



Superintendent
Rex Weltz
324-2000

Business Manager
Janelle Mickelson
324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING**
Lincoln Center - 1325 Poplar Street
October 4, 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 SEPTEMBER 6, 2022, BOARD POLICY MEETING MINUTES

V. PRESENTATION OF POLICIES FOR SECOND READING:

- A. 3070 Administration of Medication Policy
- B. 2015 Curriculum Development, Content and Assessment Policy
- C. 2135 K-12 Online Learning Policy
- D. 3010 School Admissions
- E. 3055 Student Due Process Rights Policy

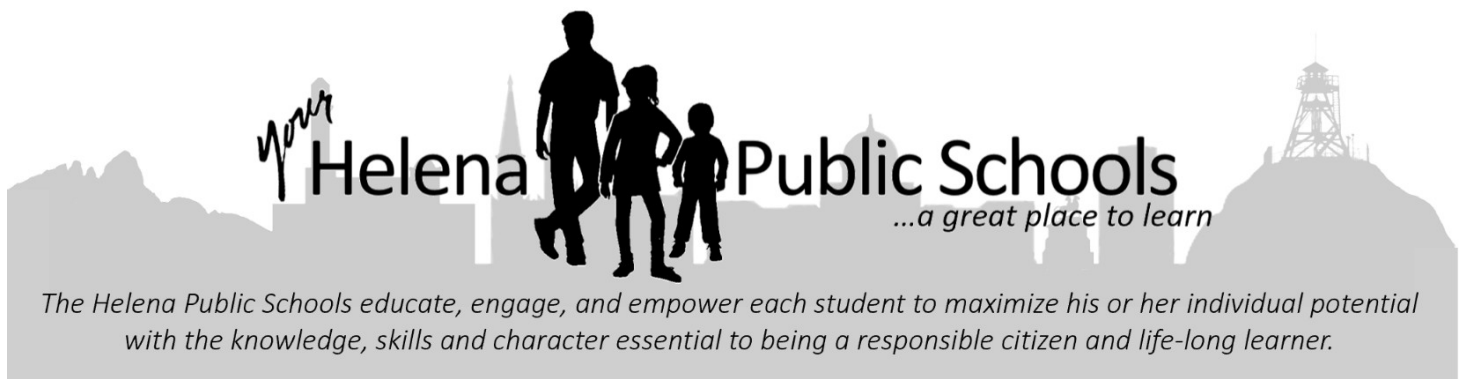
VI. PRESENTATION OF POLICIES FOR REVIEW:

- A. 1015 Goals, Mission and Vision
- B. 4000 Public Relations
- C. 4030 Cooperative Programs with Other Districts and Public Agencies
- D. 5030 Abused and Neglected Child Reporting
- E. 5035 Staff Ethics
- F. 5040 Personnel Records

VII. SUPERINTENDENT OR BOARD COMMENTS

VIII. ADJOURNMENT

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



Board of Trustees
Policy Committee Meeting
Tuesday, September 6th, 2022-12:00 p.m.
Lincoln Center
1325 Poplar St., Helena, MT 59601
And via
TEAMS

MINUTES

Attendees

Committee: Others:

Luke Muszkiewicz, Committee Chair
Janet Armstrong, Committee Member
Jennifer Walsh, Committee Member

Rex Weltz, Superintendent
Joslyn Davidson, Curriculum Administrator
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
Gary Myers, Education Technology Director
Josh McKay, Assistant Superintendent
Jannelle Mickelson, Business Manager
Shannon McNamee, Nurse
Brett Zanto, CHS Principal
Steve Thennis, HHS Principal

I. CALL TO ORDER

The meeting was called to order at 12:05 p.m. by Committee Chair, Luke Muszkiewicz.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no public comment.

IV. REVIEW OF THE 05.03.2022 POLICY COMMITTEE MINUTES

The committee reviewed and approved the minutes from the 05.03.2022 Policy Committee meeting.

V. PRESENTATION OF POLICIES FOR FOURTH READING

A. Policy 3010: School Admissions

The committee reviewed and discussed Policy 3010: School Admissions. The committee discussed lines 15 through 19 which states that: *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 next reviewed changes reflected on lines 58 through 63 which address relocated military families and their children. The committee determined that Policy 3010: School Admissions would go to the full board for review.

