

Lewistown School District

STUDENTS

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Entrance, Placement, and Transfer

Entrance, Date and Age

No pupil may be enrolled in kindergarten, whose fifth (5th) birthday does not occur on or before the tenth (10th) 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 District.

No pupil may be enrolled in first grade, whose sixth (6th) birthday does not occur on or before the tenth (10th) day of September of the school year in which the child registers to enter school. 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. A birth certificate and an immunization record are required for admission to the District. The District will not assign or admit any child who has reached his/her nineteenth (19th) birthday on or prior to September 10th of the year in which the child is to enroll.

School Entrance

1. The District requires that a child's parents, legal guardian, or legal custodian present to the school, within forty (40) days of enrollment, proof of identity of the child (e.g., birth certification, certified transcript, or baptismal record).
2. 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 persons seven [7] years or older). If the student qualifies for conditional attendance or an exemption is filed as defined by Montana law, immunization may not be required.

Placement

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

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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.

Elementary Grades (K-8): When a student initially enrolls in elementary school, the principal or counselor may not have adequate data to make a permanent placement. The principal or counselor may make informal assessments to determine proficiency levels of the student in order to make appropriate temporary or permanent placement. Any student transferring into the District will be admitted and placed on a probationary basis for a period of two (2) weeks. The school will request cumulative records or other documentation from the school the student last attended or from the appropriate county superintendent.

Should any doubt exist with teacher and/or principal 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 building principal.

Secondary Grades (9-12), Credit Transfer: Requests for transfer of credits from any secondary school shall be subject to a satisfactory examination of the following:

1. Appropriate certificates of accreditation.
2. Length of course, school day, and school year.
3. Content of applicable courses.
4. The school facility as it relates to credit earned (i.e., lab areas for appropriate science or vocational instruction).
5. An appropriate evaluation of student performance leading toward credit issuance.
6. Final approval of transfer credits will be determined by the high school principal, subject to review upon approval by the Superintendent and the Board.

Requests for transfer of credit and/or grade placement from any non-accredited, nonpublic school shall be subject to examination and approval before being accepted by the District. This will be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

1. Document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in District schools;
2. Document that the student followed a curriculum essentially similar to that of the course for which the student is requesting credit;

3. In the event of credit request in a lab, industrial arts, or music course, document that the equipment and facilities were sufficient to meet the required learning activities of the course;
4. Require that the student have satisfactorily passed, in all courses in which a final exam is normally given, a final exam prepared and administered by a staff member of the District.

The District will only give credit for home schools which have met all requirements specified in Montana statute. Credit from home schools will be accepted only when a like course is offered in District schools.

The school transcript will record courses taken in home schools or non-accredited schools, by indicating title of the course, school where the course was taken, and grade.

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
	10.55.601 et seq., ARM	

Policy History:

Adopted on: June 28, 2004

Revised on: