

Discretionary Nonresident Student Attendance Policy

Except as otherwise provided by law, admission to Cottonwood School District as a nonresident student is a privilege. The Board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment, free from disruption, overcrowding and any kind of violence or disruptive influences, hereby establishes criteria on the discretionary admission of non-resident students.

Determination of District Residency:

The place where a student and his/her parent of guardian reside is presumed to be that student's place of residence unless otherwise provided by law. In a case of dual guardianship created by a split custody decree from a court of competent jurisdiction in which the two parents or guardians live in different school districts, one of which is Cottonwood School District, the residence shall be deemed to be the residence of the parent with whom the student customarily resides.

Out-of-District Policy:

The primary responsibility of the Board is to provide an educational program which is in the best interest of the Cottonwood School District students. Because of the need to keep the educational program at the highest quality possible, it is the policy of the Board to accept only those out-of-district students as required by Section 20-5-301 MCA, or that meet the requirements of this Policy.

Requests for Admission:

Any out-of-district student may apply for admission to Cottonwood School. Requests by out-of-district students for District attendance will be reviewed in accordance with Sections 20-5-320 through 20-5-324, MCA. Each request must be made in writing, accompanied by a completed district application form. The Board will review this information before making a decision. Requests for the upcoming year may be heard beginning at the May Board Meeting. Requests received after this time will be acted upon in the order in which the request was received. If a request is approved by the Board, approval will be given for one (1) school year. Approval will not be granted for more than one (1) school year at a time. The Head Teacher will ensure that a copy of school policy regarding an out-of-district application and the application form will be given to the applicant family when the family makes a formal request to the District. The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

Conditions for Accepting Out-of-District Students:

The following conditions must be met before an out-of-district request will be approved.

- 1- The School must have adequate resources and facilities to properly serve the student.
- 2- Acceptance of the student will not violate class size recommendations and total student population size limitations.
- 3- Acceptance of the student will not cause any class or total student population size to exceed fire code occupancy limits.
- 4- The student must be able to demonstrate good standing in his/her current school in terms of academics, conduct and attendance.
- 5- The student must have passing grades in the school previously attended.
- 6- The parent or guardian must have correctly completed the application process.
- 7- A parent or guardian must agree to provide transportation for the student to and from the school for the student.
- 8- The student must present no other educationally related detriment to the students of the District.
- 9- The admission of non-resident students must not require the hiring of additional staff or the provision of educational services not currently provided in the school.

Conditions for Terminating Out-of District Student Positions:

Out of District students will be discharged:

- 1- If the school is unable to provide the resources and facilities specified in policy criteria for class/school size. Students will be discharged in reverse order of acceptance if possible, at the end of the school year.
- 2- If the student exhibits inappropriate deportment.
- 3- At the end of the academic school year that placement is granted, any unused tuition will be prorated and refunded.
- 4- The Board may declare an emergency, which, in its opinion, necessitates the removal of all nonresident students from the school.

Placement Priorities:

The Board recognizes its obligation to accept out-of-district students meeting mandatory placement criteria established by state law. Once these obligations have been met, applications will be given priority in the following order;

- 1- Students who attended the School the preceding year. The number of years attending will also be considered a factor in favor of continued placement.
- 2- Students who have siblings attending the School.
- 3- Students who have previously attended the School.
- 4- Upon receipt of completed Out of District Forms, students will be accepted on a first come – first served basis.

Tuition:

Any out-of-district student accepted to Cottonwood School will be charged a tuition fee computed as determined by state law.

-Tuition paid by sending District – When the tuition will be paid by the sending district, it will be computed on the actual school year the student attends Cottonwood School and paid in full that school year.

-Tuition paid privately – When the tuition is paid privately, the tuition will be paid in full during the year the student attends Cottonwood School. Payments may be made on a monthly basis as established by the School Board, until paid in full of the year attending, beginning in September, or paid in full at the opening of the school year.

-Tuition payments which are late by two weeks may result in the suspension of the student until payments are made.

Transfer and Out-of-District Student Probationary Period:

Any transfer or out-of-district student new to the District shall be admitted and placed on a probationary basis for two (2) weeks. During the probationary period, the student shall be observed by the Teacher. If there is any doubt about the grade-level placement of the student, the student shall be the subject of an educational assessment to determine appropriate grade-level placement.

Parental Disagreement with Placement:

If a parent or guardian does not agree with the grade-level placement determined appropriate after assessment, the parent or guardian may request a hearing before the Board and Head Teacher. At all times, primary consideration will be given to the welfare of the student.

Legal Reference:	* 20-5-314, MCA	Reciprocal Attendance Agreement
	*20-5-316, MCA	Out-of-State Tuition
	*20-5-320, MCA	Attendance with Discretionary Approval
	*20-5-321, MCA	Attendance with Mandatory Approval – tuition and transportation
	*20-5-322, MCA	Residency Determination
	*20-5-323, MCA	Tuition and Transportation Rates
	*20-5-324, MCA	Tuition Report
	10.10.301, ARM	Out of District Attendance Agreements

Policy History:

Adopted on: 10-01

Revised on: 8/05