

1 **Charlo School District**

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 and admit a child to a school in the district when the child is 5 years of age or
10 older on or before the tenth (10th) 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 may be
13 admitted at the discretion of the Trustees. Children will be enrolled in the grade identified in accordance
14 with District policy or at the discretion of the of the administration in consultation with the student's
15 parents or guardians. The District requires proof of identity and an immunization record for every child
16 to be admitted to District schools. The trustees may at their discretion assign and admit a child to a
17 school in the district who is under 5 years of age or an adult who is 19 years of age or older if there are
18 exceptional circumstances that merit waiving the age provision.

19
20 School Entrance

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- 22 1. The District requires that a student's parents, legal guardian, or legal custodian present proof of
23 identity of the child¹ 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 admission
25 pursuant to Policy 3141.
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 - 27 2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child
28 must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella,
29 mumps, and measles in the manner and with immunizing agents approved by the department.
30 Immunizations may not be required if a child qualifies for conditional attendance or an exemption
31 is filed as provided by Montana law.
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 - 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 (ESSA)
35 and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child
36 welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment
37 documentation and ensure a student receives education services in the best interests of the child.
38 The Superintendent or designee shall serve as point of contact with all applicable agencies to
39 review records, facilitate services and resolve disputes.
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41 Placement

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43 The District goal is to place students at levels and in settings that will increase the probability of student
44 success. Developmental testing, together with other relevant criteria, including but not
45 limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the

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

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4 placement of all students. Final disposition of all placement decisions rests with the principal, subject to
5 review by the Superintendent or the Board.

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7 Transfer: District policies regulating the enrollment of students from other accredited elementary and
8 secondary schools are designed to protect the educational welfare of children.

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

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

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18 1. Appropriate certificates of school accreditation;
19 2. Length of course, school day, and school year;
20 3. Content of applicable courses;
21 4. School building as it relates to credit earned (i.e., lab areas for appropriate science or vocational
22 instruction);
23 5. Appropriate evaluation of student performance leading toward credit issuance.

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

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30 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

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42 Policy History:

43 Adopted on:

44 Reviewed on:

45 Revised on: 07/21/15, 7/18/17, 07/16/19, 12/19/19