VI. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 3070: Administration of Medication Policy

The committee reviewed and discussed Policy 3070: Administration of Medication Policy. This policy is being modified to include the administration of naloxone. The policy states: *The District will obtain naloxone through the Montana Department of Health and Human Services to be housed securely in both high schools, both middle schools and the alternative high school. The District shall develop protocols for administering naloxone and will provide training as required by law.* Shannon McNamee, Helena School District nurse, discussed Montana death statistics for students aged 12 to 17 from misuse of prescription drugs. Naloxone can save a life, and the most important thing about naloxone is you are not going to injure a person if it is in fact not an overdose. The committee also discussed the new citation § 20-5-426, MCA *Emergency use of opioid antagonist in school setting – limit on liability*. The committee determined that Policy 3070: Administration of Medication Policy

will go to the full board for review.

B. Policy 2015: Curriculum Development, Content and Assessment Policy

The committee reviewed and discussed Policy 2015: Curriculum Development, Content and Assessment Policy. This is an existing policy with additions on lines 34 through 37 which states: *The District will provide gifted and talented coursework. The District will provide structured support and assistance to teachers in identifying and meeting the diverse student needs of gifted and talented students and a framework for considering a full range of alternatives for addressing student needs.* The committee determined that Policy 2015: Curriculum Development, Content and Assessment Policy would go to the full board for review.

C. Policy 3055: Student Due Process Rights Policy

The committee reviewed and discussed Policy 3055: Student Due Process Rights Policy. The committee discussed changes reflected on lines 61 through 66 which states: *Before expelling a student for bringing a gun to school, the trustees will hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly brought a firearm to school or possessed a firearm at school.* The committee determined that Policy 3055: Student Due Process Rights Policy would come back to the policy committee for further discussion.

D. Policy 2135: K-12 Online Learning Policy

The committee reviewed and discussed Policy 2135: K-12 Online Learning Policy. The new language on lines 12 through 14 states: *The District may charge students a reasonable fee for an online course, or an activity not required for graduation. The Board authorizes the Superintendent to waive the fee in cases of financial hardship. Any courses the District does not pay for will not be included in the ANB calculation.* The committee determined that Policy 2135: K-12 Online Learning Policy would be sent to the full board for review.

VII. DISCUSSION: ALTERNATIVE COURSE ENROLLMENT

The committee moved on to discuss alternative course enrollment. The committee discussed the issue of full-time students taking required courses from alternative providers (e.g., homeschool, online, etc.). Requests have been made to have courses taken from alternative providers count toward graduation even if the course is offered by HPS. General consensus was that students who are enrolled fulltime must take Helena School District courses and alternative courses of their choosing will only count towards graduation if a request is pre-approved by the principal and the course is not offered by HPS. The committee determined that the topic of alternative course enrollment would require further discussion by the committee.

VIII. SUPERINTENDENT OR BOARD COMMENTS

There were no additional comments.

IX. ADJOURNMENT

Committee Chair, Luke Muszkiewicz, adjourned the meeting at 1:15 p.m.

STUDENTS**Administration of 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. A school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana 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.

The District will obtain naloxone through the Montana Department of Health and Human Services to be housed securely in both high schools, both middle schools and the alternative high school. The District shall develop protocols for administering naloxone and will 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.

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

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

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

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

Administration of Glucagon

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

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

Storage and Disposal of Medication

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

Legal References:	§ 20-5-412, MCA	Administration of Glucagon
	§ 20-5-413, MCA	Limits on Liability
	§ 20-5-420, MCA	Self-administration of asthma medication
	§ 20-5-421, MCA	Emergency Use of Epinephrine in School Setting
	<u>§20-5-426, MCA</u>	<u>Emergency use of opioid antagonist in school setting -- limit on liability</u>
	§ 27-1-714, MCA	Limits on Liability for Emergency Care Rendered at Scene of Accident or Emergency
	§ 37-8-103, MCA	Exemptions ~ Limitations on Authority Conferred

101	§40-6-502, MCA	Caretaker Relative Medical Authorization
102		Affidavit ~ Use ~ Immunity ~ Format
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		
115		
116	<u>Policy History:</u>	
117	Adopted on:	9.9.2014
118	Revised on:	5.12.2015, 5.10.2022

STUDENT INSTRUCTION**Curriculum Development, Content and Assessment Policy**

The Superintendent shall recommend a comprehensive curriculum that is designed to accomplish the learning objectives and goals for excellence contained in the District's educational philosophy, mission statement, objectives and goals. The Board must approve all changes to the curriculum. New course proposals, changes in existing course names, and suspension or elimination of courses will be approved by the Superintendent.

