



Superintendent
Rex Weltz
324-2000

Business Manager
Janelle Mickelson
324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING**
Lincoln Center - 1325 Poplar Street
April 5th, 2022
Noon – 1:00 p.m.

I. INTRODUCTIONS

II. REVIEW OF AGENDA

III. GENERAL PUBLIC COMMENT

This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.

IV. REVIEW MARCH 1, 2022 BOARD POLICY MEETING MINUTES

V. PRESENTATION OF POLICIES FOR FOURTH READING/REVIEW:

A. 7060 School Safety

VI. PRESENTATION OF POLICIES FOR SECOND READING/REVIEW:

A. 2005 School Year, Calendar and Day

B. 3010 School Admissions

VII. PRESENTATION OF POLICIES FOR FIRST READING:

A. 7061 Public Health Emergency

B. 3070 Administration of Medication

VIII. REVIEW OF TIME BOUND BOARD DUTIES DESCRIBED IN POLICIES

IX. SUPERINTENDENT OR BOARD COMMENTS

X. ADJOURNMENT

NEXT MEETING:
Tuesday, May 3, 2022 - Noon – 1:00 p.m.



The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.

Board of Trustees Policy Committee Meeting

Tuesday, March 1st, 2022
Lincoln Center
1325 Poplar St., Helena, MT 59601
And via
TEAMS

MINUTES

Attendees

Committee: Others:

Libby Goldes, Committee Chair	Rex Weltz, Superintendent
John McEwen, Committee Member	Josh McKay, Assistant Superintendent
Janet Armstrong, Committee Member	Elizabeth Kaleva, District Counsel
	Barb Ridgway, Chief of Staff
	Brian Cummings, Assistant Superintendent
	Stacy Collette, Human Resources Director
	Candice Delvaux, Executive Assistant
	Jane Shawn, HEA President
	Janelle Mickelson, Business Manager
	Karen Ogden, Communications Officer
	Gary Myers, Education Technology Director
	Joslyn Davidson, Curriculum Administrator
	Heidi Keaster-Friedlander-Guest of the Public

I. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Committee Chair, Libby Goldes.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no public comment.

IV. REVIEW OF THE 02.01.2022 POLICY COMMITTEE MINUTES

The committee reviewed and approved the minutes from the 02.01.2022 committee meeting.

V. PRESENTATION OF POLICIES FOR FOURTH READING/REVIEW

A. Policy 1085: Uniform Complaint

The committee reviewed Policy 1085: Uniform Complaint. Ms. Barb Ridgway, Chief of Staff, commented. This Policy had a first reading with the Full Board in February and there were no questions or changes. Trustee Libby Goldes suggested some possible changes to the Policy. Trustee Goldes commented. I think we should add the word “that” on line 18 after the word requires. I suggest we remove the dash and the comma on line 18. On lines 35 through 37 it seems to me that the definitions of business, calendar, and school days are muddled. The committee discussed the definitions of business, calendar, and school days and decided it would reduce confusion by removing lines 35 through 37. The committee discussed the section, Level 2: Building Administrator-section 3. The committee discussed the possibility of removing section three on lines 65 and 66 and changing the word thirty to fifteen throughout the policy where the number of days was changed to 15. The committee discussed line 85 and discussed the possibility of adding the words “any relevant documents” after the word complaint. There were no further comments regarding the policy and the committee determined Policy 1085: Uniform Complaint would be sent to the Full Board for approval.

VI. PRESENTATION OF POLICIES FOR THIRD READING/REVIEW

A. Policy 1020: School Board Elections

The committee reviewed Policy 1020: School Board Elections. There were no changes to the policy, and the committee determined that Policy 1020: School Board Elections would go to the full Board for review.

B. Policy 7060: School Safety

The committee reviewed Policy 7060: School Safety. Ms. Ridgway commented. Both John and Luke made suggestions to this policy, and I will walk through Luke’s suggestions first.

The changes occur on lines 51 through 87. Luke's recommendation is that we keep the original heading, *Face Coverings as Personal Protective Equipment*, and that we retain lines 53 through 55. He suggests that we strike the lines 57 through 81, and that we keep lines 83 through 87 but strike the words "or recommended" on line 84. Everything else would remain the same. The committee discussed the sentence stating "*the Board shall review the District safety or emergency operations plan periodically and update the plan as determined necessary by the Trustees based on changing circumstances pertaining to school safety*". The committee discussed the term *periodically* is very broad and they would mention that to the full Board. The committee determined that Policy 7060: School Safety would go to the full Board for review.

VII. PRESENTATION OF POLICIES FOR SECOND READING/REVIEW

A. Policy 5025: Employment and Assignment

The committee discussed Policy 5025: Employment and Assignment. This policy had a first reading before the full Board in February and there were no changes or questions. The committee determined that Policy 5025: Employment and Assignment would be sent to the Full Board for review.

B. Policy 7025: Extra and Co-Curricular Funds

The committee discussed Policy 7025: Extra and Co-Curricular Funds. This is a new policy as a result of Senate Bill 72, and it has had a first reading with the full Board and there were no questions or changes. The committee discussed the last paragraph, *the Board directs the administration to follow the Student Activity Funding Accounting in establishing accounting procedures for administration of student extra- and co-curricular funds and will appoint a fund administrator*. The committee determined that Policy 7025: Extra and Co-Curricular Funds would be sent to the full Board for review.

VIII. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 2005: School Year, Calendar and Day

The committee reviewed Policy 2005: School Year, Calendar, and Day. Ms. Ridgway commented. The change here is the addition of language that addresses Saturday School. The language states, *in emergencies, including during reasonable efforts of the Trustees to make up aggregate hours of instruction lost during a declaration of emergency by the Trustees under Section 20-9-806, MCA, pupil instruction may be conducted on a Saturday when it is approved by the Trustees. Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose of providing additional pupil instruction beyond the minimum aggregate hours of instruction required in Section 20-1-301, MCA, provided student attendance is voluntary*. In reviewing this, the other thing that became evident, is that we have had some changes in school holidays that also needs to be addressed. School holidays is a result of 20-1-305 which lists specific holidays on days in which we cannot have instruction. For other holidays, such as federal holidays, we are not obligated to close our school for those. The committee determined that Policy 2005: School Year, Calendar, and Day needed to come back to the policy committee for further discussion.

B. Policy 3010: School Admissions

The committee determined they would discuss Policy 3010: School Admissions at the next policy committee meeting.

IX. SUPERINTENDENT OR BOARD COMMENTS

There were no additional comments.

X. ADJOURNMENT

Committee Chair, Ms. Goldes, adjourned the meeting at 1:02 p.m.

2
3 **OPERATIONAL SERVICES**

4
5 School Safety
6

7 The Board recognizes that safety and health standards should be incorporated into all aspects of the
8 operation of the District. Rules for safety and prevention of accidents will be posted in compliance
9 with Montana Safety Culture Act and the Montana Occupational Safety and Health Act. Injuries
10 and accidents will be reported to the District office.
11

12 There will be at least eight (8) disaster drills a year. All teachers will discuss disaster drill
13 procedures with their class at the beginning of each year and will have them posted in a
14 conspicuous place next to the exit door. A record will be kept of all fire drills. The drills will be
15 held at different hours of the day or evening to avoid distinction between drills and actual
16 disasters. The Superintendent will develop safety and health standards that comply with the
17 Montana Safety Culture Act.
18

19 *Safety or Emergency Plans*

20
21 The Board shall review the District safety or emergency operations plan periodically and
22 update the plan as determined necessary by the trustees based on changing circumstances
23 pertaining to school safety. Once the Board has made the certification to OPI, it may transfer
24 funds pursuant to Section 20-1-401, MCA to make improvements to school safety and
25 security.
26

27 *School Closure*

28
29 The Superintendent is authorized to close the schools in the event of hazardous weather or other
30 emergencies that threaten the safety of students, staff members, or school property. Specific
31 procedures for school closures may be found in the District’s Safety Plan or Emergency
32 Operations Plan
33

34 *Hazardous and Infectious Materials*

35
36 The Superintendent shall take all reasonable measures to protect the safety of District personnel,
37 students, and visitors on District premises from risks associated with hazardous materials,
38 including pesticide, and infectious materials. Specific procedures for handling hazardous or
39 infectious materials may be found in the District’s Safety Plan.
40

41 *Safety Measures*

42
43 The Superintendent is authorized to adopt reasonable safety measures to protect the health and
44 safety of District personnel, students, and visitors on District premises and during school-related
45 activities. Reasonable safety measures include adoption of cleaning/sanitization plans, use of

46 physical safeguards/barriers, and required use of personal protective equipment (e.g., face masks).

47
48 Exceptions to any requirements adopted by the Superintendent may be granted as required by
49 law and on a case-by-case basis.

50
51 ~~Face Coverings as Personal Protective Equipment~~ Pandemic / Health Emergency

52
53 ~~In the event of a pandemic or recognized public health emergency the District in consultation with local health~~
54 ~~partners may require the wearing of face coverings in an effort to reduce spread of any aerosol borne virus and~~
55 ~~to protect the health and safety of students and staff.~~

56
57 ~~The District recommends all staff, volunteers, visitors, and school aged students wear a face covering while~~
58 ~~present in any school building, regardless of vaccination status.~~

59
60 ~~Face covering means disposable or reusable masks that cover the nose and mouth. The District will provide~~
61 ~~masks to students, volunteers, and staff, if needed. If a student or staff wears a reusable mask, the District~~
62 ~~expects that the masks be washed on a regular basis to ensure maximum protection.~~

63
64 ~~If the number of active COVID-19 cases rate of infection in the county increases to the point of being~~
65 ~~considered a "substantial" or "high" rate of transmission as defined by the Centers for Disease Control (CDC),~~
66 ~~the Board of Trustees authorizes the Superintendent to implement a requirement for face coverings to be worn~~
67 ~~in some or all Elementary District PreK-8 schools and/or PreK-8-12 schools and programs. The~~
68 ~~Superintendent may also consult with local health experts to include but not be limited to: St. Peter's Health,~~
69 ~~Lewis and Clark Public Health and other local health providers.~~

70
71 ~~————~~ PPE or Face Masks

72
73 ~~Face covering means disposable or reusable masks that cover the nose and mouth. The District will provide~~
74 ~~masks to students, volunteers, and staff, if needed. If a student or staff wears a reusable mask, the District~~
75 ~~expects that the masks be washed on a regular basis to ensure maximum protection.~~

76
77 ~~In the event it is determined face coverings are required, the Superintendent shall announce the face covering~~
78 ~~requirement to students, parents, staff, and visitors for the immediate successive school week by 3:00 pm on~~
79 ~~Friday of the previous week at least 48 hours prior to implementation. If the Superintendent determines masks~~
80 ~~are required, signs will be installed to inform students, parents, staff, and visitors of mask requirements while~~
81 ~~present in the identified District buildings.~~

82
83 ~~All points of entry to any school building or facility open to the public shall have a clearly visible sign posted~~
84 ~~stating whether masks are required or recommended.~~

85
86 ~~Allegations of harassment of any person wearing or not wearing a mask will be promptly investigated in~~
87 ~~accordance with District policy.~~

88
89 Symptoms of Illness

90
91 ~~Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness~~
92 ~~must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be~~
93 ~~isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill~~
94 ~~student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the~~

95 ~~area by staff utilizing safety measures in accordance with state and/or local health standards as applicable.~~
96 ~~Students may engage in alternative delivery of education services during the period of illness or be permitted~~
97 ~~to make up work.~~

98
99 ~~To avoid exposing others to illness, parents or caregivers who are ill must make arrangements with others to~~
100 ~~transport students to school or events, if at all practicable. If not practicable, parents, guardians or caregivers~~
101 ~~must not leave their vehicle during pickup or drop off and must arrange with District staff to supervise~~
102 ~~students in accordance with physical distancing guidelines in this Policy.~~

103 104 ~~Physical Distancing~~

105
106 ~~To the extent possible students, staff, volunteers, and visitors will maintain a three foot distance between~~
107 ~~themselves and their colleagues and peers throughout the school day inside any school building, on school~~
108 ~~provided transportation, and on school property before and after school.~~

109
110 ~~Recess will continue as scheduled in accordance with recommended physical distancing guidance.~~

111
112 ~~Drop off and pick up of students will be completed in a manner that limits direct contact between parents and~~
113 ~~staff members and adheres to social distancing guidance around the exterior of the school building while on~~
114 ~~school property.~~

115 116 ~~Cleaning and Disinfecting~~

117
118 ~~School district personnel will routinely both clean surfaces and objects in any school building and on school~~
119 ~~property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily~~
120 ~~cleaned daily.~~

121 122 ~~Student Arrival~~

123
124 ~~Hand hygiene stations will be available at the entrance of any school building, so that children can clean their~~
125 ~~hands before they enter. If a sink with soap and water is not available, the School District will provide hand~~
126 ~~sanitizer with at least 60% alcohol.~~

127 128 ~~Healthy Hand Hygiene Behavior~~

129
130 ~~All students, staff, and others present in the any school building will always engage in appropriate hand~~
131 ~~hygiene.~~

132
133 ~~Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If~~
134 ~~hands are not visibly dirty, alcohol based hand sanitizers with at least 60% alcohol can be used if soap and~~
135 ~~water are not readily available.~~

136 137 ~~Transportation Services~~

138
139 ~~The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a~~
140 ~~manner consistent with the protocols established in this policy. Bus drivers will clean and disinfect each seat~~
141 ~~on each bus after each use.~~

142 143 ~~Public Awareness~~

145 ~~The School District will communicate with parents, citizens, and other stakeholders about the protocols~~
146 ~~established in this policy and the steps taken to implement the protocols through all available and reasonable~~
147 ~~means.~~

149 Confidentiality

151 ~~This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy~~
152 ~~rights. All applicable district policies and handbook provisions governing confidentiality of student and staff~~
153 ~~medical information remain in full effect.~~

155 Transfer of Funds for Safety Purposes

157 ~~The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than~~
158 ~~the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school~~
159 ~~district's estimated costs of improvements to school and student safety and security to implement this policy.~~

Legal References:	§ 20-1-401, MCA	Disaster drills
	§ 20-1-402, MCA	Number of disaster drills required – time of drills to vary
	§ 20.9.806, et al., MCA	Emergency School Closure
	§§ 39-71-1501, MCA	Montana Safety Culture Act
	§ 50-71-111, et. seq., MCA	Montana Occupational Health and Safety Act

161
162
163 Governor's Directive Implementing Executive Order 2-2021 – February 12, 2021
164 Correspondence clarifying Governor's Directive – February 11, 2021
165 Article X, section 8 Montana Constitution
166 Section 20-3-324, MCA Powers and Duties
167 Section 20-9-806, MCA School Closure by Declaration of Emergency
168 10.55.701(2)(d)(s) Board of Trustees
169 State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801

171 Cross References: 1900 Temporary COVID-19 Policy
172 1901 Emergency Policy and Procedures
173 School District Declaration of Emergency 8.11.2020
174

Policy History:

Adopted on: 8.22.2013
Revised on: 8.11.2020

175

2
3 **STUDENT INSTRUCTION**

4
5 School Year, Calendar, and Day

6
7 Subject to §§ 20-1-301 and 20-1-308, MCA, and the District’s collective bargaining agreement
8 covering the employment of affected employees, the Board sets the number of days in a school
9 term, the length of the school day, and the number of school days in a school week

10
11 When proposing to adopt changes to a previously adopted school term, school week, or school
12 day, the Board shall: (a) if necessary, negotiate the changes with the recognized collective
13 bargaining unit representing the employees affected by the changes; (b) solicit input from the
14 employees affected by the changes but not represented by a collective bargaining agreement; and
15 (c) solicit input from the people who live within the boundaries of the school district.

16
17 *Saturday School*

18
19 In emergencies, including during reasonable efforts of the trustees to make up aggregate hours of
20 instruction lost during a declaration of emergency by the trustees under Section 20-9-806, MCA,
21 pupil instruction may be conducted on a Saturday when it is approved by the trustees.

22
23 Pupil instruction may be held on a Saturday at the discretion of a school district for the purpose
24 of providing additional pupil instruction beyond the minimum aggregate hours of instruction
25 required in Section 20-1-301, MCA, provided student attendance is voluntary.

26
27 *Commemorative Exercises*

28
29 All classes shall conduct appropriate exercises during the school day on the commemorative
30 days noted in Montana law.

31
32 *School Holidays*

33
34 The schools in the District shall be closed on the following holidays: New Year's Day; Memorial
35 Day; Independence Day (2 days); Labor Day; Thanksgiving Day (2 days); Christmas Day;
36 Martin Luther King Day; President’s Day; and State and national election days when the school
37 building is used as a polling place and the conduct of school would interfere with the election
38 process at the polling place. When these holidays fall on Saturday or Sunday, the preceding
39 Friday or the succeeding Monday shall ~~not~~ be a school holiday. The Board may establish other
40 holidays.

41
42 *School Fiscal Year*

43
44 At least the minimum number of aggregate hours must be conducted during each school fiscal
45 year. The minimum aggregate hours required by grade are:

- 46 (a) A minimum of 360 aggregate hours for a kindergarten program;

- 47 (b) 720 hours for grades 1 through 3;
- 48 (c) 1,080 hours for grades 4 through 12; and
- 49 (d) 1,050 hours may be sufficient for graduating seniors.

50
 51 In addition, seven (7) pupil instruction-related days may be scheduled for the following
 52 purposes:

- 53 1. Pre-school staff orientation for the purpose of organization of the school year (2
- 54 days);
- 55 2. Staff professional development programs (minimum of three (3) days);
- 56 3. Parent/teacher conferences (2 days); or
- 57 4. Records days (not to exceed one (1) day at the end of each semester or quarter).

58
 59 *Professional Development*

60
 61 The district recognizes that training and development are fundamental to ensure the quality of its
 62 services to students. The Superintendent shall provide an organized program of professional
 63 development designed to assist staff in acquiring the skills needed to work with all students.

64
 65 A District professional development advisory committee will review, develop, recommend, and
 66 evaluate the school district’s professional development plan. Each year the Board of Trustees
 67 shall be provided a copy of a professional development report for the previous school year.

68
 69

70 Legal References:	§ 20-1-301, MCA	School fiscal year
71	§ 20-1-302, MCA	School day and week
72	§ 20-3-303, MCA	<u>Conduct of school on Saturday or Sunday</u>
73		<u>Prohibited – exceptions</u>
74	§ 20-1-305, MCA	<u>School Holidays</u>
75	§ 20-1-306, MCA	Commemorative exercises on certain days
76	§ 20-1-308, MCA	Religious instruction released time program
77	ARM 10.65.101-103	Pupil-Instruction-Related Days
78	ARM 10.55.714	Professional Development

79
 80
 81 Cross References:

82
 83 Policy History:

84 Adopted on: 2.28.2012
 85 Revised on: 12.11.2017

86

2
3 STUDENTS

4
5 School Admissions

6
7 *Age*

8
9 No pupil may be enrolled in the kindergarten or first grade whose 5th birthday does not occur on or
10 before September 10 of the school year in which child registers to enter school. A parent may
11 request a waiver of the age requirement. All waivers are at the discretion of and subject to the
12 approval of the Board. No pupil may be enrolled in the District if that pupil has reached his or her
13 19th birthday on or before September 10 of the school year in which the child registers to enter
14 school. A waiver of the age limitation must be reviewed and approved by the Board in an executive
15 session. The Trustees may also admit an individual who has graduated from high school but is not
16 yet 19 years of age even though no special circumstances exist for waiver of the age provision or a
17 student who is not yet 19 years of age and experienced educational disruption and was awarded a
18 diploma as a result and seeks access to reasonable curriculum designed to advance postsecondary
19 success.

20
21 *Entrance – Identity and Immunization*

22
23 Students enrolling in the District for the first time must present a birth certificate or other reliable
24 proof of identity and age within 40 days, as well as proof of residence. Students must also provide
25 additional student records including original immunization records within 30 days. If the parent of
26 the student does not provide proof of identification within 40 days, the District shall notify the
27 Missing Children Information Program and a local law enforcement authority of the fact that no
28 proof of identity has been presented for the child.

29
30 Students who are homeless, in foster care, or are the child of a military family are entitled to
31 immediate enrollment regardless of presentation of the required documentation. Nonresident
32 students shall be admitted when required by law or as permitted by District policy.

33
34 A student who transfers from one school district to another may photocopy immunization records in
35 the possession of the school of origin. The District shall accept the photocopy as evidence of
36 immunization. When a student enrolls in the Helena School District the school the student left must
37 send the original immunization records within thirty (30) days after the student has transferred out.

38
39 Parents who choose not to immunize their child based on religious tenets must annually submit to
40 the District a signed and notarized affidavit on the form prescribed by the State of Montana. The
41 form must be presented to the District prior to the child’s first day of attendance. The statement
42 must be maintained as part of the student's immunization records. The District will also accept
43 medical exemptions as required by law.

47 *Placement*

48
49 The goal of the District shall be to place students at levels and in settings that will enhance the
50 probability of student success. Developmental testing, together with other relevant criteria,
51 including but not limited to, health, maturity, emotional stability, and developmental disabilities,
52 may be considered in the placement of all students. Final disposition of all placement decisions rests
53 with the Principal subject to review by the Superintendent. If a student is assigned to a school in the
54 District outside of the adopted school boundaries applicable to that student, this decision is subject to
55 the District's Uniform Grievance Procedure. Upon completion of these procedures, the Board's
56 decision regarding the assignment is final.

57
58 *Children of Relocated Military Families*

59
60 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana under
61 military orders to a school in the district and allow the child to preliminarily enroll in classes and apply for
62 programs offered by the District prior to arrival and establishing residency. The student may attend classes
63 during preliminary enrollment and may receive offsite instruction if not present in the District.

64
65 *Transfer Students*

66
67 Resident students seeking to transfer to a District school will be admitted and placed pursuant to the
68 terms of this policy. The District will request the student's records from the prior school district
69 prior to making any final decision on placement.

70
71 Elementary students shall be placed at their current grade level on a probationary basis for a period
72 of two weeks. Should any doubt exist with the teacher and/or Principal as to grade and level
73 placement of the student, the student shall be subject to an educational assessment to determine
74 appropriate grade and level placement

75
76 High school students shall be placed according to the number of credits earned in their previous
77 accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate
78 procedures for earning credit.

81	Legal References:	§ 1-1-215, MCA	Residence -- rules for determining
82		§ 20-5-101, MCA	Admittance of child to school
83		§ 20-5-403, MCA	Immunization requirements
84		§ 20-5-404, MCA	Conditional attendance
85		§ 20-5-405, MCA	Medical or religious exemption
86		§ 20-5-406, MCA	Immunization record
87		§ 20-5-502, MCA	Enrollment by caretaker relative -- residency --
88			affidavit
89		§ 20-7-117, MCA	Kindergarten and preschool programs
90		§ 44-2-511, MCA	School enrollment procedures for missing children
91		10.55.701, ARM	Board of Trustees
92		10.55.906, ARM	High School Credit
93			

94	Cross References:	Policy 1085	Uniform Grievance Procedure
95		Policy 1065	Board Meetings
96		<u>Policy 3022</u>	<u>Children of Military Families</u>
97			
98	<u>Policy History:</u>		
99	Adopted on:		2.12.2013
100	Revised on:		10.8.2013, 12.10.2019
101			

2

3 **OPERATIONAL SERVICES**

4 Public Health Emergency

5 A "public health emergency"(PHE) is an occurrence or imminent threat of an illness or health
6 condition caused by epidemic or pandemic disease, or a novel and highly fatal infectious agent or
7 biological toxin, whose scale, timing, or unpredictability threatens to overwhelm routine
8 capabilities.

9

10 A public health emergency poses a substantial risk of significant human fatalities or incidence of
11 permanent or long-term disability. Such illness or health conditions also include, but are not
12 limited to, illnesses or health conditions resulting from a local, state, national or global disaster.

13

14 In the event of a declared public health emergency as determined by the Board of Trustees or a
15 public health service the Board authorizes the Superintendent to take appropriate action to
16 protect the health and safety of all students, staff, and visitors to include but not limited to
17 closure of school buildings, implementation of infection control measures, and other appropriate
18 safety actions.

19

20 The Superintendent will communicate with parents, citizens, and other stakeholders about the
21 actions to be implemented per this policy.

22

23

24 Legal References: § 39-71-1501, MCA Montana Safety Culture Act
25 § 50-71-111, et. seq., MCA Montana Occupational Health and Safety Act
26 § 20-3-324, MCA Powers and Duties
27 § 20-9-806, MCA School Closure by Declaration of Emergency
28 10.55.701(2)(d)(s) Board of Trustees
29 Article X, Section 8 Montana Constitution

30

31 Cross References: Policy 7060 School Safety

32

33 Policy History:

34 Adopted on:

35 Revised on:

STUDENTS

Administration of Medication*Administration of Prescription Medication*

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parents believe that it is necessary for the student to take a medication during school hours, the health care provider and parent must request that the school dispense the medication to the student and otherwise follow the District's procedures on dispensing medication.

The Board will permit administration of medication to students in schools. ~~An authorized individual may administer medication to any student in the school or may delegate this task pursuant to Montana law.~~ A school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.

~~Students may self-administer medication as allowed by law.~~ Parents must notify the school if their student will be self-medicating with emergency medication.

Emergency Administration of Medication

A school nurse or designee may administer emergency medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a primary medical advisor or a student's licensed health care provider.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1) (c), MCA, who has completed training in administration of medication, may give emergency medication to students.

The District will maintain in each school a limited supply of auto-injectable epinephrine prescribed by a licensed health care provider and filled by a licensed pharmacy. In addition antihistamines will be maintained. Both items will be housed in each school at all times. A school nurse or other authorized personnel will administer emergency medication to any student or nonstudent as needed. The District shall develop the protocol and provide training as required by law.

In the case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function.

A building administrator, school nurse, or designee will document the administration of any emergency medication in the student's record.

52 Self-Administration and Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

53
54 Students with asthma, severe allergies or anaphylaxis may possess and self-administer
55 emergency medication; epinephrine auto-injector, oral antihistamine, or asthma inhaler during
56 the school day, during field trips, during school-sponsored events, or while on a school bus as
57 prescribed by a licensed health care provider.

58
59 If provided by the parent, a guardian or an individual who has executed a caretaker relative
60 educational authorization affidavit, and in accordance with documents provided by the student's
61 health care provider, medication for asthma, severe allergy, or anaphylaxis medication may be kept
62 by the student and backup medication may be kept at a student's school in a predetermined location
63 or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis
64 emergency.

65
66 Parents must notify the school if their student will be possessing and self-administering using an
67 epinephrine auto-injector, oral antihistamine or an asthma inhaler.

68
69 Administration of Glucagon

70
71 A school employee who voluntarily agrees and is selected by a parent or guardian or a school nurse
72 may administer glucagon to the student with diabetes in an emergency situation. Written proof of
73 the designation to the school employee and written acceptance of the designation by the school
74 employee must be filed with the District. The glucagon must be provided by the parent or guardian.

