

**4.06 Administrative Procedure:
Boundary Exception Procedure**

The Boundary Exception Procedure will be used as a general guideline when students enroll in a school outside of their resident attendance area. Boundary exception student enrollments will be considered on an individual basis, the unique circumstance and needs of the student(s) making the request will be considered.

The following criteria will be used by the administration when considering boundary exception and out of district enrollment:

- present enrollment;
- student schedule changes;
- availability of specialty or elective courses;
- overall class sizes;
- state standard for class size;
- the impact of increased or decreased enrollment on support areas, i.e., counselors; special needs classes and administrative services.
- student's attendance and discipline history

Elementary:

District Placement Grades K- 5: The district will strive to equalize classroom enrollments based on the state standards established by the Office of Public Instruction and the guidelines established by the Helena Board of Trustees. When a parent seeks to enroll a child in a grade level that has reached maximum enrollment allowed under state/district guidelines at any east side elementary school (Bryant, Central, Jefferson, Smith, Warren), the district will determine the placement of the student in a different east side elementary school based on space availability. Transportation will be provided for students to the new school of attendance when they are eligible according to district policy.

When a parent seeks to enroll a child in a grade level that has reached maximum enrollment allowed under state/district guidelines at any west side elementary school (Jim Darcy, Four Georgians, Rossiter, Broadwater, Hawthorne, Kessler), the district will determine the placement of the student either on the west side or east side depending on space availability. Transportation will be provided for students to the new school of attendance when they are eligible according to district policy.

Parent Choice Grades K- 5: The district will allow parents living within the east side elementary attendance area to request enrollment of their child in any of the east side elementary schools depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

The district will allow parents living within the west side elementary attendance area to request enrollment of their child in any of the east or west side elementary schools depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

Out-of-District– Parent Choice Grades K- 5: The placement of out-of-district K-5 students who enroll in the Helena Public Schools will be made to east side elementary schools depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

District Programs Grades K-5: Parents who enroll a child in a district program, which is not provided at all elementary schools, will be permitted to enroll any siblings in that school. Transportation will be provided to students who attend district programs when they are eligible according to district policy. Students in district programs will be allowed to enroll in the middle and high school of their choice.

Middle School:

District Placement Grades 6 - 8: The district will strive to equalize classroom enrollments based on the state standards established by the Office of Public Instruction and the guidelines established by the Helena Board of Trustees. Transportation will be provided to students when they are eligible according to district policy.

Parent Choice Grades 6 - 8: The district will allow parents living in the C. R. Anderson Middle School attendance area to request enrollment of their child in Helena Middle School depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

The request for transfer must occur the week before school begins in the fall or the week prior to the beginning of second semester.

The district will not allow parents living within the Helena Middle School attendance area to request enrollment of their child in C. R. Anderson Middle School.

Out-of-District–Parent Choice Grades 6 - 8: The placement of out-of-district middle school students who enroll in the Helena Public Schools will be at Helena Middle School depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

District Programs Grades 6 - 8: Transportation will be provided to students who attend district programs when they are eligible according to district policy. Students in district programs will be allowed to enroll in the high school of their choice.

High School:

Parent Choice and Out-of- District Enrollment Grades 9-12

In-district boundary exception requests at the 9 -12 level will be acted upon as submitted up to seven (7) days prior to the opening of school, or seven (7) days prior to the beginning of the second semester. At that time, the building administrators will confer to make recommendations on a case-by-case basis. Transportation of the student is not the district's responsibility. Boundary exception requests initiated during the school term will be considered on an individual basis considering the unique circumstance and needs of the student(s) making the request.