

Billings School District 2

INSTRUCTION

Entrance, Placement, and Transfer

Entrance, Date, and Age

The District will enroll a child in kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which a child registers to enter school. 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, may be tested and placed at the discretion of the administration. The District requires a birth certificate and an immunization record for every child to be admitted to District schools. The District will not assign or admit any person who has reached age 20 on or before September 10 of the year to be enrolled, except as it pertains to students who meet the criteria defined in 20-9-311 MCA. Staff are instructed to use these criteria in determining assignment or admission, effective immediately.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian be present at the time of enrollment and show proof of identity of the child (birth certification or certified transcript) 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. Homeless students and students in foster care 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 present proof of immunization against 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.
3. Homeless students and students in foster care students must be immediately enrolled while education records and information are being obtained.

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.

Elementary Grades (K-8) Transfer: 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 Standard, 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.

<u>Cross References:</u>	2050-P1	School Attendance Areas Procedure Boundary
	2050-P2	Change Procedure
	2413	Placement of Students from Non-accredited, Nonpublic Schools
	2413-P1	Placement of Students from Non-accredited, Nonpublic Schools Procedures

<u>Legal References:</u>	§ 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	Accreditation Standards

Policy History:

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