Written sequential curricula that aligns with the appropriate content standards, grade-level progressions, and the District's educational goals shall be developed for each program area. A curriculum review cycle and time lines for curriculum development and evaluations shall be established by the Superintendent.

The District shall assess student progress toward achieving content standards and content-specific grade-level learning progressions including: content and data; accomplishment of appropriate skills; development of critical thinking and reasoning; and attitude.

The District will use assessment results to improve the educational program, and use effective and appropriate tools for assessing such progress. This may include, but is not limited to: standardized tests; criterion-referenced tests; teacher-made tests; ongoing classroom evaluation; actual communication assessments such as writing, speaking, and listening assessments; samples of student work and/or narrative reports passed from grade to grade; samples of students' creative and/or performance work; and surveys of carry-over skills to other program areas and outside of school.

The District may receive and/or provide distance, online and technology-delivered learning programs, as provided in Montana law. Distance, online and technology-delivered learning programs and/or courses shall meet the learner expectations adopted in the District and shall be aligned with state content standards and content-specific grade-level learning progressions. The Superintendent is directed to develop procedures regarding the District's distance, online and technology-delivered learning.

The District will provide gifted and talented coursework. The District will provide structured support and assistance to teachers in identifying and meeting the diverse student needs of gifted and talented students and a framework for considering a full range of alternatives for addressing students needs.

The building principal shall be responsible for the supervision and implementation of the adopted curriculum. The teaching staff has a significant responsibility in the development of curricula and the primary responsibility for the implementation of curricula.

Legal References:	§ 20-7-602	MCA Textbook Selection and Adoption
	10.55.603	ARM Curriculum development and assessment
	10.55.701	ARM Board of Trustees
	§ 20-7-902	MCA School district programs to identify and serve the
		gifted and talented child (Revised by Senate Bill 109)

48	Cross References:	
49		
50	Policy History:	
51	Adopted on:	2/28/2012
52	Revised on:	2/13/2018

Helena Public Schools

INSTRUCTION

2135

K-12 Online Learning Policy

The Helena Public Schools Board of Trustees recognizes, and values quality instruction provided to students on campus by Montana licensed educators. Helena Public Schools campus-based education, serves as the primary and preferred source of instruction for most Helena students.

The Board further recognizes that for some students, online learning is an appropriate supplemental or alternative means to provide quality educational services.

In order for a student to receive credit online learning courses must be taught by Montana licensed and endorsed instructors and courses must be aligned with the Montana state content standards.

The District may charge students a reasonable fee for an online course or activity not required for graduation. The Board authorizes the Superintendent to waive the fee in cases of financial hardship. Any courses the District does not pay for will not be included in the ANB calculation.

Legal References:	§ 20-7-1201, MCA	Montana Digital Academy
	§ 20-7-1202, MCA	Funding – Rulemaking authority
	§ 20-9-213, MCA	Fees
	§ 20-9-311, MCA	Calculation of average number belonging (ANB) – three year averaging

Cross References:

Policy History:

Adopted On:	2.14.2006
Revised On:	11.11.2014

STUDENTS

School Admissions

Age

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 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.

