



Superintendent
Dr. Tyler Ream
324-200

Business Manager
Janelle Mickelson
324-2007

Policy Committee Meeting

May Butler Center
55 South Rodney

Tuesday, August 7, 2018
Noon – 1:00 p.m.

AGENDA

- I. INTRODUCTIONS**
- II. REVIEW OF AGENDA**
- III. GENERAL PUBLIC COMMENT**
- IV. REVIEW JUNE 5, 2018, BOARD POLICY MEETING MINUTES**
- V. PRESENTATION OF POLICIES FOR FIRST REVIEW:**
 - A. 4010 Facility Use
- VI. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000 and 3000:**
 - 2070 – Network Information and Communication
 - 2080 – Grading, Progress Reports, and Promotion
 - 2090 – Credit Transfer Assessment for Placement Policy
 - 2115 – Community and Adult Education
 - 2120 – Wellness

 - 3000 – Equal Educational Opportunities
 - 3005 – Harassment, Intimidation and Bullying
 - 3010 – School Admissions
 - 3015 – Attendance and Truancy
 - 3020 – Education of Homeless Youth
 - 3022 – Children of Military Families
 - 3025 – Discretionary Nonresident Student Attendance
 - 3035 – Student Appearance
 - 3040 – Search and Seizure
 - 3045 – Access to and Release of a Student During School Hours
 - 3050 – Student Discipline
 - 3055 – Student Due Process Rights
 - 3060 – Misconduct by Students with Disabilities
 - 3065 – Participation in Inter-Scholastic Athletics
 - 3066 – Obligation of Students Participating in School Sponsored Activities
 - 3067 – Academic Eligibility for Activities
 - 3070 – Administration of Medication
 - 3075 – Student Charges, Fines and Fees
 - 3080 – Maintenance of Student Records
 - 3085 – Transfer of Student Records
 - 3090 – Receipt of Confidential Records
 - 3097 – Use of Video Monitoring Cameras

3100 – Publications and Distribution or Posting of Materials
3105 – Student Use of Buildings – Equal Access
3110 – Concussion Management
3145 – Foreign Exchange Students
3150 – Tobacco Free Schools
3155 – Part-Time Attendance

VII. SUPERINTENDENTS' REPORT

VIII. ADJOURNMENT

NEXT MEETING:

September 4, 2018 - May Butler Center

Noon – 1:00 p.m.



Superintendent
Jack Copps
324-2001

Business Manager
Janelle Mickelson
324-2007

Policy Committee Meeting

May Butler Center
55 South Rodney

Tuesday, June 5, 2018
Noon – 1:00 p.m.

MINUTES

Present:

Jeff Hindoien, Committee Chair / Trustee
Terry Beaver, Trustee
Sanjay Talwani, Trustee
Sarah Sullivan, Trustee
Jack Copps, Superintendent
Barbara Ridgway, Staff & Student Services Administrator
Elizabeth “Bea” Kaleva, Attorney
Janelle Mickelson, Business Manager
Jessica Evans, Executive Assistant
Erin Loranger, Helena IR

- I. INTRODUCTIONS** Committee Chair, Jeff Hindoien, called the meeting to order at 12:03 p.m.
- II. REVIEW OF AGENDA**
- III. GENERAL PUBLIC COMMENT** None.
- IV. REVIEW May 1, 2018, BOARD POLICY MEETING MINUTES**
No changes.
- V. PRESENTATION OF POLICIES FOR SECOND REVIEW:**
 - A. 7052 Meal charges: Barb Ridgway recapped the policy with the added language of who makes initial contact; “the Principal or designee when \$30 of debt is reached”. Employees have a “\$25 max of charges”. Jeff Hindoien said, “it is consistent with the discussion we had”. Barb also added, “strike lines 51 and 52 about use of collection agencies...if we want to go forward I will show administrators on Thursday.” Decision to take to full board agreed on by all.
- VI. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000:**
 - A. 2065 Library Media Collection Management Policy: “This policy is aligned with other districts”, per Bea Kaleva. “We have won awards for how we handle challenged materials...a number of districts have followed suit”, according to Barb. “If a parent objects to a certain material, what’s next? Folks who designed the curriculum should be the one who says it’s okay...”, said Sanjay Talwani. Barb noted that teachers serve on the review team. “There’s a process for the individual kid, go to building level principal for alternative assignments...it’s almost always literature...”, per Bea. Jeff says, “good with 2065 and 2067 (they are intertwined)”. Everyone agreed.

- B. 2070 Network Information and Communication: Per Bea, “our procedures are up to speed, just need the policy updated”. Discussion about acceptable use forms. Bea pointed out that, “board emails are public information”. This policy will be reviewed later this fall.
- C. 2075 Field Trips: “this was tinkered with in 2012”, per Jeff. “State law was added, nothing else needs to be done...if students are going out of state or country it has to be approved by the Superintendent”, stated Bea. Sanjay asked about the tobacco use procedure, “why parents?”. “They are agents of the school”, per Bea. “We’ve never had issues with that...I think this is a good policy on this...”, Jeff stated. We can add “tobacco innovations” within procedures.
- D. 2080 Grading, Progress Reports, and Promotion: “Promotion refers to K-8. By law district does promotion or retention...needs to have a sentence on whether administration makes the decision or not”, per Bea. “Well, we want it to be collaborative amongst Principal, teacher, and parent”, stated Barb. “We can put language that says it’s collaborative...we discourage retention at that level [grade 8]” according to Bea. Barb will add “collaborative” and review.
- E. 2085 Graduation Requirements: “This is up to date...2016-2017 freshmen applied” per Bea. Everyone agreed.
- F. 2090 Credit Transfer Assessment for Placement Policy: “Kids coming in from home schools, we have to be clear with what is a credit or not...we are not required to accept credits from a nonaccredited school...that language is straight from the statute”, according to Bea.
- G. 2100 Recognition of Native American Cultural Heritage: “Policy is straight from the statute, it hasn’t been changed”, according to Bea. “We have Indian Ed For All training, coordinator; Amanda Walking Child does that...” per Barb.
- H. 2103 Recognition of Religious Beliefs and Customs: “Everyone is aware we cannot discourage or encourage religious situation.” Per Bea.
- I. 2105 Freedom to Teach, to Learn, and to Express Idea: “Montana recognizes academic freedom for teachers”, according to Bea. “This is always controversial”. Jeff says, “the policy matches, I am good with it”. Everyone agreed.
- J. 2110 Copyright Policy: “Procedure of what you can and cannot copy...we work with a company for being able to show different movies in classroom...it goes into very specific details”, according to Bea. Everyone is okay with the policy.
- K. 2120 Wellness: “The law requires there’s a committee that gives recommendations”, per Bea. According to Barb, “There is a committee in place...we may be adding a student representative.”
- L. 2130 Response to Instruction (RTI): “This policy helps put interventions in place...dovetails to our SPED program...students with academic, behavioral, or social problems” according to Bea. Barb to “update the reference”.
- M. 2135 K-12 Online Learning Policy: “No need to look at policy for now” according to Jeff. “If legislative comes up we will revisit”, per Bea.
- N. 2166 Gifted Program: “Folks get concerned with this one because it is not funded...I don’t recommend changes”, according to Bea.
- O. 2170 Significant Writing: Bea stated, “Unless something is different, don’t touch it.”
- P. Additional policies that the committee would like to look at are; tuition charges, board membership policy, facility use, bullying policy, SRO policy/data, and controlled access/keyless entry.

VII. SUPERINTENDENTS’ REPORT No Report

VIII. ADJOURNMENT Committee Chair Hindoién adjourned the meeting at 1:10 P.M.

NEXT MEETING:

August 7, 2018 - May Butler Center

Noon – 1:00 p.m.

SCHOOL / COMMUNITY RELATIONS

Rental and Use of School District Facilities

The Board of Trustees is charged by law with the power and responsibility to hold trust all property of the District for the benefit of the schools and students of the District (Section 20-6-602, M.C.A.). School properties are provided by the taxpayers for the purpose of facilitating the provision of an educational program for the youth of the community.

To satisfy the taxpayer approved purpose, school properties shall be used for District purposes before they are used for other community purposes. The Board of Trustees encourages the people of the community to view school property as a community facility available for community activities. The provisions of this policy address this use.

The District administration may rent, lease, or let any building, land, or other facility of the District under the terms specified by the Board of Trustees in this policy. Facility use shall require the completion of a facility use contract with the principal of the facility.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization, nor for the purpose it represents.

Generally, there will not be a charge for the use of a school property except when:

1. An admission is charged to the activity;
2. There is a private business profit motive;
3. The use will require an additional wage payment of a custodian; or
4. The District incurs an expense for security and/or technical personnel. The school business office will collect deposits when necessary and bill the user of the property on the basis of the following schedule in effect until June 30, 1996:

A. Vigilante Stadium \$500.00 per session

B. Helena High School, Capital High School, and Helena Middle School
Gymnasiums \$290.00 per daily use

C. All other gymnasiums and multipurpose rooms \$110.00 per daily use

D. Helena Middle School and Capital High School auditoriums \$250.00 per daily
use

E. All other auditoriums \$110.00 per daily use

F. Other facilities Minimum of \$20.00 per hour of use

When the use of the above facilities exceeds a six-hour duration, an additional hourly fee shall be charged. This fee will be determined by dividing the scheduled facility charge by six (6).

The above schedule for user fees has been developed on the basis of compensating the District for the cost of their personnel and utilities for the facility use.

Any user of school property shall maintain the cleanliness of the property. Any damage or unanticipated custodial cost not covered by the fee schedule shall be charged to the user. Facility users will not be allowed further use of school property until such reimbursement has been made.

The scheduling of the use of a school property shall be the responsibility of the principal of such property. The needs of the District's educational program will have first priority in scheduling of school property.

