

1 **Browning Public Schools**

2  
3 **Policy #3121**

4 **Policy Name:** *Enrollment and Attendance*

5 **Regulation:** -----

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7 **Enrollment and Attendance Records**

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9 Since accurate enrollment and attendance records are essential both to obtain state financial  
10 reimbursement and to fulfill the District’s responsibilities under the attendance laws, staff shall  
11 be diligent in maintaining such records.

12  
13 A district may only include, for ANB purposes, any student who participates in pupil instruction  
14 as defined in Section 20-1-101(17), MCA and for whom ANB may be claimed under Title 20,  
15 including but not limited to an enrolled student who is:

- 16  
17 • A resident of the district or a nonresident student admitted by trustees under a student  
18 attendance agreement and who is attending a school of the district;
- 19  
20 • Unable to attend school due to a medical reason certified by a medical doctor and  
21 receiving individualized educational services supervised by the district, at district  
22 expense, at a home or facility that does not offer an educational program;
- 23  
24 • Unable to attend school due to the student’s incarceration in a facility, other than a youth  
25 detention center, and who is receiving individualized educational services supervised by  
26 the district, at district expense, at a home or facility that does not offer an educational  
27 program;
- 28  
29 • Living with a caretaker relative under Section 1-1-215, MCA;
- 30  
31 • Receiving special education and related services, other than day treatment, under a  
32 placement by the trustees at a private nonsectarian school or private program if the  
33 student’s services are provided at the district’s expense under an approved individual  
34 education plan supervised by the district;
- 35  
36 • Participating in the Running Start Program at district expense under Section 20-9-706,  
37 MCA;
- 38  
39 • Receiving education services, provided by the district, using appropriately licensed  
40 district staff at a private residential program or private residential facility licensed by the  
41 Department of Public Health and Human Services;
- 42  
43 • Enrolled in an educational program or course provided at district expense using electronic  
44 or offsite delivery methods, including but not limited to tutoring, distance learning  
45 programs, online programs, and technology delivered learning programs, while attending

1 a school of the district or any other nonsectarian offsite instructional setting with the  
2 approval of the trustees of the district;

- 3
- 4 • A student of the district completing work on a proficiency basis in accordance with  
5 Sections 20-9-311(4)(d) and 20-9-324(18)(b), MCA;
- 6
- 7 • A student gaining credit for participating in a work-based learning program pursuant to  
8 [New Section 8] of Chapter 247, Laws of 2021 and Policy 2600;
- 9
- 10 • A student participating in an “innovative educational program” as defined in Section 15-  
11 30-3102, MCA;
- 12
- 13 • A resident of the district attending a Montana job corps program under an interlocal  
14 agreement with the district under Section 20-9-707, MCA; or
- 15
- 16 • A resident of the district attending a Montana Youth Challenge Program under an  
17 interlocal agreement with the district under Section 20-9-707, MCA.
- 18

19 In order for a student who is served through distance learning or offsite delivery methods to be  
20 included in the calculation of average number belonging, the student must meet one or more of  
21 the conditions for participating in offsite instruction pursuant to Section 20-7-118, MCA;

22

### 23 Enrollment for Purposes of Participation in Extracurricular Activities by an Unenrolled Child or 24 Part Time Enrolled Student

25

26 The District shall include for ANB purposes a child who during the prior school year:

- 27 a. resided in the District;
- 28 b. was not enrolled in the District or was not enrolled full time; and
- 29 c. completed an extracurricular activity with a duration of at least 6 weeks in accordance  
30 with Policy 3510.
- 31

32 Each completed extracurricular activity that, inclusive of practices and post-season tournaments,  
33 lasts 6 weeks or longer shall be counted as one-sixteenth enrollment. Each completed  
34 extracurricular activity lasting longer than 18 weeks may be counted as one-eighth enrollment. A  
35 child may not be counted as more than one full-time enrollment for ANB purposes.

36

37 For purposes of calculating ANB under this section, "extracurricular activity" means:

- 38 a. a sport or activity sanctioned by an organization having jurisdiction over interscholastic  
39 activities, contests, and tournaments;
- 40 b. an approved career and technical student organization, pursuant to Section 20-7-306,  
41 MCA; or
- 42 c. a school theater production.
- 43
- 44
- 45
- 46

1 **Homeless Youth and Foster Children**

2 Assignment to schools shall be subject to modification when federal law applicable to students  
3 placed in foster care or students who are homeless requires that such students be educated in a  
4 “school of origin” that differs from the assigned school.  
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7 **Cross References:** Policy 3510 School Sponsored Activities  
8 Policy 2600 Work Based Learning  
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10 **Legal Reference:** § 1-1-215 MCA Residence – rules for determining  
11 § 20-9-311 MCA Calculation of average number belonging (ANB)  
12 -- three-year averaging.  
13 § 20-9-706, MCA Running start program – authorizing class credits at  
14 postsecondary institution – eligibility – payment for credits  
15 § 20-9-707, MCA Agreement with Montana youth challenge program or  
16 accredited Montana job corps program  
17 29 U.S.C. 794 Nondiscrimination under Federal grants and programs  
18 34 CFR 300.1, et seq. Assistance to states for the education of children with  
19 disabilities  
20 Chapter 297, 2021 General Legislative Session  
21 Chapter 269, 2021 General Legislative Session  
22 Chapter 247, 2021 General Legislative Session  
23  
24  
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26 **Policy History:**

27 Adopted on:  
28 Reviewed on: 7/13/21, 8/25/21  
29 Revised on:  
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