Entrance – Identity and Immunization

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

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

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

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

46
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.
79

80

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

3.1.2022. Policy Committee – 1st Reading
4.5.2022 Policy Committee – 2nd Reading
5.3.2022. Policy Committee – 3rd Reading
9.6.2022. Policy Committee – 4th Reading
10.4.2022 Policy Committee – 5th Reading

9.13.2022 Full Board – 1st Reading

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			

3.1.2022. Policy Committee – 1st Reading
 4.5.2022 Policy Committee – 2nd Reading
 5.3.2022. Policy Committee – 3rd Reading
 9.6.2022. Policy Committee – 4th Reading
 10.4.2022 Policy Committee – 5th Reading

9.13.2022 Full Board – 1st Reading

2
3 STUDENTS

4
5 **Student Due Process Rights**

6
7 ***Out-of-School Suspension***

8
9 Before an out-of-school suspension, the student shall be provided oral or written notice of the
10 charges. If the student denies the charges, the student shall be given an explanation of the
11 evidence and an opportunity to present his or her version. Prior notice and a hearing as stated
12 above is not required and the student can be immediately suspended out-of-school when the
13 student's presence poses a continuing danger to persons or property or an ongoing threat of
14 disruption to the educational process. In such cases, the necessary notice and hearing shall
15 follow as soon as practicable.

16
17 Any out-of-school suspension shall be reported as soon as possible to the student's parents.
18 Additionally, a written notice of the suspension shall be sent and shall contain a statement of the
19 reasons for the out-of-school suspension and a notice to the parents of their right to review the
20 out-of-school suspension. Upon request of the parents, the Superintendent shall convene a
21 meeting to review the out-of-school suspension. At the meeting, the student's parents may
22 appear and discuss the out-of-school suspension with the Superintendent. The Superintendent
23 shall decide whether the out-of-school suspension is appropriate. The decision of the
24 Superintendent is final and may not be appealed to the Board.

25
26 The term of an out-of-school suspension may vary depending upon the circumstances. A student
27 may be suspended out-of-school for an initial term not to exceed ten (10) school days. Upon a
28 finding by an administrator, after an informal hearing with the student, that the immediate return
29 to school would be detrimental to the health, welfare, or safety of others, or would be disruptive
30 of the educational process, a student may be suspended out-of-school for an additional term not
31 to exceed ten (10) school days.

32
33 Students with rights under the Individuals with Disabilities Education Act or Section 504 of the
34 Rehabilitation Act may be suspended in the same manner as students without those rights,
35 although the District must follow all procedural requirements of those Acts when suspending
36 students with disabilities out-of-school.

37
38 ***Expulsion***

39
40 Expulsion is any removal of a student for more than twenty (20) school days without the
41 provision of educational services. Only the Board may expel a student from school. After the
42 administration has investigated the alleged misconduct, and made the decision to recommend an
43 expulsion of the student to the Board, the administration shall send a written notice to the student
44 and the parent of the following:

- the intent to recommend an expulsion;
- the specific charges against the student;
- what rule or regulation was broken;
- the nature of the evidence supporting the charges;
- the date, time and place where the hearing will be held;
- a copy of the procedure that will be followed by the Board;
- a reminder of the rights the student and parents have, including the right to counsel, the right to cross examine witnesses, and the right to present witnesses.

The Board meeting may be rescheduled by the parent by submitting a request showing good cause to the Superintendent at least 3 school days prior to the scheduled date of the hearing. The Superintendent shall determine if the request shows good cause.

Before expelling a student for bringing a gun to school, the trustees will hold a due process hearing that includes presentation of a summary of the information leading to the allegations and an opportunity for the student to respond to the allegations. The student may not be expelled unless the trustees find that the student knowingly brought a firearm to school or possessed a firearm at school. When a student subject to a hearing is found to have not violated this section, the student's school record must be expunged of the incident.

Students with rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may be expelled under certain circumstances, and the District must follow all procedural requirements of those Acts, including holding a manifestation determination meeting, prior to moving forward with an expulsion.

Legal References:	§ 20-4-302, MCA	Discipline and punishment of pupils
	§ 20-4-402, MCA	Duties of district superintendent
	§ 20-5-201, MCA	Duties of pupils – sanctions
	§ 20-5-202, MCA	Suspension and expulsion <u>(Revised by Senate Bill</u>
	<u>283)</u>	
	20 USC 1415(k)	IDEA
	10.55.701, ARM	Board of Trustees
	<u>Senate Bill 283</u>	<u>Expulsion Policies and Firearms on School</u>
		<u>Grounds</u>
	<u>MCA 1-1-204</u>	<u>Terms denoting state of mind (Cited by Senate Bill</u>
		<u>283)</u>

Cross References:

Policy History:

Adopted on: 7.2009

9.6.2022 Board Policy Committee – 1st Reading
10.4.2022 Policy Committee – 2nd Reading

88 Revised on: 3.26.2013

2 **SCHOOL DISTRICT ORGANIZATION**

3 Goals, Mission and Vision

4 **Vision**

5 Helena Public Schools foster dynamic educational experiences that prepare all students for life.

6 **Mission Statement**

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

10 This mission will be supported through the wise use of resources to meet students' needs,
11 regardless of interests and talents. Students, families, educators and the community are
12 committed to sharing the responsibility for creating a student-centered educational community
13 that acknowledges learning as a life-long process.

14 **Guiding Principles**

- 15 • Each student enters school healthy and learns about and practices a healthy lifestyle.
- 16 • Each student learns in an intellectually challenging environment that is physically and
17 emotionally safe for students and adults.
- 18 • Each student is actively engaged in learning and is connected to the school and broader
19 community.
- 20 • Each student has access to personalized learning and to qualified, caring adults.
- 21 • Each graduate is prepared for success in college or further study and for employment in
22 a global environment.

23 **Board Goals**

24 **Curriculum / Learning** – Provide relevant, integrated and meaningful learning
25 experiences for students that will prepare them for life.

26 **Staff Support and Relationships** – Enhance the learning opportunities for students by
27 providing professional development for all employees and encouraging innovative
28 instructional practices.

29 **Environment** – All schools and work sites will be safe and foster positive and productive
30 environments for students and staff.

31 **Technology** – Implement technology in Helena Schools to enrich student learning and
32 deliver more efficient administrative services.

33 **Community Partnerships** – Encourage excellence in our schools by maintaining a positive
34 and productive relationship with parents, employers, community members and members of
35 the higher community.

36 **Fiscal Planning** – A budget development process is established so the allocation of
37 resources has the greatest positive impact on the performance of students and staff.
38
39
40

Legal Reference:

Cross Reference:

Policy History:

Adopted on: 8.8.2011

Reviewed on: 3.2.2021

Helena Public Schools

COMMUNITY RELATIONS

4000

Public Relations

The District will maintain an interchange of information with the public to enable the Board and staff to assess the needs of the schools and the community. The District will provide a means for members of the public to obtain information about District activities and to provide the public with a reasonable opportunity to participate in the decisions of the Board.

The Superintendent will establish and maintain a communication program within the school ~~system~~ district and with the public. This program will include, but not be limited to, providing for news releases at appropriate times, inviting/requesting media coverage of District programs and events, maintaining regular direct communications between schools and the citizens they serve, assisting staff and the Board in improving their skills and understanding in communicating with the public.

The Board will enhance the value of public awareness of and participation in education issues by participating in training and informational meetings in regards to the public's right to know and right of participation. The District may solicit community opinion through parent organizations, parent-teacher conferences, open houses, and other events or activities which may bring staff and citizens together.

To assist in the public's involvement, the District will solicit community opinion to ensure that the ideas, interests and concerns are considered in the decision-making processes. Community opinions may come from a variety of sources, including, but not limited to: (a) parent organizations, parent-teacher conferences, open houses; (b) advocacy, non-profit, parent or community-based organizations; (c) business, civic and non-governmental organizations; (d) other educational organizations, (e) any established school related communication committees, and (e) other events or activities which may bring the members of the Board or staff and the public together.

Legal Reference: Art. II, Sec. 8, Montana Constitution - Right of participation
 Art. II, Sec. 9, Montana Constitution - Right to know

Policy History: 6.10.2014

Adopted on:

Revised on:

Helena Public Schools

COMMUNITY RELATIONS

4030

Cooperative Programs with Other Districts and Public Agencies

Whenever it appears to the economic, administrative, and/or educational advantage of the District to participate in cooperative programs with other units of local government, the Superintendent will conduct an analysis of each cooperative proposal.

When formal cooperative agreements are developed, such agreements shall comply with requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement have legal authority to engage in the activities contemplated by the agreement.

The District may enter into interlocal agreements with a unit of the Montana University System, public community college, and/or tribal college, which would allow students enrolled in the 11th and 12th grades to attend and earn credit for classes not available in the District. Tuition and fees, if assessed, will be provided for in the interlocal agreement.

The District may enter into an interlocal agreement providing for the sharing of teachers, specialists, superintendents, or other professional persons licensed under Montana statute. If the District shares a teacher or specialist with another district(s), the District's share of such teacher's or specialist's compensation will be based on the total number of instructional hours expended by the teacher or the specialist in the District.

Legal Reference: § 7-11-101, et seq., MCA Interlocal Cooperation Act
 § 20-3-363 Multidistrict agreements
 § 20-7-451 through 456, MCA Authorization to create full service
 education cooperatives
 § 20-7-801, et seq., MCA Public recreation

Policy History:

Adopted on: 11.11.2014

Revised on:

Reviewed on"

Abused and Neglected Child Reporting

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

Legal References:	§ 41-3-201, MCA	Reports
	§ 41-3-202, MCA	Action on reporting
	§ 41-3-203, MCA	Immunity from liability
	§ 41-3-205, MCA	Confidentiality – disclosure exceptions
	§ 41-3-207, MCA	Penalty for failure to report

Policy History:

Reviewed on:

PERSONNEL

Staff Ethics and Political Activity

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. Employees should not dispense or utilize any confidential and /or private information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, must disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees must maintain confidentiality with respect to information pertaining to student records, employee records or confidential communications from staff. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The District may discipline, up to and including termination, any employee who discloses confidential and/or private information learned during the course of the employee's duties. Discretion should be used even within the school system's own network of communication.

Political Activity

The Board recognizes its employees' rights of citizenship, including, but not limited to, engaging in political activities. A District employee may seek an elective office, provided the employee does not campaign on school property during working hours, and provided all other legal requirements are met. An employee elected to office is entitled to take a leave of absence without pay.

Employees may not, in or on District property, attempt to coerce, command, or require another to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue. Employees may not solicit support for or in opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue, while on the job or in or on District property. Employees may not use the District's electronic communication system for political activity, except as permitted by law.

Legal References:	5 USC 7321, et seq.	Hatch Act
	§ 2-18-620, MCA	Mandatory leave of absence for employees holding public office - return requirements
	§ 20-1-201, MCA	School officers not to act as agents
	§ 13-35-266, MCA	Unlawful acts of employers and employees
	§ 41-3-205, MCA	Confidentiality – disclosure exceptions

Cross References:

Policy History:

Adopted on: 8.13.2013

Revised on:

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3 **PERSONNEL**

4
5 Personnel Records

6
7 The District maintains a complete personnel record for every current and former employee.
8 The employees' personnel records will be maintained in the District's administrative office,
9 under the direct supervision of the Personnel Office. Employees and their designees will be
10 given access to their personnel records, in accordance with guidelines developed by the
11 Superintendent. In addition to the Personnel Office or other designees, counsel retained by
12 the Board will also have access to a cumulative personnel file. Personnel files shall be
13 maintained for minimum 10 years after the employee's separation from employment.
14

15 No material derogatory to an employee's conduct, service, character, or personality shall be
16 placed in the file, unless the employee has had the opportunity to read the material. The
17 employee shall be entitled to respond to the material and to have that response placed in the
18 file, if requested in a reasonable period of time, not to exceed 60 days.
19

20 The District shall release information regarding the professional qualifications and degrees of
21 teachers and the qualifications of paraprofessionals to parents upon request, for any teacher
22 or paraprofessional who is employed by a school receiving Title I funds, and who provides
23 instruction to their child at that school.
24

25 The Superintendent shall develop procedures regarding the content, maintenance and
26 access to personnel records maintained by the District.
27

28 Legal References:	20 USC 6301	No Child Left Behind Act
	29 USC 201, et seq	Fair Labor Standards Act
	§ 2-6-101, et al MCA	Public Records Generally
	§ 20-1-212, MCA	Destruction of Records by School
		Officer
	24.9.805, ARM	Employment Records

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36 Cross References:

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38 Policy History:

39 Adopted on: 10.8.2013

40 Revised on:

41 Reviewed on: