

1 **Ovando School District #11**

2

3 **STUDENTS**

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5 Entrance, Placement, and Transfer

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7 Entrance, Date, and Age

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9 The trustees will enroll 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.

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20 School Entrance

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22 21. 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.

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28 22. 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.

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34 Placement

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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.

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42 Transfer

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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.

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2 1 For the purposes of this section “proof of identity” means a certified copy of a birth certificate, a certified  
3 transcript or similar student records from the previous school, or any documentary evidence that a school  
4 district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

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4 Elementary Grades (K-8): A student transferring into the District will be admitted and placed  
5 subject to observation by appropriate teachers and a building principal during a probation period  
6 of two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a  
7 student, school personnel will conduct an educational assessment to determine appropriate grade  
8 and level placement.

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10 Secondary Grades (9-12) Credit Transfer: A transfer of credits from any secondary school is  
11 subject to a satisfactory examination of the following:

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- 131. Appropriate certificates of school accreditation;
- 142. Length of course, school day, and school year;
- 153. Content of applicable courses;
- 164. School building as it relates to credit earned (i.e., lab areas for appropriate science or  
17 vocational instruction);
- 185. Appropriate evaluation of student performance leading toward credit issuance.

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20 The District will follow Montana Accreditation Rules and Standards, along with local alternate  
21 procedures for earning credit, in reviewing requests for transfer of credits. High school  
22 principals have authority for approving credit transfers, subject to review by the Superintendent  
23 or the Board.

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27 Legal Reference:	§ 20-5-101, MCA	Admittance of child to school
28	§ 20-5-403, MCA	Immunization required – release and acceptance of immunization records
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30	§ 20-5-404, MCA	Conditional attendance
31	§ 20-5-405, MCA	Medical or religious exemption
32	§ 20-5-406, MCA	Immunization record
33	§ 44-2-511, MCA	School enrollment procedure
34	10.16.3122, ARM	Local Educational Agency Responsibility For Students with Disabilities
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36	10.55.601, et seq., ARM	Accreditation Standards: Procedures

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38 Policy History:

39 Adopted on: March 10, 2014

40 Reviewed on: February 10, 2014

41 Revised on: February 10, 2014