



Superintendent
Rex Weltz
324-2000

Business Manager
Janelle Mickelson
324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING**
Lincoln Center - 1325 Poplar Street
May 3, 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 APRIL 5, 2022 BOARD POLICY MEETING MINUTES

V. PRESENTATION OF POLICIES FOR REVIEW PRIOR TO TERMINATION

- A. 1900 Temporary COVID-19 Policy
- B. 1901 Emergency Policy and Procedures
- C. 1902 Academic Variance Alternative Grading
- D. 1905 Student Staff and Community Health and Safety Needs
- E. 1906 Student Instruction
- F. 1907 School District Declaration of Emergency

VI. PRESENTATION OF POLICIES FOR SECOND READING:

- A. 7061 Public Health Emergency
- B. 3070 Administration of Medication

VII. PRESENTATION OF POLICIES FOR THIRD READING/REVIEW:

- A. 2005 School Year, Calendar and Day
- B. 3010 School Admissions

VIII. SUPERINTENDENT OR BOARD COMMENTS

IX. ADJOURNMENT

NEXT MEETING:
Tuesday, June 7, 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, April 5th, 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
	Elizabeth Kaleva, District Counsel
	Barb Ridgway, Chief of Staff
	Brian Cummings, Assistant Superintendent
	Karen Ogden, Communications Officer
	Candice Delvaux, Executive Assistant
	Jane Shawn, HEA President
	Siobhan Hathhorn, Trustee
	Janelle Mickelson, Business Manager
	Gary Myers, Education Technology Director
	Joslyn Davidson, Curriculum Administrator

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 03.01.2022 POLICY COMMITTEE MINUTES

The committee reviewed and approved the minutes from the 03.01.2022 Policy Committee meeting.

V. PRESENTATION OF POLICIES FOR FOURTH READING/REVIEW

A. Policy 7060: School Safety

The committee reviewed Policy 7060: School Safety. Ms. Ridgway commented. This was our attempt to combine Policy 1905 and Policy 7060. After a long and informative Board discussion, I am suggesting that we leave School Safety the way it is and not make any changes, and that we look at Policy 7061 to address some of the things that we were trying to achieve by combining Policy 1905 and Policy 7060. The committee discussed that they would revert back to the original 7060 Policy. The committee also discussed potentially removing the language “to avoid distinction between drills and actual disasters” on lines 15 and 16. The committee determined that Policy 7060: School Safety does not need to go to the full Board for review, since the language is reverting back to what is stated in the original, approved policy.

VI. PRESENTATION OF POLICIES FOR SECOND READING/REVIEW

A. Policy 2005: School Year, Calendar and Day

The committee reviewed Policy 2005 School Year, Calendar, and Day. The committee discussed the school holiday portion of the policy. The policy states “the schools in the District shall be closed on the following holidays: New Year’s Day; Memorial Day; Independence Day (2 days); Labor Day; Thanksgiving Day (2 days); Christmas Day; Martin Luther King Day; President’s Day; and State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process at the polling place. When these holidays fall on Saturday or Sunday, the preceding Friday or the succeeding Monday shall be a school holiday. The Board may establish other holidays. The committee also discussed the different days off employees receive based on their contracts. The committee determined that Policy 2005: School Year,

Calendar, and Day would be sent to the full Board for second reading and review.

B. Policy 3010: School Admissions

The committee reviewed Policy 3010: School Admissions and discussed what other Districts are considering regarding age and school admissions. The committee discussed the language on lines 9 through 19 which states “no pupil may be enrolled in the kindergarten or first grade whose 5th birthday does not occur on or before September 10 of the school year in which the child registers to enter school. A parent may request a waiver of the age requirement. All waivers are at the discretion of and subject to the approval of the Board. No pupil may be enrolled in the District if that pupil has reached his or her 19th birthday on or before September 10 of the school year in which the child registers to enter school. A waiver of the age limitation must be reviewed and approved by the Board in an executive session. The Trustees may also admit an individual who has graduated from high school but is not yet 19 years of age even though no special circumstances exist for waiver of the age provision or a student who is not yet 19 years of age and experienced educational disruption and was awarded a diploma as a result and seeks access to reasonable curriculum designed to advance postsecondary success.” The committee determined that Policy 3010: School Admissions needed more review and discussion at the next Policy Committee meeting, and would not be sent to the full Board for review.

VII. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 7061: Public Health Emergency

The committee reviewed Policy 7061: Public Health Emergency. Ms. Ridgway commented. This is a new Policy which defines what a public health emergency is. The policy states that a “public health emergency” (PHE) is an occurrence or imminent threat of an illness or health condition caused by epidemic or pandemic disease, or a novel and highly fatal infectious agent or biological toxin, whose scale, timing, or unpredictability threatens to overwhelm routine capabilities. A public health emergency poses a substantial risk of significant human fatalities or incidence of permanent or long-term disability. Such illness or health conditions also include, but are not limited to, illness or health conditions resulting from a local, state, national or global disaster. In the event of a declared public health emergency as determined by the Board of Trustees or a public health service, the Board authorizes the Superintendent to take appropriate action to protect the health and safety of all students, staff, and visitors to include but not limited to closure of school buildings, implementation of infection control measures, and other appropriate safety actions. The Superintendent will communicate with parents, citizens, and other stakeholders about the actions to be implemented per this policy. The committee determined that Policy 7061: Public Health Emergency would be sent to the full Board for a first reading.

B. Policy 3070: Administration of Medication

The committee reviewed Policy 3070: Administration of Medication and discussed the updated language in the Policy which now states on lines 16 through 19, “The Board will permit administration of medication to students in school. A school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana

law.” The language on lines 21 through 22 now states, “Parent must notify the school if their student will be self-medicating with emergency medication.” The committee also discussed language added regarding administration of glucagon. The committee determined that Policy 3070: Administration of Medication would go to the full Board for review.

VIII. SUPERINTENDENT OR BOARD COMMENTS

There were no additional comments.

IX. ADJOURNMENT

Committee Chair, Ms. Goldes, adjourned the meeting at 12:50 p.m.

1 **Helena School District**

2
3 **COVID-19 EMERGENCY POLICIES**

1900

4
5 *Introduction*

6
7 The Board of Trustees and its staff are operating under unusual, even unprecedented
8 circumstances by virtue of the declaration of a statewide emergency by the Governor and the
9 executive orders related to school closure to address concerns from the COVID-19 virus and/or
10 the Board of Trustees declaration of an unforeseen emergency (community disaster). In light of
11 the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary
12 policies related to emergency school closures, the ongoing provision of educational services to
13 students, meetings of the Board, gatherings on school property, health and safety of students,
14 staff and community members, human resource matters and budgetary matters. To ensure clarity
15 and transparency, the Board has organized all emergency school closure policies into a
16 temporary chapter. The Board has also included this introductory section as a heading for each
17 policy to ensure understanding of the purpose and duration of each policy adopted pursuant to
18 this chapter.

19
20 *Purpose(s) of Policies*

- 21
22 1. Ensuring that locally elected trustees charged with the supervision and control of their
23 local public schools, in collaboration with their staff leadership teams, make decisions
24 that are in the best interests of students, staff and the community served.
25 2. Ensuring measures to protect the health and safety of students, staff and community
26 members.
27 3. Addressing issues related to student instruction and family engagement.
28 4. Addressing barriers to learning presented by distance.
29 5. Improvement of instruction in on-site, offsite, and/or online setting.
30 6. Ensuring continuity of employment of school district staff and/or continuity of services
31 provided by contract transportation and food service providers.
32 7. Ensuring accountability to families with children.

33
34 *Term of COVID-19 Emergency Measures Policies*

35
36
37 School District Policies Numbered 1900-1999 are intended to govern during any emergency
38 related to COVID-19 declared by the President, Congress, Montana Legislature, Governor,
39 Montana Department of Public Health and Human Services, county health department or the
40 Board of Trustees. The terms of the Policies Numbered 1900-1999 shall run until terminated by
41 a vote of the Board of Trustees.

42
43 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and
44 accompanying Directives
45 Section 20-9-801-806, MCA – Emergency School Closure
46 Section 50-1-202-204, MCA – Public Health Laws
47 Section 10-3-104, MCA – General Authority of Governor
48 Article X, section 8 – Montana Constitution

Cross Reference: 1010 Powers and Duties of the Board of Trustees
1065 Board Meetings
1070 School Board Meeting Procedure
1080 School Board Policy
8150 School Closure

Policy History:

Adopted on: 3.27.2020
Revised on: 4.28.2020, 5.12.2020
Terminated on:

1 **Helena School District**

2
3 COVID-19 EMERGENCY POLICIES

1901

4
5 Emergency Policy and Procedures

6
7 *Applicability of Emergency Policy Series*

8
9 During a state of emergency declared by the Board of Trustees or other local, state, or
10 federal agency, official, or legislative body, the provisions in the emergency policies
11 adopted by the Board of Trustees as codified at 1900-1999 in the District Policy Manual
12 will govern in the event of any conflict or inconsistency between an emergency policy
13 and other provision in the District Policy Manual. All other aspects of the District Policy
14 Manual not affected by the provisions in the emergency policy series continue to be in
15 effect.

16
17 *Legal References*

18
19 In the absence of a legal reference on an emergency policy adopted by the Board of
20 Trustees, the policy is specifically based on the Board of Trustees authority to supervise
21 and control the schools within the District in accordance with Article X, section 8 of the
22 Montana Constitution.

23
24 *Adoption and Amendment of Policies*

25
26 New or revised policies that are required or have required language changes based on
27 State or Federal law or directive, required by Administrative Rule, or are required due to
28 a declaration of emergency issued by the Board of Trustees or other state or federal
29 agency official or legislative body may be adopted after the first (1st) reading if notice has
30 been given through the Board agenda provided to the trustees and public. All new or
31 amended policies adopted as part of the emergency policy series shall become effective
32 immediately upon adoption; unless a specific effective date is stated in the motion for
33 adoption.

34
35 *Suspension of Policies*

36
37 Under circumstances that require a waiver of a policy, the policy may be suspended by a
38 majority vote of the trustees present. To suspend a policy, however, all trustees must
39 have received written notice of the meeting, which includes the proposal to suspend a
40 policy and an explanation of the purpose of such proposed suspension.

41
42 *Administrative Procedures*

43
44 The Superintendent shall develop such administrative procedures as are necessary to
45 ensure consistent implementation of policies adopted by the Board of Trustees.

Legal References: § 20-3-323, MCA District policy and record of acts
10.55.701, ARM Board of Trustees
Title 20, Chapter 9 Part 8, MCA

Cross Reference:

Policy History:

Adopted on: 3.27.2020

Revised on: 4.28.2020

Terminated on:

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 Academic Variance Alternative Grading
6

7 This policy is adopted as a temporary policy in accordance with the framework set by HSD Policy 1900 –
8 Temporary Pandemic Policies and is intended to govern District operations for the period affected by a
9 public health pandemic, when health and safety measures implemented by the District are in response to
10 directives given by federal, state, or local authorities.
11

12 Teachers will grade students as usual in accordance with established classroom or course practices during
13 the grading period in accordance with District Policy 2080, the school’s Student Handbook, and the
14 Helena Public Schools Employee Handbook.
15

16 In collaboration with school principals, the Superintendent and/or designee will develop administrative
17 procedures to implement the provisions of the above-noted grading variance options. The administrative
18 procedures will further define processes for determining proficiency as well as the protocol for awarding
19 an associated credit.
20

21 *Academic Variance and Promotion/Graduation*
22

23 Students earning a grade or demonstrating proficiency for grading periods affected by a public health
24 pandemic, as declared by the Board through the Declaration of an Emergency, will be granted credit for
25 any/all corresponding classes. For high school level classes, the corresponding credit will count towards
26 promotion or graduation requirements and extra-curricular eligibility as informed by HSD Policy 3067.
27

28 It is expected that all students will strive to meet the current Helena Public Schools graduation
29 requirements as informed by Policy 2085. However, given the unique circumstances and varied school
30 phases utilized in association with a public health pandemic, high school principals may grant an
31 academic variance to the current HPS graduation requirements for any student disproportionately
32 impacted by the pandemic. The variance may include, but is not limited to, substitution of a graduation
33 requirement, granting of credit through demonstration of proficiency, and/or allowing students to
34 participate in the commencement ceremony upon the finalization of their concurrent, summer enrollment.
35

36 No variance will be made for the requirements of the State of Montana graduation standards as defined in
37 10.55. 905 ARM. Students covered by a 504 or Individual Education Plan (IEP) may meet graduation
38 requirements as stipulated by the provisions of their plan. The Superintendent and/or designee will
39 develop procedures to implement the graduation variance.
40

41 Legal References:

- | | | |
|----|-------------------------------------|---|
| 42 | - Section 20-1-301, MCA | School Fiscal Year |
| 43 | - Section 20-3-325, MCA | Powers and Duties |
| 44 | - Section 20-7-1601, MCA | Transformational Learning |
| 45 | - Section 20-9-311(4)(a)(b)(d), MCA | Calculation of Average Number Belonging |
| 46 | - 10.55.906, ARM | High School Credit |

47
48 Cross Reference:

- | | | |
|----|---------------|---|
| 49 | - Policy 1900 | COVID-19 Emergency Policies |
| 50 | - Policy 2080 | Student Instruction: Grading, Progress Reports, and Instruction |
| 51 | - Policy 2085 | Student Instruction: Graduation Requirements |
| 52 | - Policy 3067 | Students: Academic Eligibility for Activities Policy |

53	<u>Policy History:</u>	
54	Adopted:	3.9.2021
55	Revised:	
56	Reviewed	

2
3 THE BOARD OF TRUSTEES

4
5 Student, Staff, and Community Health and Safety Needs
6

7 This policy applies during the COVID-19 state of emergency declared by the Board of
8 Trustees or other local, state, or federal agency, official, or legislative body. This policy is
9 adopted, implemented, and enforced in accordance with the supervisory authority vested with
10 the Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution.
11 The Board of Trustees authorize the Superintendent to develop and implement procedures to
12 enforce this policy. This policy is intended to ensure the safe and healthy delivery of
13 educational services provided to students and a safe workplace for staff.
14

15 *Face Coverings as Personal Protective Equipment*
16

17 The District recommends all staff, volunteers, visitors, and school-aged students wear a face
18 covering while present in any school building, regardless of vaccination status.
19

20 Face covering means disposable or reusable masks that cover the nose and mouth. The District
21 will provide masks to students, volunteers, and staff, if needed. If a student or staff wears a
22 reusable mask, the District expects that the masks be washed on a regular basis to ensure
23 maximum protection.
24

25 The Board of Trustees authorizes the Superintendent to implement a requirement for face coverings
26 to be worn in any or all District schools and programs should conditions warrant. The
27 Superintendent will consult with St. Peter’s Health, Lewis and Clark Public Health and other local
28 health providers.
29

30 In the event it is determined face coverings are required, the Superintendent shall announce the
31 face covering requirement to students, parents, staff, and visitors no less than 48 hours in advance.
32 If the Superintendent determines masks are required, signs will be installed to inform students,
33 parents, staff, and visitors of mask requirements while present in the identified District buildings.
34

35 All points of entry to any school building or facility open to the public shall have a clearly
36 visible sign posted stating whether masks are required or recommended.
37

38 Allegations of harassment of any person wearing or not wearing a mask will be promptly
39 investigated in accordance with District policy.
40

41 *Symptoms of Illness*
42

43 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
44 of illness must not come to school or work. Students who have a fever or are exhibiting other
45 signs of illness must be isolated in a designated area until such time as parents or caregiver may
46 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
47 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures
48 in accordance with state and/or local health standards as applicable. Students may engage in
49 alternative delivery of education services during the period of illness or be permitted to make up

50 work.

51

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

57

58 *Physical Distancing*

59

60 To the extent possible students, staff, volunteers, and visitors will maintain a three-foot distance
61 between themselves and their colleagues and peers throughout the school day inside any school
62 building, on school provided transportation, and on school property before and after school.

63

64 Recess will continue as scheduled in accordance with recommended physical distancing
65 guidance.

66

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

70

71 *Cleaning and Disinfecting*

72

73 School district personnel will routinely both clean surfaces and objects in any school building
74 and on school property that are frequently touched. This process shall include cleaning
75 objects/surfaces not ordinarily cleaned daily.

76

77 *Student Arrival*

78

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

82

83 *Healthy Hand Hygiene Behavior*

84

85 All students, staff, and others present in the any school building will always engage in
86 appropriate hand hygiene.

87

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

91

92 *Transportation Services*

93

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

97

98 *Public Awareness*

99

100 The School District will communicate with parents, citizens, and other stakeholders about the

101 protocols established in this policy and the steps taken to implement the protocols through all
102 available and reasonable means.

103

104 *Confidentiality*

105

106 This policy in no way limits or adjusts the School District’s obligations to honor staff and
107 student privacy rights. All applicable district policies and handbook provisions governing
108 confidentiality of student and staff medical information remain in full effect.

109

110 *Transfer of Funds for Safety Purposes*

111

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

116

117 Legal Reference Governor’s Directive Implementing Executive Order 2-2021 – February 12, 2021
118 Correspondence clarifying Governor’s Directive – February 11, 2021
119 Article X, section 8 Montana Constitution
120 Section 20-3-324, MCAPowers and Duties
121 Section 20-9-806, MCASchool Closure by Declaration of Emergency
122 10.55.701(2)(d)(s) Board of Trustees
123 *State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801*

124

125 Cross References: 1900 Temporary COVID-19 Policy
126 1901 Emergency Policy and Procedures
127 School District Declaration of Emergency 8.11.2020

128

129

130 Policy History:

131 Adopted on: 3.9.2021
132 Revised on: 4.13.2021, 6.8.2021, 8.10.2021, 1.11.2022
133 Reviewed on:
134 Terminated on:

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 COVID-19 Emergency Measures

6 Student Instruction and Services

7 As outlined in District Policy 2005, and except for students determined by the School District to
8 be proficient using School District assessments, the adopted calendar has a minimum number of
9 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
10 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

11
12 The School District may satisfy the aggregate number of hours through any combination of
13 onsite, offsite, and online instruction. The District administration is directed to ensure that all
14 students are offered access to the complete range of educational programs and services for the
15 education program required by the accreditation standards adopted by the Montana Board of
16 Public Education.

17
18 For the purposes of calculating ANB (Average Number Belonging) and aggregate hours,
19 instruction may be synchronous and/or asynchronous. Asynchronous and synchronous learning
20 may include but is not limited to the following types of instruction; directed, distributive,
21 collaborative and/or experiential learning. The learning is directed or coordinated by the teacher
22 of record for a given course and is done purposefully to facilitate the learning and mastery of
23 defined essential standards for specific courses or classes. Calculation of ANB and “aggregate
24 hours of instruction” within the meaning of that term in Montana law, the term “instruction”
25 shall be construed as being synonymous with and in support of the broader goals of “learning”
26 and full development of educational potential as set forth in Article X, section 1 of the Montana
27 Constitution.

28
29 Staff shall calculate the number of hours students have received instruction as defined in this
30 policy through a combined calculation of services received onsite at the school or services
31 provided or accessed at offsite or online instructional settings including, but not limited to, any
32 combination of physical instructional packets, virtual or electronic based course meetings and
33 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
34 undertaken by the staff and students that can be given for grade or credit. Staff shall report
35 completed hours of instruction as defined in this policy to the supervising teacher, building
36 principal, or district administrator for final calculation.

37
38 *Offsite and Online Instructional Setting*

39
40 The Board of Trustees authorizes offsite and online instruction of students in a manner that
41 satisfies the aggregate number of instructional hours outlined in the School District’s adopted or
42 revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall
43 include a complete range of educational services offered by the School District and shall comply
44 with the requirements of applicable statutes. Students completing course work through an offsite
45 or online instructional setting shall be treated in and have their hours of instruction calculated in
46 the same manner as students attending an onsite institutional setting.

47
48
49
50
51 Students receiving offsite delivery of education services may be eligible for assistance with
52 accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.
53

54 *Special Education and Accommodation of Disabilities or Diagnoses*
55

56 Students shall receive services in accordance with the applicable Individualized Education Plan
57 or Section 504 Plan based on methods and locations agreed upon and documented by the
58 applicable team to meet the student's needs and goals. The supervising teacher or building
59 administrator shall coordinate with parents and the special education staff or cooperative to
60 ensure all applicable statutes are followed in accordance with U.S. Department of Education
61 guidelines.
62

63 *Student Attendance*
64

65 The Board of Trustees authorizes the supervising teacher, building principal or district
66 administration to set an attendance policy for students that takes into account the location of
67 instructional services, the applicability of proficiency-based instruction, the student's gradelevel,
68 and the health and safety of the student and their household. Students are expected to complete
69 assigned work. If a student is not present for the instructional day, the student shall be permitted
70 to complete all work assigned by the teacher if not present for instruction within a reasonable
71 period of time determined by the teacher. Students shall not lose credit or incur a grade
72 reduction for reasons related to attendance without good reason as determined by the Board of
73 Trustees.
74

75 *Student Safety and Counseling*
76

77 Students shall have access to regular school counseling services whether their instruction is
78 provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student
79 distress or concern to their supervisor for review and referral. Students receiving instruction in
80 an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.
81

82 *Homeless Students and Students in Foster Care*
83

84 This policy in no way limits or adjusts the School Districts obligations to homeless students or
85 students in foster care. Applicable District policies serving these students or this population of
86 students remain in full effect.
87

88 *Student Discipline*
89

90 This policy in no way limits or adjusts the School District's expectations for student conduct.
91 All applicable district policies and handbook provisions governing student conduct remain in full
92 effect.