The use of school property shall be supervised by an adequate number of adult sponsors to assure proper care and use of the property. As a general rule, a custodian will be on the premises when a group is scheduled to use school facilities. Exception may be made when the group requests and obtains a waiver of the custodial requirement. In deciding whether to grant a waiver the principal will consider the following:

1. History of use by the group;
2. The security of the area to be used;
3. The size of the group and degree of proposed facility use;
4. The financial responsibility of the group;
5. The need for a deposit; and
6. Familiarity of the group or a group member with the mechanical, electrical and safety features of the facility.

When the principal finds it necessary that police officers or other security personnel be retained for crowd control, such requirement may be added as a condition of the facility use contract. The District may require the user to provide a certificate of liability insurance. Smoking, or possession or use of alcoholic beverages is prohibited on school property.

The Superintendent may waive specific provisions of this policy for school-related or nonprofit groups whose main purpose is to promote the welfare of youth, to improve the quality of life in the community, or raise funds for charitable purposes.

In the case of an administrative waiver an individual representing the nonprofit group will provide a deposit when required and will sign the District provided "Facility Use Contract" thereby assuming financial responsibility for District costs incurred as a result of the group's use. Examples of such costs could include damage repair or extraordinary custodial services.

Summer Usage

The Superintendent shall have the authority to approve all summer camps for Helena School District No. 1 students using District facilities or equipment. Request for approval must be submitted to the superintendent at least 30 working days in advance of the activity. The request shall include:

1. A complete description of the program, including all advertising materials;
2. A description of the specific facility and District equipment to be used;
3. Dates and times of operation, anticipated number of participants, and cost to participants;
4. A list of employees of the camp and their rate of compensation;
5. A certificate of liability insurance if appropriate; and
6. A statement verifying that the site administrator, Director of Maintenance and Director of Activities have approved the facility and/or equipment usage.

Approved summer camps and rental rates shall be reported to the Trustees. In order to support summer youth activities, fees assessed by the District for summer camps may be limited to costs incurred for utility, maintenance and custodial services.

School property may not be used for sectarian education, or ongoing religious activities, except as provided by the Equal Access Act.

Any requested use of school property that is beyond the scope of this policy shall be referred to the superintendent.

Legal References: 20-6-602, M.C.A.

Cross References:

Policy History:

Adopted On:

Revised On: 6.17.1992

COMMUNITY RELATIONS

Use of School Facilities

The superintendent is authorized to develop procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, security, etc. When setting the rental rates the Superintendent shall use the following factors; capital costs, utility costs, maintenance costs, custodial costs and indirect overhead costs.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents. All uses will be by written contract. Any advertising or announcement by the user must include the following statement: "This program is sponsored by (name of user). Use of School District facilities does not constitute support of or endorsement by the Bozeman Public Schools." In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program. The remedy for failure to comply with this provision will be to immediately rescind the facility use contract.

The administration is authorized to adjust rental rates and personnel charges as needed to reflect the actual cost to the District.

Legal Reference: 20-7-805 M.C.A. Public Recreation

Missoula County Public Schools
School Facilities 4330
Use of School Facilities

The Trustees of Missoula County Public Schools are supportive of the people of the community using the school facilities for both educational and recreational purposes. The administration shall be charged with the responsibility of coordinating and authorizing use of all grounds and facilities by groups other than those directly connected with the school. The administration shall develop the rules, regulations, and procedures for the use of facilities. As required by the Boy Scouts of America Equal Access Act, the District shall provide an equal right of access to the Boy Scouts of America and other designated patriotic youth groups.

Legal Reference:

20 USC § 7905 Boy Scouts of America Equal Access Act

Policy History:

Adopted on: July 8, 2003 (as 9331)

Revisions to PN&P Committee September 29, 2004 for first reading

First Reading, October 12, 2004 Board meeting

Revisions Adopted on: December 14, 2004

Minor revision to PN&P Committee September 28, 2005

Adopted on: October 11, 2005

Revised at PNP on: February 24, 2010

Approved on April 13, 2010

Revised at PN&P Committee on: September 27, 2013 and posted for public comment.

Approved on: November 12, 2013

Billings School District 2

COMMUNITY RELATIONS

Community Use of School Facilities

The District will make school facilities available to the community for education, civic, cultural, and other uses consistent with the public interest and when such use will not interfere with a school program or school-sponsored activities. The District requires, of course, that use of school facilities for school purposes has precedence over all other uses. The District expects persons on school premises to abide by District conduct rules at all times.

The District will grant use of school facilities to student and school-related organizations at no cost. The District will assess fees and costs of other organizations granted use of a facility. The Superintendent will develop procedures to manage community use of school facilities, which will be reviewed and approved by the Board. The Superintendent will approve use of school facilities subject to adopted procedures.

The Superintendent will see that a schedule for various uses of school facilities is maintained and kept up to date to avoid any conflicts during a school year. A community member or organization must submit a request for use of school facilities to the Superintendent in advance of a proposed event.

Legal References: § 20-7-805, MCA Recreational use of school facilities secondary
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:

First Reading: February 23, 2004 – Board of Trustees
Second Reading: June 14, 2004 – School/Community Committee
Third Reading: June 21, 2004 – Board of Trustees
Adopted on: June 21, 2004
Effective on: July 1, 2004
Revised on: