

**Billings School District 2**

**INSTRUCTION**

Placement of Students from Non-accredited, Nonpublic Schools

Unaccredited Schools and Alternative Education Placement

Course work from unaccredited schools and alternative education programs will be evaluated according to guidelines established by the Superintendent.

Level 1: Placement decisions will be made by the principal. If the parent/guardian disagrees with the placement decision of the principal and the matter can not be resolved at the building level, then the parent/guardian may file an appeal.

Level 2: The procedure of filing an appeal requires the parent/guardian to submit in written form the following things:

- 1) the nature of the complaint;
- 2) the remedy requested;
- 3) the signatures of the party making the complaint,
- 4) the date of the complaint.

The appropriate Executive Director of Elementary or Secondary Education will act as the hearing officer for the appeal procedure. The Superintendent will receive the recommendation of the Executive Director and make a decision to sustain, modify, or reject it. Upon notice of the Superintendent's decision, if the parent/guardian is not satisfied, he/she may make written appeal within 10 days to the Board of Trustees.

Level 3: Upon receipt of the request for appeal, the Board will place the matter on its meeting agenda for a hearing not later than its next regularly scheduled meeting. A decision will be made and reported in writing to all parties within (30) thirty days of that meeting.

Alternative Educational Setting

Students demonstrating a lack of progress in earned credits toward graduation or whose behavior/attendance history indicates different educational needs can be placed in an educational center or program other than their home attendance boundary area by their school principal in accordance with administrative regulations. Alternative placement will be done as part of an effort to meet educational needs and to stimulate a change for re-establishing progress toward a meaningful education. Alternative placements might include, but are not limited to: Adult Basic Education, Nite Owls, Evening High School, Career Center, Correspondence Classes, Young Families, Homeless Shelter, Summer School, Crossroads, or other District programs. Referral will be done for students who might have special needs qualifying them for Special Education or

Section 504 services as part of the Rehabilitation Act of 1973 thereby allowing them to take advantage of the Community Based Vocational program. Students may also be referred to outside agencies and programs such as Job Corps.

Implementing Policy 2413 Placement of Students from Non-accredited, Nonpublic Schools

Cross References: Policy 6430 Development of Administrative Procedures

Legal References:

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on: