



**Superintendent**  
Rex Weltz  
406-324-2000

**Business Manager**  
Janelle Mickelson  
406-324-2007

**BOARD OF TRUSTEES  
POLICY COMMITTEE MEETING  
Lincoln Center - 1325 Poplar Street  
March 5, 2024  
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 FEBRUARY 6, 2024, BOARD POLICY MEETING MINUTES**

**V. PRESENTATION OF POLICIES FOR SECOND READING**

- A. 3050 Student Discipline
- B. 3080 Maintenance of Student Records
- C. 8225 Tobacco and Marijuana Free Schools

**VI. PRESENTATION OF POLICIES FOR FOURTH READING**

- A. 4040 School, Student, Parent, Family and Community Engagement in Education

**VII. PRESENTATION OF POLICIES FOR FIRST REVIEW:**

- A. 2040 Special Education and Accommodations
- B. 2050 Section 504 of the Rehabilitation Act of 1973 (“Section 504”)
- C. 2055 Limited English Proficient Students
- D. 2075 Field Trips
- E. 2080 Grading, Progress Reports and Promotion
- F. 2090 Credit Transfer Assessment for Placement
- G. 2105 Freedom to Teach, to Learn and to Express Ideas
- H. 2110 Copyright
- I. 2115 Community and Adult Education
- J. 2130 Response to Instruction (RTI)

**VIII. SUPERINTENDENT OR BOARD COMMENTS**

**IX. ADJOURNMENT**

**NEXT MEETING:**

**April 2, 2024**

**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, February 6<sup>th</sup>, 2024

12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

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## MINUTES

### *Attendees*

#### *Committee:*

Janet Armstrong, Committee Chair  
Linda Cleatus, Committee Member  
Jennifer Walsh, Committee Member  
Jeff Hindoien, Committee Member

#### *Others:*

Rex Weltz, Superintendent  
Barb Ridgway, Chief of Staff  
Gary Myers, Director of Technology  
Bea Kaleva, District Legal Counsel  
Josh McKay, Assistant Superintendent  
Candice Delvaux, Executive Assistant  
Todd Verrill, Facilities Director  
Jane Shawn, HEA President  
Keri Mizell, Human Resources Director  
Karen Ogden, Communications Officer  
Kaitlyn Hess, Assessment & Federal Programs  
Sean Maharg, Student Services Director  
Tim McMahon, Activities Director  
Hanna Warhank, Guest of the Public

**I. CALL TO ORDER**

The meeting was called to order at 12:05 p.m. by the Committee Chair, Janet Armstrong.

**II. REVIEW OF AGENDA**

No changes were requested to the agenda.

**III. GENERAL PUBLIC COMMENT**

There was no general public comment.

**IV. REVIEW OF THE 01.02.2024 POLICY COMMITTEE MINUTES**

The committee reviewed and approved the 01.02.2024 Policy Committee meeting minutes.

**V. PRESENTATION OF POLICIES FOR FIRST READING**

A. Policy 3050: Student Discipline

The committee reviewed and discussed Policy 3050: Student Discipline. This policy has been revised to reflect House Bill 128 which prohibits the use of marijuana products (as well as tobacco products) on district/school property. "Marijuana products" are defined as those products which include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping. It also reflects the self-defense/defense of others exception to the use of physical force by a student adopted under House Bill 450. The legal references were also updated to reflect House Bill 361. The Policy Committee determined that Policy 3050: Student Discipline would go before the full Board of Trustees for information.

B. Policy 3080: Maintenance of Student Records

The committee reviewed and discussed Policy 3080: Maintenance of Student Records. This is an existing policy and legal references were updated to reflect a parent's right to access and review student records under House Bill 676 as well as a reference to MCA 52-2-211 (which was revised by Senate Bill 213) that allows for a county interdisciplinary team/school safety team to access student records. The Policy Committee determined that Policy 3080: Maintenance of Student Records would go before the full Board of Trustees for information.

C. Policy 3305: Use of Restraint or Seclusion

The committee reviewed and discussed Policy 3305: Use of Restraint or Seclusion. This is a new and recommended policy that reflects the changes in the law from HB 676 and SB 518. The policy now includes methods for parental consent for health intervention or screening. Ms. Kaleva, District Legal Counsel, recommended that rather than having this as a policy, it would be better suited as a procedure, as this is heavily regulated by federal law and is not

really a Board of Trustees issue. The Policy Committee was in agreement that Policy 3305: Use of Restraint or Seclusion would be changed from a policy to a procedure.

## VI. PRESENTATION OF POLICIES FOR SECOND READING

### A. Policy 3010: School Admissions: Entrance, Placement and Transfer

The committee reviewed and discussed Policy 3010: School Admissions: Entrance, Placement and Transfer. This policy has been before the full Board of Trustees for a first reading with no recommended changes. The Policy Committee had no recommended changes and determined that Policy 3010: School Admissions: Entrance, Placement and Transfer would go before the full Board of Trustees for action.

### B. Policy 5000: Equal Employment Opportunity and Nondiscrimination

The committee reviewed and discussed Policy 5000: Equal Employment Opportunity and Nondiscrimination. This policy has been before the full Board of Trustees for a first reading with no recommended changes. Trustee Linda Cleatus suggested that the word *handicap* on line 14 be changed to state *disability*, and the committee agreed with the recommended change. The Policy Committee determined Policy 5000: Equal Employment Opportunity and Nondiscrimination would go before the full Board of Trustees for action.

### C. Policy 5040: Personnel Records

The committee reviewed and discussed Policy 5040: Personnel Records. This policy has been before the full Board of Trustees for a first reading with no recommended changes. The Policy Committee determined that Policy 5040: Personnel Records would go before the full Board of Trustees for action.

### D. Policy 5065: Evaluation of Non-Administrative Staff

The committee reviewed and discussed Policy 5065: Evaluation of Non-Administrative Staff. This policy has been before the full Board of Trustees for a first reading with no recommended changes. The Policy Committee determined that Policy 5065: Evaluation of Non-Administrative Staff would go before the full Board of Trustees for action.

### E. Policy 6020: District Organization: Building Administrators & Districts Administrators

The committee reviewed and discussed Policy 6020: District Organization: Building Administrators & Districts Administrators. This policy has been before the full Board of Trustees for a first reading with no recommended changes. Trustee Jeff Hindoién suggested that in the title of the policy the word *Districts* be changed to state *District*, and the committee agreed with the recommended change. The Policy Committee determined that Policy 6020: District Organization: Building Administrators & District Administrators would go before the full Board of Trustees for action.

F. Policy 8225: Tobacco and Marijuana Free Schools

The committee reviewed and discussed Policy 8225: Tobacco and Marijuana Free Schools. This policy has been before the full Board of Trustees for a first reading with no recommended changes. The Policy Committee had a robust discussion about the difference between THC and CBD based products. After the discussion the committee determined that on line 16 the word *and* be removed and replaced with the word *based*. The committee recommended that the sentence, *This includes all days when school is not in session and all events and other activities not associated with, or sponsored by the school*, on lines 30 through 32 be removed from the policy. The Policy Committee determined that Policy 8225: Tobacco and Marijuana Free Schools would go before the full Board of Trustees for information.

**VII. PRESENTATION OF POLICIES FOR THIRD READING**

A. Policy 4040: School, Student, Parent, Family and Community Engagement in Education

The committee reviewed and discussed Policy 4040: School, Student, Parent, Family and Community Engagement in Education. Based on the conversation at the last Policy Committee meeting, several changes were made to this policy. The words *will continue to* were added to line 14. The words *the life of* were removed on line 15. The words *and other* and *to* were removed on line 23. On line 24 the words *students are treated equitably and* were removed and the word *they* was added. The word *their* was added to line 26, and the words *and together inform, influence, and create policies, practices, and programs* were removed on line 27. On line 49 the words *Implement strategies to* were removed and the words *The District will continue to* were added. On line 55 the words *District grievance procedure* were removed. On line 72 the words *enable* and *to participate* were removed and the words *Schools will continue to involve* were added. On lines 73 through 75 the words *through a variety of roles. For example, parents/family members should be given opportunities to provide input into District policies and volunteer time with the classrooms and school programs* were removed. On line 76 the words *School will continue* were added. On line 82 the words *If practical, provide information in a language understandable to parents* were added. Lastly, the words *Provide annual notification of* and *of the District* were removed on line 83. Trustee Janet Armstrong suggested on line 23 the words *own* as well as *and* be removed and to add the words *to* and *that*. The committee agreed with the recommended changes. The Policy Committee determined that Policy 4040: School, Student, Parent, Family and Community Engagement in Education would go before the full Board of Trustees for information.

**VIII. SUPERINTENDENT OR BOARD COMMENTS**

There were no further comments.

**IX. ADJOURNMENT**

Committee Chair, Janet Armstrong, adjourned the meeting at 12:33 p.m.

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3 **STUDENTS**

4  
5 Student Discipline

6  
7 Students are expected to conduct themselves within the bounds set by the Board and the  
8 administrative regulations set forth by the Superintendent. Consideration for the rights and well-  
9 being of others, cooperation with all members of the school community and respect for oneself and  
10 others are the basic principles guiding student behavior.

11  
12 The primary responsibility for student discipline within the school rests with the principal. The  
13 primary responsibility for the maintenance of discipline within the classroom lies with the individual  
14 classroom teacher. Corporal punishment shall not be used. Corporal punishment does not include  
15 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose  
16 of self-defense or defense of property.

17  
18 Disciplinary action may be taken against any student in violation of the Student Code of Conduct.  
19 Disciplinary action may range from conferring with a teacher to expulsion from school. Continued  
20 infractions will have a cumulative effect in terms of disciplinary action.

21  
22 These grounds stated below for disciplinary action apply whenever a student’s conduct is reasonably  
23 related to school or school activities, including, but not limited to the circumstances set forth below:

- 24 · On, or within sight of, school grounds before, during, or after school hours or at any other
- 25 time when school is being used by a school group;
- 26 · Off school grounds at a school-sponsored activity or event or any activity or event that
- 27 bears a reasonable relationship to school;
- 28 · Travel to and from school or a school activity, function, or event;
- 29 · Anywhere if conduct may reasonably be considered to be a threat or an attempted
- 30 intimidation of a staff member, an interference with school purposes or an educational
- 31 function, a threat to the safety and welfare of the student population, or conduct that
- 32 detrimentally effects the climate or efficient operations of the school.