75
76 The school employee must be trained in recognizing hypoglycemia and the proper method of
77 administering glucagon. Training must be provided by a health care professional. Written
78 documentation of the training received by the school employee must be filed with the District.
79 School employees must voluntarily agree to the parent or nurse designation.

80
81 ~~Parents must notify the school if their student will be self-medicating.~~

82
83 Storage and Disposal of Medication

84
85 Unused, discontinued, or obsolete medication will be returned to the parent or guardian upon notice
86 to that parent or guardian. Access to all stored medications is limited to those individuals authorized
87 to administer medications or assist in the self-administration of medications. Each building shall
88 maintain a list of those persons currently authorized by delegation from a licensed nurse to
89 administer medications.

90

91 Legal References:	§ 20-5-412, MCA	Administration of Glucagon
92	§ 20-5-413, MCA	Limits on Liability
93	§ 20-5-420, MCA	Self-administration of asthma medication
94	§ 20-5-421, MCA	Emergency Use of Epinephrine in School Setting
95		
96	§ 27-1-714, MCA	Limits on Liability for Emergency Care Rendered at Scene of Accident or Emergency
97		
98		
99	§ 37-8-103, MCA	Exemptions ~ Limitations on Authority Conferred
100		
101	§40-6-502, MCA	Caretaker Relative Medical Authorization Affidavit ~ Use ~ Immunity ~ Format
102		

103	§ 37-8-103, MCA	Exemptions – Limitations on
104		Authority
105	24.159.1601 et al. ARM	Delegation and Assignment
106	24.159.1604 et al. ARM	Tasks Which May be Routinely Assigned to
107		Unlicensed Person in Any Setting When a
108		Nurse-Patient Relationship Exists
109	24.159.1616 et al. ARM	Nursing Tasks Related to Medications That May
110		Be Delegated
111	24.159.1625 et al. ARM	General Nursing Functions and Tasks That May
112		Not be Delegated
113	Cross References:	
114	<u>Policy History:</u>	
115	Adopted on:	9.9.2014
116	Revised on:	5.12.2015

HPS Board of Trustee Time Bound Requirements**2021-2022**

1035	Board Development and Self Evaluation	As part of the Board's professional development and in an effort to ensure a continuous improvement cycle, the Board will conduct an annual self-evaluation
1035	Board Development and Self Evaluation	The Board of Trustees will make adjustments in its conduct and practices to ensure continued improvement in its performance over time based on their self-evaluation.
2005	School Year, Calendar and Day	A District professional development advisory committee will review, develop, recommend, and evaluate the school district's professional development plan. Each year the Board of Trustees shall be provided a copy of a professional development report for the previous school year.
2005	School Year, Calendar and Day	A District professional development advisory committee will review, develop, recommend, and evaluate the school district's professional development plan. Each year the Board of Trustees shall be provided a copy of a professional development report for the previous school year.
4050	School Resource Officer Program	SRO Memorandum of Agreement will be reviewed annually to determine the effectiveness of existing policies and procedures and to determine necessary revisions. The Superintendent will share the results of the review with the Board of Trustees.
6000	District Organization: Superintendent & District Clerk	The Board will evaluate, at least annually, the performance of the Superintendent, using standards and objectives developed by the Superintendent and Board which are consistent with the District's mission and goal statements.
7000	Fiscal and Business Management	The Superintendent shall implement the District's budget and provide the Board with a monthly financial report
7015	Tuition Policy	The Board of Trustees shall annually determine a tuition rate and establish the provisions and terms of any inter-local agreement.
7060	School Safety	The Board shall review the District safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety
9001	Facility Planning	Changing demographics, which shall be reviewed annually by the Board.
9002	Facilities Master Plan	A facilities master plan will be developed for the efficient and effective management of current facilities and the determination of future needs. The plan will include, at a minimum, the following and will be reviewed annually by the Board Facilities Committee
9210	Site Acquisition	The trustees shall periodically review its inventory of land in light of growth trends in the district and make such transactions as it determines shall best meet the future needs of the district.