be returned to MUST)
- **GROUP ONLINE OPEN ENROLLMENT FORM** (to be returned to MUST)
- **ACA ELECTION FORM** (to be returned to MUST)

Please complete the following steps on the **RENEWAL**, **LIFE/LTD**, and **GROUP ONLINE OPEN ENROLLMENT** forms:

#### **Renewal Checklist**

- ☐ Review the renewal packet, complete the Group Renewal rate sheets and the Online Open Enrollment sheet as needed.
- ☐ Review or make changes to the Life/LTD Renewal form and sign at the bottom.
- ☐ Complete the Participation Levels box on the Renewal Rate Sheet and sign at the bottom.
- ☐ Complete online Open Enrollment form.
- ☐ Complete the ACA Election Form
- ☐ E-mail (abeuthien@ms-sf.org) or mail all completed and signed renewal documents to Angie Beuthien—**MUST, PO Box 4579, Helena MT 59604.**

#### **Open Enrollment Checklist**

- ☐ Access Open Enrollment information on the MUST Website [www.mustbenefits.org](http://www.mustbenefits.org) > Bus Mgr/Clerks > Open Enrollment.
- ☐ Download All the Open Enrollment information.
- ☐ Communicate Open Enrollment Period to employees outlining their obligations.
  - Make copies of the Open Enrollment Notice for every person who is eligible for coverage.
  - Distribute the Open Enrollment Notice a week or two before the Open Enrollment Period begins.
  - Make copies of the Open Enrollment Flyer and post in high traffic areas.

**Online Open Enrollment Checklist—No need to manage paper—two simple steps**

- ☐ Ensure employees and retirees are notified when Open Enrollment period begins with your specific Open Enrollment dates.
- ☐ Track Open Enrollment Progress by running the Open Enrollment Status Report located in the analytical section (bottom left) of the home page.

**Paper Open Enrollment Checklist—distribute paperwork, gather completed forms**

- ☐ Clerks complete designated sections of the Benefit Election Form.
- ☐ Distribute the Benefit Election Form to employees.
- ☐ Collect completed forms.
- ☐ Scan, fax or mail completed forms— **MUST, PO Box 4579, Helena Montana 59604-4579.**

For questions concerning the above renewal information, contact Angie Beuthien at 1-800-845-7283 or by email [abeuthien@ms-sf.org](mailto:abeuthien@ms-sf.org).

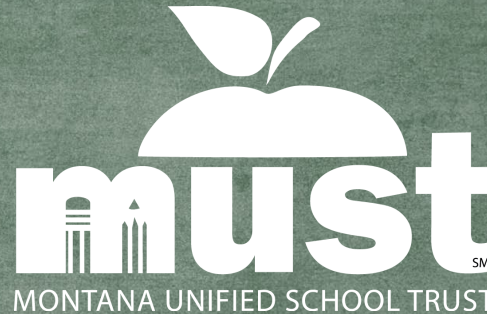
**Online Open Enrollment Ends:**

**May 28, 2021** for July 1, 2021 renewals

**August 20, 2021** for September 1, 2021 renewals



2021 RENEWAL  
PRESENTATION



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# Benefits

## FOR THE FUTURE

UNDERSTANDING THE MUST DIFFERENCE



406.457.4400 | [mustbenefits.org](http://mustbenefits.org) |



# SETTING US Apart

*Local Montana service, superior benefits & exceptional value-adds*

## **CAREHERE CLINIC ACCESS**

### **VIRTUAL VISITS**

healthcare access alternatives with MD Live & 24/7 Nurseline

### **NO COST MENTAL HEALTH VISITS**

under LTD Benefit; additional medical plan visits available\*

### **FREE VISION EXAM ANNUALLY**

and retinal imaging (every 2 years up to \$40) with medical plan

### **\$10,000 LIFE/AD&D BENEFIT**

with accelerated death benefit

### **LONG TERM DISABILITY BENEFIT**

[mustbenefits.org/explore-plans](https://mustbenefits.org/explore-plans)

## **RETAIL & MAIL PHARMACY PROGRAM**

90 day supply=2 x 30 day copay with traditional plans; HDHP Expanded Preventive Drug List. See [mustbenefits.org/exploreplans/pharmacy](https://mustbenefits.org/exploreplans/pharmacy).

## **WELLNESS PROGRAM & DIGITAL HEALTH TOOLS**

learn more about Total Health Management, Livongo, Omada

## **SUPPORTIVE MEMBER HEALTH MANAGEMENT PROGRAMS**

care, disease, lifestyle and maternity programs

## **ONLINE/APP MEMBER PLAN ACCESS**

robust website; access to online tools and benefits at [mustbenefits.org](https://mustbenefits.org)

***WE APPRECIATE you AND VALUE YOUR BUSINESS!***



# OUR Values

*Experience and model sets us apart*



**TEAMWORK**



**INTEGRITY**



**INNOVATION**



**SECURITY**



**CUSTOMER  
SERVICE**

We know  
**Schools**

We know  
**Benefits**

We know  
**Montana**



Burnham School – Hill Co. © Charlotte Caldwell

# Virtual HEALTHCARE

WHERE AND WHEN YOU NEED IT

## VIRTUAL VISITS

**TELEHEALTH POWERED BY MDLIVE®** or **VIRTUAL VISITS** are an efficient and cost-effective care solution available on all MUST plans. For a maximum charge of \$44 (refer to your plan), simple, non-emergency medical health conditions can be addressed via telephone, online video or mobile app. Members, through their Blue Access for Member<sup>SM</sup> (BAM<sup>SM</sup>) account, can register and access Virtual Visits. Montana law requires virtual visits to incorporate a visual between provider and member.

No matter where you are, a doctor is available **24 HOURS A DAY/ SEVEN DAYS A WEEK**. MDLIVE virtual visit doctors can save time, help treat and prescribe needed medications.

### GENERAL HEALTH

- Allergies
- Asthma
- Joint aches
- Sinus infections

### PEDIATRIC CARE

- Cold/flu
- Ear infections
- Pink eye



## 2 CONVENIENT WAYS TO REGISTER AND LOG IN

**ONLINE**—Visit [bcbsmt.com](http://bcbsmt.com) and click the Sign Up or Log In tab to access your Blue Access for Members<sup>SM</sup> (BAM<sup>SM</sup>) account. Once logged in, access Virtual Visits from the quick links on the left.

OR

**MOBILE**—Using your smart phone, text your own online virtual assistant! This makes activation quick and easy. To start, just text BCBSMT to 635-483.

Download the MDLIVE app from the Apple Store<sup>TM</sup> or Google Play Store<sup>TM</sup>.

*All MUST members have access to MDLive—an alternate, safe, convenient way to access care.*



# DENTAL & VISION

## DENTAL

### DENTAL COVERAGE

|   |                  |
|---|------------------|
| Maximum benefit/period/covered person<br>(Combined Type A, B, and C expenses) | \$1,250          |
| Type A - Diagnostic/Preventive  |                  |
| Deductible waived   | No co-payment    |
| Type B - Routine/Basic Care   |                  |
| Deductible waived   | 20% co-insurance |
| Type C - Major Restorative  |                  |
| \$25 deductible   | 50% co-insurance |

### ORTHODONTIA COVERAGE (for dependents under 19)

|                          |                  |
|--------------------------|------------------|
| Maximum lifetime benefit | \$1,000          |
| Orthodontia              |                  |
| \$50 deductible          | 50% co-insurance |

### DENTAL BENEFIT

- If selected, eligible district employees **not enrolling** in Medical coverage may select dental plan.  
(Benefits outlined above.)



## VISION

| MATERIALS            | PER LENS | PER PAIR |
|----------------------|----------|----------|
| Single vision lenses | \$32     | \$64     |
| Bifocal lenses       | \$41     | \$82     |
| Trifocal lenses      | \$54     | \$108    |
| Progressive lenses   | \$54     | \$108    |
| Lenticular lenses    | \$77     | \$154    |
| Necessary contacts   | \$165    | \$330    |
| Elective contacts    | N/A      | \$110*   |
| Frames               | N/A      | \$85     |

Members may choose one set of glasses (frames and lenses) or one set of contact lenses, but not both, during a given benefit period.

*\*One pair per year or one year supply of disposable lenses up to \$110*

### EXAMS

One vision exam per benefit period is available to all MUST members under the preventive medical benefit. Present your MUST MEDICAL ID CARD at the time of the eye exam.

- Includes **1 retinal scan** every 2 years (max of \$40).

### EXAM + HARDWARE BENEFIT

- If option selected by employer, eligible district employees **not enrolling** in Medical coverage may select vision plan.
- Includes **1 vision exam** per benefit plan year in addition to hardware (**\$150** eye exam benefit maximum).
- Includes **1 retinal scan** every 2 years (max of \$40) in addition to hardware.

# LIFE & LTD INSURANCE

Basic coverage provided to all active employees enrolled in MUST medical coverage



## LIFE / ACCIDENTAL DEATH & DISMEMBERMENT PLAN\*

COVERAGE PROVIDED BY MUST

### BASIC LIFE INSURANCE

- ▶ \$10,000 benefit
- ▶ Basic coverage provided to **all active employees enrolled** in MUST medical coverage

## LONG TERM DISABILITY (LTD) PLAN\*

COVERAGE PROVIDED BY MUST

### BASIC LONG TERM DISABILITY (LTD) INSURANCE

- ▶ 50% of pre-disability earnings
- ▶ \$5,000 monthly maximum
- ▶ 180-day waiting period
- ▶ Basic coverage provided to **all active employees enrolled** in MUST medical coverage

## GROUP ELECTED COVERAGE OPTIONS

### LIFE OPTION 1

#### Employer-paid Additional Life

- ▶ Up to an additional \$150,000 (increments of \$10,000) benefit provided by school district
- ▶ Provided to all district employees, even if **not** enrolled in a MUST medical plan

### LIFE OPTION 2

#### Employee-paid Additional Voluntary Life

- ▶ Up to the lesser of \$500,000 or 4X annual salary in \$10,000 increments, (Note: up to \$100,000 available without Evidence of Insurability when elected at Initial Enrollment)
- ▶ \$5,000 or \$10,000 dependent life coverage available for spouse and eligible children
- ▶ Provided to all district employees, even if **not** enrolled in a MUST medical plan

Employers can elect to offer the additional employee benefits

## GROUP ELECTED COVERAGE OPTIONS

### LTD OPTION 1

#### Employer-paid LTD Buy-up

- ▶ 60% of pre-disability earnings
- ▶ \$6,000 monthly maximum
- ▶ 90-day waiting period
- ▶ LTD buy-up for **all active employees enrolled** in MUST medical coverage

### LTD OPTION 2

#### Employee-paid LTD for Non-medical Participants

- Same as Basic LTD provided by MUST—
- ▶ 50% of pre-disability earnings
  - ▶ \$5,000 monthly maximum
  - ▶ 180-day waiting period
  - ▶ Provided to all district employees, **not** enrolled in a MUST medical plan

\*Life/AD&D and LTD products available through MUST are underwritten by Dearborn National and/or provided by Dearborn Life Insurance Company and certain of its affiliates.

## LIFE & AD&D/LTD RATES

### EMPLOYER PAID LIFE/AD&D

Rate per \$1,000 of benefit—\$1.25

Volume—Employers may offer in increments from \$10,000 to \$150,000 increments

### VOLUNTARY LIFE/AD&D (EMPLOYEE PAID)

Rate per \$10,000

| AGE   | RATE   | AGE   | RATE    |
|-------|--------|-------|---------|
| <25   | \$1.10 | 55-59 | \$8.70  |
| 25-29 | \$1.10 | 60-64 | \$9.90  |
| 30-34 | \$1.20 | 65-69 | \$18.20 |
| 35-39 | \$1.50 | 70-74 | \$29.70 |
| 40-44 | \$2.20 | 75-79 | \$40.40 |
| 45-49 | \$3.60 | 80+   | \$76.70 |
| 50-54 | \$5.30 |       |         |

AD&D RATES  
PER \$10,000  
All ages \$2.20

SPOUSE &  
DEPENDENT  
CHILD LIFE RATE  
SPOUSE RATE  
5K (all ages) \$1.50  
10K (all ages) \$3.00  
CHILD RATE  
5K (all ages) \$1.50  
10K (all ages) \$3.00

### EMPLOYER PAID LTD BUY-UP

Rate per Employee Per Month \$4.05

### EMPLOYER PAID LTD/NON-MEDICAL PARTICIPANTS

Rate per Employee Per Month \$2.49

### RETIREE LIFE/AD&D (RETIREE PAID)

Rate life rate per \$10,000

| AGE   | RATE     |
|-------|----------|
| >55   | \$6.45   |
| 55-59 | \$10.65  |
| 60-64 | \$12.15  |
| 65-69 | \$22.25  |
| 70-74 | \$37.80  |
| 75-79 | \$52.20  |
| 80-84 | \$76.50  |
| 85+   | \$116.25 |

RETIREE AD&D  
RATES PER  
\$10,000  
All ages \$4.40





**MONTANA UNIFIED SCHOOL TRUST**  
**Current Plan(s) and Rates 2020-21**

**District Name:** YELLOWSTONE WEST CARBON COOP

**Co-op Code:**

**District Number(s):** 5975

**Renewal Date:** September 1, 2021

**Current Enrollment:** 24 Members

| <b>MEDICAL</b>       | <b>Current Medical/Rx Rates for the 2020-21 Plan Year</b> |  |                                      |  |  |  |  |  |  |
|----------------------|---|--|--------------------------------------|--|--|--|--|--|--|
|                      | Revised Major Medical<br><b>RM 1000-80-3000</b>           | HDHP (HSA- Qualified)<br><b>HE 2800-100-2800</b> | Basic Plan<br><b>BP 2000-70-4000</b> |  |  |  |  |  |  |
| <b>Plan Type</b>     |   |  |                                      |  |  |  |  |  |  |
| <b>Plan Code</b>     |   |  |                                      |  |  |  |  |  |  |
| <b>Deductible</b>    | \$1,000   | \$2,800  | \$2,000                              |  |  |  |  |  |  |
| <b>Coinsurance</b>   | 80%   | 100%   | 70%                                  |  |  |  |  |  |  |
| <b>Out-of-Pocket</b> | \$3,000   | \$2,800  | \$4,000                              |  |  |  |  |  |  |
| Single               | \$880   | \$742  | \$580                                |  |  |  |  |  |  |
| Two Party            | \$1,761   | \$1,483  | \$1,161                              |  |  |  |  |  |  |
| Parent/Child(ren)    | \$1,452   | \$1,224  | \$958                                |  |  |  |  |  |  |
| Family               | \$2,377   | \$2,003  | \$1,567                              |  |  |  |  |  |  |
| Single Retiree       | \$880   | \$742  | \$580                                |  |  |  |  |  |  |
| Two Party Retiree    | \$1,761   | \$1,483  | \$1,161                              |  |  |  |  |  |  |
| Single Medicare      | \$484   | \$408  | \$319                                |  |  |  |  |  |  |
| Two Party Medicare   | \$969   | \$816  | \$639                                |  |  |  |  |  |  |
| 1+/1- Age 65         | \$1,364   | \$1,150  | \$900                                |  |  |  |  |  |  |

| <b>ANCILLARY BENEFITS</b> | <b>DENTAL</b> | <b>VISION: Hardware Only</b> | <b>Vision: Exam + Hardware</b> |
|---------------------------|---------------|------------------------------|--------------------------------|
|                           |               |                              |                                |
| Single                    | \$38          | N/A                          | N/A                            |
| Two Party                 | \$75          | N/A                          | N/A                            |
| Parent/Child(ren)         | \$78          | N/A                          | N/A                            |
| Family                    | \$116         | N/A                          | N/A                            |
| Single Retiree            | \$38          | N/A                          | N/A                            |
| Two Party Retiree         | \$75          | N/A                          | N/A                            |
| Single Medicare           | \$38          | N/A                          | N/A                            |
| Two Party Medicare        | \$75          | N/A                          | N/A                            |
| 1+/1- Age 65              | \$75          | N/A                          | N/A                            |



**MONTANA UNIFIED SCHOOL TRUST**  
Group Renewal Plan(s) and Rates 2021-22

**District Name:** YELLOWSTONE WEST CARBON COOP

**Co-op Code:**

**District Number(s):** 5975

**Renewal Date:** September 1, 2021

**Current Enrollment:** 24 Members

**Please select plans, complete highlighted boxes, sign, date, and return to MUST**

| Renewal Medical/Rx Rates for the 2021-22 Plan Year |  |  |                               |  |  |  |  |  |  |
|--|--|--|-------------------------------|--|--|--|--|--|--|
| Plan Type  | Revised Major Medical<br>RM 1000-80-3000 | HDHP (HSA-Qualified)<br>HE 2800-100-2800 | Basic Plan<br>BP 2000-70-4000 |  |  |  |  |  |  |
| <b>Deductible</b>                                  | \$1,000                                  | \$2,800                                  | \$2,000                       |  |  |  |  |  |  |
| <b>Coinsurance</b>                                 | 80%                                      | 100%                                     | 70%                           |  |  |  |  |  |  |
| <b>Out-of-Pocket</b>                               | \$3,000                                  | \$2,800                                  | \$4,000                       |  |  |  |  |  |  |
| Single   | \$898                                    | \$757                                    | \$592                         |  |  |  |  |  |  |
| Two Party  | \$1,796                                  | \$1,514                                  | \$1,184                       |  |  |  |  |  |  |
| Parent/Child(ren)                                  | \$1,482                                  | \$1,249                                  | \$977                         |  |  |  |  |  |  |
| Family   | \$2,425                                  | \$2,044                                  | \$1,598                       |  |  |  |  |  |  |
| Single Retiree                                     | \$898                                    | \$757                                    | \$592                         |  |  |  |  |  |  |
| Two Party Retiree                                  | \$1,796                                  | \$1,514                                  | \$1,184                       |  |  |  |  |  |  |
| Single Medicare                                    | \$494                                    | \$416                                    | \$326                         |  |  |  |  |  |  |
| Two Party Medicare                                 | \$988                                    | \$833                                    | \$651                         |  |  |  |  |  |  |
| 1+/1- Age 65                                       | \$1,392                                  | \$1,173                                  | \$918                         |  |  |  |  |  |  |
| Mark Plan Selection                                |  |  |                               |  |  |  |  |  |  |

| ANCILLARY BENEFITS  | DENTAL | VISION: Hardware Only | Vision: Exam + Hardware | Select Enrollment Option Below | Participation Levels<br>a) Current Number of Active Employees: _____<br>b) # Ineligible for Medical Coverage: _____<br>c) # Eligible Employees Waiving: _____ |
|---------------------|--------|-----------------------|-------------------------|--------------------------------|---|
| Single              | \$38   | \$7                   | \$10                    | MUST Online                    |   |
| Two Party           | \$75   | \$15                  | \$21                    |                                |   |
| Parent/Child(ren)   | \$78   | \$10                  | \$14                    |                                |   |
| Family              | \$116  | \$16                  | \$22                    |                                |   |
| Single Retiree      | \$38   | \$7                   | \$10                    | Or                             |   |
| Two Party Retiree   | \$75   | \$15                  | \$21                    |                                |   |
| Single Medicare     | \$38   | \$7                   | \$10                    | Paper Enrollment               |   |
| Two Party Medicare  | \$75   | \$15                  | \$21                    |                                |   |
| 1+/1- Age 65        | \$75   | \$15                  | \$21                    |                                |   |
| Mark Plan Selection |        |                       |                         |                                | School's Eligibility Requirement for Coverage<br>Hours per Week: _____  |
|                     |        |                       |                         |                                |   |
|                     |        |                       |                         |                                | Dental Eligibility Requirement  |
|                     |        |                       |                         |                                | <input type="checkbox"/> All employees <input type="checkbox"/> Medical enrollees only  |
|                     |        |                       |                         |                                | Vision Eligibility Requirement  |
|                     |        |                       |                         |                                | <input type="checkbox"/> All employees <input type="checkbox"/> Medical enrollees only  |

Sign Here



**MONTANA UNIFIED SCHOOL TRUST**  
Life and Long Term Disability Benefit Election Form 2021-2022

District Name: **YELLOWSTONE/WEST CARBON**

District Number: **5975**

Renewal Date: **SEPT 1, 2021**

**This is a required form. Please review, sign and return with renewal. Note any coverage changes below.**

| BENEFITS  | FUNDING          | COVERAGE OPTIONS   | CURRENT          | ADD | DROP |
|---|------------------|--|------------------|-----|------|
| <b>Plan Paid<br/>Basic Life</b>                                     | Plan<br>Provided | Does provide a Term life and AD&D benefit of \$10,000. Basic coverage is for active employees enrolled in the group medical plan.  | <b>Y</b>         |     |      |
| <b>Plan Paid<br/>Basic Long Term<br/>Disability</b>                 | Plan<br>Provided | Base monthly benefit does pay 50% of pre-disability earnings to a maximum of \$5,000 per month; benefit begins after 180 days of disability. Basic coverage is for active employees enrolled in the group medical plan.  | <b>Y</b>         |     |      |
| <b>Employer Paid<br/>Group Life</b>                                 | Employer<br>Paid | Any multiple of \$10,000, not to exceed \$150,000. Available if your group offers this coverage for eligible employees.  | <b>Y<br/>20K</b> |     |      |
| <b>Employer Paid<br/>Long Term<br/>Disability Buy-Up</b>            | Employer<br>Paid | Buy-up monthly benefit pays 60% of pre-disability earnings to a maximum of \$6,000 per month; benefit begins after 90 days of disability. Available if your group offers this coverage for active employees enrolled in the group medical plan.                                      | <b>Y</b>         |     |      |
| <b>Employee Paid<br/>Voluntary Life</b>                             | Employee<br>Paid | Apply for up to 4 times your annual salary (any multiple of \$10,000) to a maximum of \$500,000; dependent coverage of \$5,000 or \$10,000 available for spouse and eligible children. Available if your group offers this coverage for active employees, their spouse and children. | <b>N</b>         |     |      |
| <b>Employer Paid<br/>Long Term<br/>Disability<br/>(non-medical)</b> | Employer<br>Paid | Same as Basic Long Term Disability provided by MUST. 50% of pre-disability earnings with a \$5,000 monthly maximum. Has a 180-day waiting period, and is provided to all district employees, <b>not</b> enrolled in a MUST medical plan.   | <b>N</b>         |     |      |

Authorized Signature

Date



# DIGITAL HEALTH TOOLS

Innovative tools to help members manage their health – with no additional member cost!



## TELEDOC

A diabetes management and high blood pressure program combining technology with coaching and uses data and clinical science to deliver positive health outcomes.

## OMADA

An obesity-related chronic disease prevention solution program available for individuals with BMI > 30.

A professional health coach provides personalized guidance with an understanding of your diet, activity, and medical condition.

## WONDR HEALTH

A common-sense digital counseling **program** that teaches participants simple skills to change when and how they eat, instead of what they eat. Plus, it creates other health habits leading to increased physical activity, better sleep, less stress.

Available for individuals with BMI > 25

## HYPERTENSION

### Fast Facts:

- 46% of the U.S. population is affected by hypertension.
- About 7 in 10 U.S. adults with high blood pressure use medication to treat a condition.
- High blood pressure costs our healthcare system \$131 billion per year.

## TYPE 2 DIABETES

### Fast Facts:

- Type 2 diabetes accounts for 90% of all diabetes cases.
- 45% of patients with type 2 diabetes do not achieve adequate glycemic control (A1C < 7%).
- Medical costs of individuals with diabetes are 2-3 times higher than what they would be without diabetes.

## PREDIABETES

### Fast Facts:

- 1 in 3 Americans have prediabetes.
- 90% of people with prediabetes don't know they have it.
- Up to 30% of people with prediabetes will develop type 2 diabetes within 5 years.

# Knowledge is power.

As a member of MUST, you have access to the MUST Multidistrict Cooperative.



## COMMON Purpose

- › The MUST Multidistrict Cooperative provides districts with funding options that utilize flexibility and efficiencies—*where it makes sense*—to support you in offering quality, cost-effective employee health benefits. Participating districts adhere to established Montana funding requirements.
- › Although the MUST Multidistrict Agreement is ancillary to the purpose of MUST, all multidistrict educational cooperative participating districts must be a member of the Trust.
- › The MUST Multidistrict Cooperative and its associated interlocal cooperative fund is held for your district's benefit —*in your name*—solely for the purpose of funding or offsetting district employee health benefit costs.
- › This arrangement does not create an additional “pool” for purposes of rating.
- › You continue to be free to choose plans and benefits that best meet your specific needs.
- › For reporting purposes, the MUST Multidistrict Agreement does not impact how participating districts report under the ACA. Your district continues to be responsible for applicable ACA reporting as either a small or large employer group using their respective FEIN and legal name.

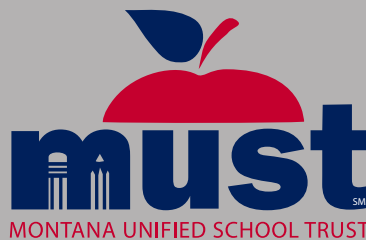
**If you would like more information on the Multidistrict Cooperative, please contact your regional MUST Marketing Representative.**

A photograph of a wooden surface with several colored pencils scattered across it. In the lower-left corner, there is a box of 'School Crayons' by the American Lead Pencil Co. The box is yellow with red and green accents. It features the text 'FOR COLORING PENCIL SKETCHING', 'TWELVE NO. 020 ASSORTED COLORS', 'TRADE MARK REG.', 'School Crayons', 'AMERICAN LEAD PENCIL CO.', 'NEW YORK', and 'MADE IN U.S.A.'. The pencils are in various colors including orange, blue, green, yellow, purple, pink, and light blue.

# THANK YOU

**Please let us know if you have any questions!**





## For District Clerks and Business Managers

**NOTE: Review all forms for completeness prior to submission. Incomplete and obsolete forms will be returned and may cause delays in billing and coverage. Follow these instructions for an easy Open Enrollment Period.**

- 1.** Make copies of the **Open Enrollment Notice** for every person who is eligible for coverage, even those who have waived, as they are eligible to elect coverage at this time. There are two notices per page. This may be emailed to employees as well.
- 2.** Distribute the Notices a week or two before the Open Enrollment Period begins. Attaching to paystubs is a good way to make sure employees receive them in a timely manner.
- 3.** Make copies of the Open Enrollment Flyer and post them in high-traffic areas. A teacher's lounge, a break room and bulletin boards are suggested.

**July Renewals:** Recommend distributing Open Enrollment Notices by Friday, April 7, 2021.

**September Renewals:** Recommend distributing Open Enrollment Notices before the end of the school year.

## ONLINE ENROLLMENT OR PAPER ENROLLMENT?

### ONLINE

- You have the option to elect either Online or Paper Enrollment on your Renewal Rate Sheet.
- If your group chooses Online Enrollment, you will need to complete a **Group Online Open Enrollment Form** and return it to MUST with your renewal. When utilizing the MUST Online Market, select your specific Open Enrollment period.
- **All benefit and enrollment changes can be made online during the Open Enrollment Period.**

### PAPER

- If your group chooses Paper Enrollment, there are several forms to be utilized.
  - **Benefit Election Form** - this form is only used during the Open Enrollment Period and is used for **currently covered employees** who wish to change their benefits (i.e., change benefit plans or add or drop dental or vision). Complete the Clerk sections of the form, make copies and distribute to employees who want to make changes.
  - **Enrollment Form** - use this form for employees who are electing **coverage for the first time**.
  - **Change Form** - use this form for employees who wish to make enrollment changes (i.e., address change; adding or dropping dependents).
  - **Basic Plan Acknowledgment Form** - distribute this form to employees who elect the Basic Plan and submit the form with any changes or new elections to MUST.
  - **Termination of Employment Form** - use this form to discontinue coverage for staff leaving employment.
- These forms should be printed, completed, signed, and returned to MUST.
- All forms are available online at [www.mustbenefits.org/forms](http://www.mustbenefits.org/forms).

MUST values your business. If you have questions or need assistance, please call MUST at 1-800-845-7283.



# GROUP ONLINE OPEN ENROLLMENT FORM FOR 9/1 RENEWAL

You have chosen online Open Enrollment for your employees. This form is used to designate your preferences for this process, and will allow your employees to see their employer contributions. Should your contributions be unknown at the time of renewal, please complete sections I and II, and return. MUST will designate contributions at \$0 in Business Solver, and your employees will be unable to see them; however, this will have no impact on Open Enrollment. Once contributions are known, please complete section III, and return to MUST, as this information is needed for ACA reporting. If your group is making no plan changes, your online enrollment will be set up in "Passive" mode. This means that employees who do not complete the online open enrollment process will be re-enrolled in their same benefit selections from the current plan year. **Please complete all sections of this form and return it with your renewal and life insurance worksheets and the ACA election form by the renewal date deadline.**

## SECTION I

## GENERAL INFORMATION

Group Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

MUST Representative: \_\_\_\_\_  
Agent Name: \_\_\_\_\_  
Agent Employer: \_\_\_\_\_  
Agent Phone Number: \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Agent Email: \_\_\_\_\_

## SECTION II

## OPEN ENROLLMENT

### Open Enrollment Dates:

(you may only select one)

5/17/21-5/28/21      7/19/21-7/30/21  
5/24/21-5/28/21      7/26/21-8/6/21  
7/1/21-7/30/21      8/2/21-8/13/21  
7/5/21-7/16/21

### Preferred Method of Employee Notification:

☐ Email      ☐ Memo

\*Employee email list required for email notifications

### Email Open Enrollment Reminder Options

☐ Weekly  
☐ Bi-Weekly      ☐ Other: \_\_\_\_\_

## SECTION III

## EMPLOYER CONTRIBUTIONS

### ONLY COMPLETE, if:

A: **Large Groups**—MUST is responsible for your ACA reporting, this section is required.

B: **All Groups**—Group wants employees to see employer contribution when enrolling online, this section is required.

Enter ALL of your Group's Structure Classifications (e.g., certified, certified part-time, classified, classified part-time, administrators, etc.) For additional Classifications, please attach an additional sheet.

Structure Classification: \_\_\_\_\_

How much does your district contribute to this Structure Classification?

|         |               |
|---------|---------------|
| Medical | Amount: _____ |
| Dental  | Amount: _____ |
| Vision  | Amount: _____ |

Structure Classification: \_\_\_\_\_

How much does your district contribute to this Structure Classification?

|         |               |
|---------|---------------|
| Medical | Amount: _____ |
| Dental  | Amount: _____ |
| Vision  | Amount: _____ |

Structure Classification: \_\_\_\_\_

How much does your district contribute to this Structure Classification?

|         |               |
|---------|---------------|
| Medical | Amount: _____ |
| Dental  | Amount: _____ |
| Vision  | Amount: _____ |

Structure Classification: \_\_\_\_\_

How much does your district contribute to this Structure Classification?

|         |               |
|---------|---------------|
| Medical | Amount: _____ |
| Dental  | Amount: _____ |
| Vision  | Amount: _____ |



## AFFORDABLE CARE ACT (ACA) SERVICES OVERVIEW

MUST offers ACA reporting services for groups of all sizes. ***MUST does not advise nor provide consulting services related to the reporting required under ACA.***

ACA reporting is based on a calendar year rather than your benefit year. For small groups who are not with MUST for the entire calendar year, MUST reporting will cover only the portion of the year that the group was with MUST. MUST does not provide IRS filing services for partial-year Applicable Large Groups (ALG); those groups can arrange to receive a data file from MUST and will be responsible for IRS filing on their own.

MUST groups who utilize our reporting services will fall into one of two categories:

- **Small Groups** – those with fewer than 50 Full-Time Equivalents (FTEs), or
- **Applicable Large Groups (ALG)** – those with 50 or more FTEs. ALGs will receive both Affordability and Eligibility calculations.

## ACA SERVICE FEES

**SMALL GROUP REPORTING.** For the 2021 calendar year, there are no fees associated with small group reporting for all MUST-enrolled employees.

**APPLICABLE LARGE GROUP (ALG) REPORTING.** ALGs will incur costs for employees recorded in the system, regardless of whether they are enrolled in the medical plan (this would include waived employees and those not eligible for benefits (Variable Hour Employees)). Tracking Variable Hour Employees is a requirement for the system to properly record and calculate Affordability and/or Eligibility as required by IRS section 6056 rules. It is important to notify MUST of employee terminations as they occur in order to avoid being charged for these termed employees.

|  |
|--|
| <p><b>NOTE:</b> MUST utilizes the Federal Poverty Level Safe Harbor method for the ALG Affordability calculations.</p> |
|--|

## ACA NOTIFICATION: ACTION REQUIRED

The attached ACA Reporting Election form must be completed and returned with all renewal documents. Submit the completed form to:

If you have questions concerning MUST ACA services, please call us at 1-800-845-7283. Thank you for your prompt attention to this matter.



## ACA REPORTING ELECTION

Please indicate the ACA reporting service you would like MUST to provide, then sign below and return with renewal documents.

- ☐ **NO REPORTING:** District uses a different service.
- ☐ **PARTIAL-YEAR SMALL GROUP:** MUST will provide 1094b and 1095b forms and filing for the portion of the year the group is with MUST. There is no fee for this small group ACA service.
- ☐ **PARTIAL-YEAR APPLICABLE LARGE GROUPS (ALG):** Contact MUST to discuss group options.
- ☐ **SMALL GROUP:** MUST will provide 1094b and 1095b forms and filing. There is no fee for this small group ACA service.
- ☐ **APPLICABLE LARGE GROUPS (ALG):** MUST provides Affordability calculations using the Federal Poverty Level method, Eligibility calculations (Service Hours), 1094c and 1095c forms, and form filing.

You will need to either update payroll service hours or provide MUST a payroll service hour reports ***for every pay cycle in the calendar year***. Directions on how to update service hours and/or a template spreadsheet will be provided by MUST.

- **FEE: \$1.50 PEPM** for employees enrolled in MUST medical plans, waived employees, and those not eligible for benefits (Variable Hour Employees)

Group Name \_\_\_\_\_

Legal Name \_\_\_\_\_

Group FEIN: \_\_\_\_\_

Authorized Group Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_



## 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 (3<sup>rd</sup>) 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.

Enrollment policies follow for the highlighted schools. Those not provided are being collected and will be submitted prior to final review.

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

1 **Blue Creek School District # 3**

2  
3  
4 **STUDENTS**

3110  
page 1 of 2

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 child<sup>1</sup> 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

41  
42 <sup>1</sup> 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

6  
7 Entrance, Date, and Age

8  
9 The trustees will enroll a child in kindergarten or in first grade whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>)  
10 birthday occurs on or before the tenth (10<sup>th</sup>) 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

- 22  
23 1. The District requires that a student's parents, legal guardian, or legal custodian present  
24 proof of identity of the child<sup>1</sup> 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**

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 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 (10<sup>th</sup>) 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 child<sup>1</sup> 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<br>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

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**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 (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday occurs on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child is to enroll but is 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 child<sup>1</sup> 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 (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday occurs on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child is to enroll but is 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 child<sup>1</sup> 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,

<sup>1</sup> 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 (10<sup>th</sup>) day of September of the school year in which the child is to enroll but is  
11 not yet 19 years of age who is a resident of the District. Parents may request a waiver of the age  
12 requirement. All waivers are granted in the sole discretion of the Trustees. 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 identity<sup>1</sup> 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.
  - 40
  - 41
  - 42
  - 43
  - 44

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<sup>1</sup> 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 (10<sup>th</sup>) 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 child<sup>1</sup> 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

**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 (5<sup>th</sup>) or sixth (6<sup>th</sup>)  
10 birthday occurs on or before the tenth (10<sup>th</sup>) 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 child<sup>1</sup> 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.

|                  |                         |  |
|------------------|-------------------------|--|
| 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: 4/15/1988

Reviewed on:

Revised on: 03/08/2011

## STUDENTS

### Entrance, Placement, and Transfer

#### Entrance, Date, and Age

The trustees will enroll a child in kindergarten or in first grade whose fifth (5<sup>th</sup>) or sixth (6<sup>th</sup>) birthday occurs on or before the tenth (10<sup>th</sup>) day of September of the school year in which the child is to enroll but is 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 child<sup>1</sup> 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.

- 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                                    |

**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 (1<sup>st</sup>) day of school attend school until the later of the following dates:

1. Child's sixteenth (16<sup>th</sup>) birthday; or
2. Completion date of the work of eighth (8<sup>th</sup>) 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 (16<sup>th</sup>) birthday; or
2. Completion date of the work of eighth (8<sup>th</sup>) 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:



1 **Yellowstone Academy School District # 58**

2  
3 **STUDENTS**

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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

1 **Yellowstone Academy School District # 58**

2  
3 **STUDENTS**

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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 (10<sup>th</sup>) 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 (1<sup>st</sup>) Monday in October and on February 1<sup>st</sup> (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