93		
94		
95		
96		
97	Legal Reference:	Section 20-1-101, MCA – Definitions
98		Section 20-1-301, MCA – School Fiscal Year
99		Section 20-9-311, MCA – Calculation of Average Number Belonging
100		Section 20-7-118, MCA - Offsite Provision of Educational Services
101		Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
102		ARM 10.55.906(4)) – High School Credit
103		
104	Cross Reference:	Policy 2100 – School Calendar
105		Policy 2140 – Guidance and Counseling
106		Policy 2161 – Special Education
107		Policy 2168 – Distance Learning
108		Policy 2410 – Graduation
109		Policy 2420 – Grading and Progress Reports
110		Policy 2421 – Promotion and Retention
111		Policy 2150 – Suicide Training and Awareness
112		Policy 3125 – Homeless Students
113		Policy 3122 - Attendance Policy
114		Policy 3310 - Student Discipline
115		
116	<u>Policy History:</u>	
117	Adopted on:	4.28.2020
118	Reviewed on:	
119	Revised on:	5.12.2020
120	Terminated on:	

2 SCHOOL DISTRICT ORGANIZATION

3 COVID-19 EMERGENCY POLICIES

4 School District Declaration of Emergency

5
6
7
8
9 The Board of Trustees is authorized to declare that a state of emergency exists within the
10 community. A declaration issued by the Board of Trustees is distinct from any
11 declaration in effect or previously issued by local, state or federal authorities. An
12 emergency declaration issued by the Board of Trustees authorizes the School District to
13 take extraordinary measures to protect students and staff while delivering education
14 services in a manner authorized by law. The method and location of instruction and
15 related education service shall be implemented in a manner that serves the needs of
16 students, their families, and staff and preserves the School District’s full entitlement of
17 funding.

18	Legal Reference:	Section 20-9-801 – 802, MCA	Emergency School Closure
19		Section 20-9-806, MCA	School Closure by
20			Declaration of Emergency
21		Section 20-9-805, MCA	Rate of Reduction in Annual
22			Apportionment Entitlement
23			

24 Cross Reference:

25 Policy History:

26 Adopted on: 4.28.2020

27 Reviewed on:

28 Revised on:

29 Terminated:

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:

3
4 **STUDENTS**

5
6 **Administration of Medication**

7
8 *Administration of Prescription Medication*

9
10 Students should not take medication during school hours or during school-related activities unless it
11 is necessary for a student's health and well-being. When a student's licensed health care provider
12 and parents believe that it is necessary for the student to take a medication during school hours, the
13 health care provider and parent must request that the school dispense the medication to the student
14 and otherwise follow the District's procedures on dispensing medication.

15
16 The Board will permit administration of medication to students in schools. ~~An authorized individual
17 may administer medication to any student in the school or may delegate this task pursuant to
18 Montana law.~~ A school nurse may administer medication to any student in the school or may
19 delegate this task pursuant to Montana law.

20
21 ~~Students may self-administer medication as allowed by law.~~ Parents must notify the school if their
22 student will be self-medicating with emergency medication.

23
24
25 *Emergency Administration of Medication*

26
27 A school nurse or designee may administer emergency medication to any student in need thereof
28 on school grounds, in a school building, or at a school function, according to a standing order of
29 a primary medical advisor or a student's licensed health care provider.

30
31 In the absence of a school nurse, an administrator or designated staff member exempt from the
32 nurse license requirement under § 37-8-103(1) (c), MCA, who has completed training in
33 administration of medication, may give emergency medication to students.

34
35 The District will maintain in each school a limited supply of auto-injectable epinephrine
36 prescribed by a licensed health care provider and filled by a licensed pharmacy. In addition
37 antihistamines will be maintained. Both items will be housed in each school at all times. A
38 school nurse or other authorized personnel will administer emergency medication to any student
39 or nonstudent as needed. The District shall develop the protocol and provide training as required
40 by law.

41
42 In the case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may
43 administer emergency oral or injectable medication to any student in need thereof on school
44 grounds, in a school building, or at a school function.

45
46 A building administrator, school nurse, or designee will document the administration of any
47 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 delegation.

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

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			