33  
34 A student is in violation of the Student Code of Conduct if the student engages in any inappropriate  
35 behavior, including but not limited to:

- 36
- 37 • Using, possessing, distributing, purchasing, or selling tobacco products, vapor products,
- 38 or alternative nicotine products (tobacco includes, but is not limited to, cigarettes, cigars,
- 39 snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation),
- 40 or marijuana products (marijuana products include but are not limited to edible products,
- 41 ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana
- 42 intended for use by smoking or vaping and THC based CBD products);
- 43 • Using, possessing, distributing, purchasing, or selling alcoholic beverages including
- 44 powdered alcohol or any other alcohol innovation.
- 45 • Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs,
- 46 controlled substances, or any substance which is represented to be or looks like a narcotic

47 drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, medical marijuana,  
48 alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such  
49 substances that contain chemicals which produce the same effect of illegal substances  
50 including but not limited to Spice and K2. Students who may be under the influence of  
51 such substances will not be permitted to attend school functions and will be treated as  
52 though they had drugs in their possession.

- 53 • Using, possessing, controlling, or transferring a weapon in violation of the “Possession of  
54 a Weapon in a School Building” section of this policy.
- 55 • Using, possessing, controlling, or transferring any object that reasonably could be  
56 considered or used as a weapon.
- 57 • Disobeying directives from staff or disobeying rules governing student conduct.
- 58 • Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable  
59 conduct toward anyone or urging other students to engage in such conduct, including  
60 gang or gang activity, except when physical force is determined to be reasonable and  
61 necessary and used as self-defense or the defense of another person after an investigation  
62 into such conduct.
- 63 • Causing or attempting to cause damage to, or stealing or attempting to steal, school  
64 property or another person’s property.
- 65 • Engaging in any activity that constitutes an interference with school purposes or an  
66 educational function or any other disruptive activity.
- 67 • Unexcused absenteeism.
- 68 • Misconduct of any sort on any means of District transportation.
- 69 • Hazing or bullying, including cyberbullying.
- 70 • Forging any signature or making any false entry or attempting to authorize any document  
71 used or intended to be used in connection with the operation of a school.
- 72 • Gambling for money.

73  
74 *Gun Free Schools*

75  
76 The Board will follow federal law for any student who uses, possesses, controls, or transfers a  
77 firearm on school property. The Board hereby authorizes the Superintendent to modify the  
78 disciplinary action on a case-by-case basis, including eliminating the requirement for expulsion.

79  
80 The administrator may immediately suspend a student if, prior to a hearing, there is cause to  
81 believe the student brought a firearm to school or possessed a firearm at school. In the case of a  
82 firearm violation the student may be expelled if the trustees find that the student knowingly  
83 brought a firearm to school or possessed a firearm at school.

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86 *Possession of a Weapon in a School Building*

87  
88 The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a  
89 school building, except as provided below. For the purposes of this section only, “school building”  
90 means all buildings owned or leased by the District that are used for instruction or for student  
91 activities; "weapon" means any type of firearm, a knife with a blade 4 or more inches in length, a  
92 sword, a straight razor, a throwing star, nun-chucks, brass or other metal knuckles, or any other

93 article or instrument possessed with the purpose to commit a criminal offense. The Board may grant  
94 persons advance permission to possess, carry, or store a weapon in a school building. All persons  
95 who wish to possess, carry, or store a weapon in a school building must request permission of the  
96 Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to  
97 possess, carry, or store a weapon in a school building.  
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100 Legal References:

101	§ 16-11-302, MCA	Definitions
102	§ 20-1-220, MCA	Use of tobacco products in public school building or on public school property prohibited ( <i>revised by House Bill 128</i> )
103		
104	§ 20-4-302, MCA	Discipline and punishment of pupils
105	<u>§ 20-5-201, MCA</u>	<u>Duties and sanctions (<i>revised by House Bill 450</i>)</u>
106	§ 20-5-202, MCA	Suspension and Expulsion
107	<u>§ 20-5-209, MCA</u>	<u>Bullying of student prohibited-self defense authorized</u> <u>(<i>revised by House Bill 450</i>)</u>
108		
109	§ 45-5-637, MCA	Possession or consumption of tobacco products, alternative nicotine products, or vapor products by persons under 18 years of age is prohibited – unlawful attempt to purchase - penalties
110		
111		
112	§ 45-8-361, MCA	Possession of a weapon in school building
113	§ 45-8-317, MCA	Exceptions
114	§§ 50-46-301 et seq., MCA	Montana Marijuana Act
115	20 USC §§ 7101 et seq.	Safe and Drug-Free Schools & Communities Act
116	20 USC § 7961	Gun-Free requirements
117	§ 1-1-204, MCA	Terms denoting state of mind ( <i>Cited by Senate Bill 283</i> )——
118	<del>Senate Bill 283</del>	<del>Expulsion Policies and Firearms on School Grounds</del>
119	<u>House Bill 361</u>	<u>Certain District Policies Prohibited</u>

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122 Cross References:

123

124 Policy History:

125 Adopted on: 3.26.2013

126 Revised on: 8.15.2017, 2.8.2022

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3  
4 STUDENTS

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6 Maintenance of Student Records

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8 School student records are confidential, and information from them will not be released other than as  
9 provided by law. State and federal laws grant students and parents certain rights, including the right  
10 to inspect, copy, and challenge school records.

11  
12 ***Content of Records and Maintenance***

13  
14 The District maintains two (2) sets of school records for each student: a permanent record and a  
15 cumulative record.

16  
17 The permanent record will include:

- 18 • Basic identifying information including date of birth
- 19 • Academic work completed (transcripts)
- 20 • Level of achievement (e.g. grades, standardized achievement tests, grade level  
21 completed)
- 22 • Immunization records
- 23 • Attendance record
- 24 • Record of any disciplinary action taken against the student, which is educationally related
- 25 • The statewide student identifier assigned by the Office of Public Instruction

26  
27 The cumulative record may include, but is not limited to:

- 28 • Intelligence and aptitude scores
- 29 • Psychological reports
- 30 • Participation in extracurricular activities
- 31 • Honors and awards
- 32 • Teacher anecdotal records
- 33 • Verified reports or information from non-educational persons
- 34 • Verified information of clear relevance to the student's education
- 35 • Information pertaining to release of this record
- 36 • Disciplinary information

37  
38 Information in the permanent record will indicate authorship and date and will be maintained in a  
39 secure location in perpetuity for every student who enrolled in the District. Cumulative records will  
40 be maintained for eight (8) years after the student graduates or permanently leaves the District.  
41 Cumulative records which may be of continued assistance to a student with disabilities, who  
42 graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the  
43 parents or to the student if the student has succeeded to the rights of the parents.

48

49 The building principal will be responsible for maintenance, retention, or destruction of a student's  
50 permanent or cumulative records, in accordance with 20-1-212, MCA and District procedure  
51 established by the Superintendent.

52

### 53 *Access to Student Records*

54

55 The District will not release, disclose, or grant access to information found in any student record  
56 except under the conditions set forth in this document. The parents of a student under 18 years of  
57 age will be entitled to inspect and copy information in the child's school records. Such requests will  
58 be made in writing and directed to the Principal. Access to the records will be granted as provided  
59 by law. Where the parents are divorced or separated, both will be permitted to inspect and copy the  
60 student's school records, unless the school is made aware of a court order indicating otherwise.  
61 When the student reaches 18 years of age, graduates from high school, marries, or enters military  
62 service, all rights and privileges accorded to the parent become exclusively those of the student,  
63 except as provided below.

64

65 Access will not be granted to the parent or the student to confidential letters and recommendations  
66 concerning admission to a post-secondary educational institution, applications for employment, or  
67 receipt of an honor or award, if the student has waived his or her right of access after being advised  
68 of his or her right to obtain the names of all persons making such confidential letters or statements.

69

70 Other individuals or entities may access student records as follows:

71

72 • The District may grant access to or release information from student records to employees or  
73 officials of the District, including contractors or consultants to whom the District has  
74 outsourced institutional services or functions, or the Montana State Board of Education,  
75 provided a current, legitimate educational interest is shown, without parental consent or  
76 notification. Access in such cases will be limited to the satisfaction of that need.

77

78 • The District may grant access to or release information from student records without parental  
79 consent or notification where it is necessary in connection with the audit, evaluation,  
80 compliance, or enforcement of federal legal requirements to state and local educational  
81 authorities, entities or individuals designated by a state or local educational authority, or an  
82 agency headed by the Secretary of the United States Department of Education, the Attorney  
83 General of the United States, or Comptroller General of the United States.

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85 • The District may grant access to or release information from student records without parental  
86 consent or notification to any person, for the purpose of research, statistical reporting, or  
87 planning, provided that no student or parent can be identified from the information released,  
88 and the person to whom the information is released signs an affidavit agreeing to comply  
89 with all applicable statutes and rules pertaining to school student records.

90

91 • The District will grant access to or release information from a student's records pursuant to a  
92 court order in an action where a parent is not a party without parental consent, provided that

93

95  
96 the parent will be given prompt written notice of the order, its terms, the nature and substance  
97 of the information proposed to be released, and an opportunity to inspect and copy such  
98 records and to challenge their contents. The District will comply with an *ex parte* order  
99 requiring it to permit the U.S. Attorney General or designee to have access to a student's  
100 school records without notice to or consent of the student's parent. When a parent is a party  
101 to a court proceeding involving child abuse and neglect or dependency matters, parental  
102 consent or notification is not required to release information from a student's record upon  
103 receipt of an order requiring disclosure in such case.

- 104
- 105 • The District may grant access to or release information from any student record, without  
106 parental consent or notification, to a caseworker or other representative of a child welfare  
107 agency when that agency is legally responsible for the care and protection of the student.  
108 The caseworker or other child welfare agency representative shall present documentation  
109 evidencing legal responsibility for a student.
- 110
- 111 • The District will grant access to or release information from any student record, as  
112 specifically required by federal or state statute. The parent will be given prompt written  
113 notice of its intended action, the nature and substance of the information proposed to be  
114 released, and an opportunity to inspect and copy such records and to challenge their contents.
- 115
- 116 • The District will grant access to or release information from student records to any person  
117 possessing a written, dated consent, signed by the parent or eligible student, with particularity  
118 as to whom the records may be released, the information or record to be released, and reason  
119 for the release. One copy of the consent form will be kept in the records, and 1 copy will be  
120 mailed to the parent or eligible student. The parent will be given prompt written notice of its  
121 intended action, the nature and substance of the information proposed to be released, and an  
122 opportunity to inspect and copy such records and to challenge their contents.
- 123
- 124 • The District may release student records to the Superintendent or an official with similar  
125 responsibilities in a school in which the student has enrolled or intends to enroll, upon written  
126 request from such official. The parent will be given prompt written notice of its intended  
127 action, the nature and substance of the information proposed to be released, and an  
128 opportunity to inspect and copy such records and to challenge their contents.
- 129
- 130 • The District may release student records or information in connection with an emergency,  
131 without parental consent, if the knowledge of such information is necessary to protect the  
132 health or safety of the student or other persons. The Superintendent or Principal will make  
133 this decision, taking into consideration the nature of the emergency, the seriousness of the  
134 threat to the health and safety of the student or other persons, the need for such records to  
135 meet the emergency, and whether the persons to whom such records are released are in a  
136 position to deal with the emergency. The District will notify the parents or eligible student,  
137 as soon as possible, of the information released, date of the release, the person, agency, or  
138 organization to whom the release was made, and the purpose of the release.
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- The District may disclose, without parental consent, student records or information to the youth court and law enforcement authorities or a child interdisciplinary team or school safety team involved in the proceedings, pertaining to that student’s violations of the Montana Youth Court Act or criminal laws by the student prior to the adjudication of that student.
- The District may release student records or information, without parental consent or notification, to the U.S. Secretary of Agriculture or authorized Food and Nutrition Service representative, including contractors, for the purposes of monitoring, evaluations, and performance with regard to funding received for federal school lunch programs. The authorized representative or contract is not permitted to disclose personal identification of students and their parents aside from reporting results in an aggregate form. Any personally identifiable data will be destroyed once it is no longer necessary for program monitoring, evaluations, and performance measurements.

The District charges a nominal fee for copying information in the student’s records. No parent or student will be precluded from copying information because of financial hardship. A record of all releases of information from student records will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person.

***Directory Information***

The District may release certain directory information regarding students, except that parents may prohibit such a release. Directory information will be limited to:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received

The notification to parents and students concerning school records will inform them of their right to object to the release of directory information.

***Military Recruiters/Colleges***

Pursuant to federal law, the District is required to release the names, addresses, and telephone numbers of all high school students to military recruiters and institutions of higher education

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190 upon request. The notification to parents and students concerning school records will inform  
191 them of their right to object to the release of this information.

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193 ***Student Record Challenges***

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195 Parents and eligible students may challenge the accuracy, relevancy, or propriety of the records,  
196 except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge  
197 is made when the student’s school records are being forwarded to another school. They have the  
198 right to request a hearing before the Board and, if necessary, to insert a written statement of  
199 reasonable length describing their position on disputed information. The school will include the  
200 statement in any release of the information in dispute.

201

202

203	Legal References:	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act,
204		§ 20-1-212, MCA	Destruction of Records by School Officer
205		§ 20-1-213, MCA	Transfer of School Records
206		§ 20-5-201, MCA	Duties and sanctions
207		§ 40-4-225, MCA	Access to records by parent
208		§ 40-6-701, MCA	<u>Interference with fundamental parental rights</u>
209			<u>restricted (revised by House Bill 676)</u>
210		§ 52-2-211, MCA	<u>County or regional interdisciplinary child</u>
211			<u>information and school safety team (revised by</u>
212			<u>Senate Bill 213)</u>
213			
214		§ 41-5-215, MCA	Youth Court and Department Records
215		10.55.909, ARM	Student Records
216		10.16.3560, ARM	Special Education Records
217		20 USC 6301	No Child Left Behind Act

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220 **Cross References:**

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222

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224 **Policy History:**

225 Adopted on: 10.8.2013

226 Revised on:

1 **Helena Public Schools**

2

3 **STUDENTS—**

**3150**

4 Non-Instructional Operations

8225

5

6 Tobacco Free Schools

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8 The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy,  
9 ~~and~~ safe and tobacco-free / marijuana-free school environment for students, employees, and the  
10 general public.

11

12 Use of tobacco, or tobacco innovations in any form is considered detrimental to the health of  
13 non-users as well as users of tobacco or tobacco innovations. The use of tobacco or tobacco  
14 innovations is inconsistent with the Helena Schools health education policy and is prohibited.

15

16 The use of marijuana in any form (including THC ~~and~~ based CBD products) is prohibited.  
17 Marijuana products are products that contain marijuana for use by a consumer and include but  
18 are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana  
19 concentrates, and marijuana intended for use by smoking or vaping.

20

21 Helena Public Schools are tobacco-free and marijuana-free. The use of tobacco, ~~or~~ tobacco  
22 innovations, or marijuana in any form is prohibited from all school buildings, grounds, and  
23 school sponsored events 24 hours a day, 365 days per year unless used in a classroom or on other  
24 school property as part of a lecture, demonstration, or educational forum sanctioned by a school  
25 administrator or faculty member, concerning the risks associated with using tobacco or  
26 marijuana products or in connection with Native American cultural activities.

27

28 Possession or use of tobacco, ~~or~~ tobacco innovation products or marijuana in any form by  
29 students, employees and the general public on district property, in district vehicles and at school-  
30 sponsored events (whether on or off district property) is prohibited at all times. ~~This includes all~~  
31 ~~days when school is not in session. and all events and other activities not associated with, or~~  
32 ~~sponsored by, the school.~~

33

34 The use of tobacco, ~~or~~ tobacco innovation products or marijuana in any form by all school and  
35 contract employees and all visitors on district property, in district vehicles and at school-  
36 sponsored events (whether on or off district property) is prohibited at all times. This includes  
37 non-school hours and all events sponsored by the school or others.

38

39 Advertising of tobacco, ~~or~~ tobacco innovation products or marijuana in any form is prohibited in



2 **SCHOOL/COMMUNITY RELATIONS**

3 School, Student, Parent, Family and Community Engagement in Education

4 The Board believes that engaging students, parents, families and the community in the education  
5 process is essential to improved academic success for students. The Board recognizes that a  
6 student's education is a responsibility shared by the District, students, parents, families and other  
7 members of the community during the entire time a student attends school. The Board believes  
8 that the District must create an environment that is conducive to learning and that strong,  
9 comprehensive stakeholder involvement is an important component. Engagement and  
10 involvement in education requires a cooperative effort with roles for the Office of Public  
11 Instruction (OPI), the District, students, parents, families and the community.

12 The District's Board of Trustees recognizes and supports the importance of engaging all  
13 stakeholders in the education of children. The Superintendent and staff ~~shall undertake activities~~  
14 designed to: will continue to:

- 15 (1) Encourage families to actively participate in ~~the life of~~ their children's schools;
- 16 (2) Ensure families feel welcomed, valued, and connected to one another, school staff,
- 17 and to what students are learning and doing in class;
- 18 (3) Encourage families and school staff to engage in regular, two-way meaningful
- 19 communication about student learning;
- 20 (4) Ensure continuous collaboration between families and school staff to support student
- 21 learning and healthy development both at home and at school and have regular
- 22 opportunities to strengthen their knowledge and skills to do so effectively;
- 23 (5) Empower families to be advocates for their ~~own and other~~ children to ensure ~~that~~
- 24 ~~students are treated equitably and~~ they have access to learning opportunities that will
- 25 support their success;
- 26 (6) Allow families and school staff to partner in decisions that affect children and their
- 27 ~~families and together inform, influence, and create policies, practices, and programs;~~
- 28 (7) Encourage families and school staff to collaborate with members of the community to
- 29 connect students, families, and staff to expand learning opportunities, community
- 30 services, and civic preparation; and
- 31 (8) Encourage families and school staff collaborate with members of the community to
- 32 connect students, families, and staff to post-secondary education opportunities, including
- 33 workforce training, apprenticeship opportunities, career pathways, and degree programs,
- 34 and encourage students to explore college and career planning tools (including Free
- 35 Application for Federal Student Aid completion) and incentives provided by post-
- 36 secondary institutions.

37  
38 To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent  
39 and family engagement strategies with other relevant federal, state, and local laws and programs,  
40 including but not limited to Title I programs.



41 The Board in consultation with parents, teachers, administrators, and students supports the  
42 District plan for meeting engagement and involvement goals.

43

44 1. Provide activities that will educate parents/families regarding the intellectual and  
45 developmental needs of their children at all age levels. This will include promoting  
46 cooperation between the District and other agencies or school/community groups (such as  
47 parent-teacher groups, Head Start, etc.) to furnish learning opportunities and disseminate  
48 information regarding parenting skills and child/adolescent development.

49 2. ~~Implement strategies to~~ The District will continue to involve parents/families in the  
50 educational process and laws regarding parent/family rights, including;

- 52 • Keeping parents/families informed of opportunities for involvement and  
53 encouraging participation in various District programs.
- 54 • Providing access to Board policies, handbooks, Board and committee agendas,  
55 District grievance procedure, and contact information for administrators and  
56 Trustees on the District website.
- 57 • Providing access to educational resources and the course of study for  
58 parents/families to use together with their children.
- 59 • Keeping parents/families informed of the objectives of District educational and  
60 activity programs, and their child's participation and progress within these  
61 programs.
- 62 • Provide methods to opt out of educational and instruction programs consistent  
63 with parent/family rights.
- 64 • Promoting parents/families and teacher cooperation in homework, attendance, and  
65 discipline.
- 66 • Providing information about the nature and purpose of student clubs and groups  
67 meeting at the school and right of parents to consent to such participation or  
68 withdraw their child from a club or group.
- 69 • Providing an explanation of rights regarding student name and pronoun use  
70 consistent with the Family Education Rights and Privacy Act.

71

72 3. ~~Enable Schools will continue to involve families to participate in the education of their~~  
73 ~~children through a variety of roles. For example, parents/family members should be~~  
74 ~~given opportunities to provide input into District policies and volunteer time within the~~  
75 ~~classrooms and school programs.~~

76 4. Schools will continue to provide professional development opportunities for teachers and  
77 staff to enhance their understanding of effective parent/family involvement strategies.

78 5. Perform regular evaluations of parent/family involvement at each school and at the  
79 District level.

80 6. Provide access, upon request, to any instructional material used as part of the educational  
81 curriculum.

- 82 7. ~~If practical, provide information in a language understandable to parents.~~
- 83 8. ~~Provide annual notification of~~ Provide educational opportunities of the District. in student
- 84 handbooks and on the District web site.

85

86	Cross Reference:	<a href="#">Policy 2035</a>	<a href="#">Federal Funding and Title I</a>
87		<a href="#">Policy 1085</a>	<a href="#">Uniform Complaint Procedure</a>
88		<a href="#">Policy 2015</a>	<a href="#">Curriculum Development and Assessment</a>
89		<a href="#">Policy 2020</a>	<a href="#">Student and Family Privacy Rights</a>
90		<a href="#">Policy 2025</a>	<a href="#">K-12 School Counseling Program</a>
91		<a href="#">Policy 2040</a>	<a href="#">Special Education and Accommodations</a>
92		<a href="#">Policy 2050</a>	<a href="#">Section 504 of the Rehabilitation Act of</a>
93			<a href="#">1973 (“Section 504”)</a>
94		<a href="#">Policy 2135</a>	<a href="#">K-12 E-Learning Online Policy</a>
95		<a href="#">Policy 2423</a>	<a href="#">Personalized Learning Opportunities</a>
96		<a href="#">Policy 3110</a>	<a href="#">School Admissions: Entrance, Placement,</a>
97			<a href="#">and Transfer</a>
98		<a href="#">Policy 3120</a>	<a href="#">Compulsory Attendance</a>
99		<a href="#">Policy 3025</a>	<a href="#">Discretionary Nonresident Student</a>
100			<a href="#">Attendance Policy</a>
101		<a href="#">Policy 3155</a>	<a href="#">Part-Time Attendance</a>
102		<a href="#">Policy 3080</a>	<a href="#">Maintenance of Student Records</a>
103		<a href="#">Policy 4040</a>	<a href="#">School, Student, Parent, Family and</a>
104			<a href="#">Community Engagement in Education</a>

105

106	Legal References:	<a href="#">§ 10.55.701, ARM</a>	<a href="#">Board of Trustees</a>
107		<a href="#">20 U.S.C. § 1401 et seq.</a>	<a href="#">Individuals with Disabilities Education</a>
108			<a href="#">Act</a>
109		<a href="#">29 U.S.C. § 794</a>	<a href="#">Section 504 of the Rehabilitation Act</a>
110		<a href="#">§ 20-3-324, MCA</a>	<a href="#">Powers and Duties</a>
111		<a href="#">§ 20-5-101, MCA</a>	<a href="#">Admittance of child to school</a>
112		<a href="#">§ 20-5-112, MCA</a>	<a href="#">Participation in extracurricular activities</a>
113		<a href="#">§ 20-7-117, MCA</a>	<a href="#">Kindergarten and preschool programs</a>
114		<a href="#">§ 20-7-118, MCA</a>	<a href="#">Remote Instruction</a>
115		<a href="#">§ 20-7-411, MCA</a>	<a href="#">Regular Classes Preferred -- Obligation To</a>
116			<a href="#">Establish Special Education Program</a>
117		<a href="#">§ 20-7-1601, MCA</a>	<a href="#">Forms of personalized learning</a>
118		<a href="#">§ 20-7-1506, MCA</a>	<a href="#">Incentives for creation of advanced</a>
119			<a href="#">opportunity programs</a>
120		<a href="#">§ 20-7-1510, MCA</a>	<a href="#">Credit for participating in work-based</a>
121			<a href="#">learning partnerships</a>
122		<a href="#">§ 20-9-706, MCA</a>	<a href="#">Running start program</a>

123 [§ 20-7-1201, MCA et seq.](#) [Montana Digital Academy](#)  
124 ~~[§ 20-5-301, MCA et seq.](#) [Attendance Outside School District](#)~~  
125 ~~[REPEALED](#)~~  
126 [§ 20-7-xxx, MCA et seq.](#) [Vocational and Technical Education](#)  
127  
128

129 Policy History:  
130 Adopted On: 04.04.2006  
131 Revised On: 01.14.2020

12.5.2023 Policy Committee – 1<sup>st</sup> Reading  
1.2.2024 Policy Committee – 2<sup>nd</sup> Reading  
2.6.2024 Policy Committee – 3<sup>rd</sup> Reading  
3.5.2024 Policy Committee – 4<sup>th</sup> Reading

12.12.2023 Full Board – 1<sup>st</sup> Reading  
2.13.2024 Full Board – 2<sup>nd</sup> Reading

2 STUDENT INSTRUCTION

3

4 Special Education and Accommodations

5 The District shall provide a free, appropriate public education and necessary related services to  
6 all children with disabilities residing within the District, as required under the federal Individuals  
7 With Disabilities Education Act (hereinafter “IDEA”) and under the provisions in Montana law,  
8 and in compliance with the Americans With Disabilities Act.

9 For students eligible for services under IDEA, the District shall follow procedures for  
10 identification, evaluation, placement, and delivery of service to children with disabilities  
11 provided in the current Montana State Plan Under Part B of IDEA and the Montana State Plan  
12 Under Part C of IDEA.

13 The District may maintain a membership in one or more cooperative associations, which shall  
14 assist the District in fulfilling its obligations to the District’s disabled students.

15 Legal Reference: 42 U.S.C. § 12101, et seq. Americans With Disabilities Act 20 U.S.C.  
16 §1400, et seq. Individuals With Disabilities Education Act, 29 U.S.C.  
17 §794 Rehabilitation Act of 1973  
18 Title 20, Chap. 7, MCA Special Education  
19 Title 10, Chap. 16, ARM Special Education  
20 `

21 Cross Reference:

22 Policy History:

23 Adopted on: 8.13.2013

24 Revised on:

25 Reviewed on:

26

2  
3 STUDENT INSTRUCTION

4  
5 Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

6  
7 It is the intent of the District to ensure that students who are disabled within the definition of  
8 Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with  
9 appropriate educational services.

10  
11 For those students who need or are believed to need special instruction and/or related services  
12 under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a  
13 system of procedural safeguards. The safeguards shall cover students’ identification, evaluation,  
14 and educational placement. This system shall include notice, an opportunity for the student’s  
15 parent or legal guardian to examine relevant records, an impartial hearing with opportunity for  
16 participation by the student’s parent or legal guardian, and a review process.

17  
18 Legal Reference: 42 U.S.C. § 12101, et seq. Americans With Disabilities Act  
19 20 U.S.C. § 1400, et seq. Individuals With Disabilities Education Act, 29  
20 U.S.C. § 794 Rehabilitation Act of 1973  
21 **Title 20, Chap. 7, MCA Special Education**  
22 **Title 10, Chap. 16, ARM Special Education**

23  
24 Cross Reference:

25  
26 Policy History:

27 Adopted on: 8.13.2013

28 Revised on:

29 Reviewed on:

2  
3 STUDENT INSTRUCTION

4  
5 Limited English Proficient Students

6  
7 The Superintendent shall develop and maintain a program for students having limited English  
8 language proficiency that will:

- 9 • Appropriately identify students with limited English proficiency.
- 10 • Comply with any applicable federal law and/or any requirements for the receipt of federal  
11 grant money for limited English proficient students.
- 12 • Determine the appropriate instructional environment for limited English proficient  
13 students.
- 14 • Annually assess the English proficiency of limited English proficient students and  
15 monitor their progress in order to determine their readiness for a mainstream classroom  
16 environment.
- 17 • Notify parents/guardians of, and provide information about:
  - 18 1. the instructional program,
  - 19 2. reasons for their child's identification,
  - 20 3. their child's level of English proficiency,
  - 21 4. the method of instruction to be used,
  - 22 5. how the program will meet their child's needs,
  - 23 6. specific exit requirements of the program,
  - 24 7. how the program will meet their child's IEP, if applicable, and
  - 25 8. information on parent/guardian rights.

26  
27 Parental involvement will be encouraged and parents/guardians will be regularly apprised of  
28 their child's progress.

29  
30 Parents/guardians of limited English proficient students will be:

- 31 1. given an opportunity to provide input to the program, and
- 32 2. provided notification regarding their child's placement in, and information about, the District's  
33 limited English proficiency program.

34  
35 Legal References: 42 U.S.C. 2000d Title IV, Civil Rights Act of 1964  
36 20 U.S.C. 1703 (f) Equal Education Opportunities Act  
37 20 U.S.C. 7401 et seq Bilingual Education Act,  
38

39 Cross References:

40  
41 Policy History:

42 Adopted on: 2.28.2012

43 Revised on:

44 Reviewed on:

2

3 STUDENT INSTRUCTION

4

5 Field Trips

6

7 Helena School District No. 1 recognizes that instructional field trips and activity-related travel  
8 when used as a device for teaching and learning and educational incentive are an educationally  
9 sound and important ingredient in the overall program of the schools. Such trips can supplement  
10 and enrich educational opportunities.

11

12 Field trips that take students out-of-state, or out of the country must be approved in advance by  
13 the Superintendent. Building principals may approve all other field trips. Building principals will  
14 develop procedures with respect to field trips, excursions, and outdoor education including  
15 appropriate parent approval procedures.

16

17 Staff members may not solicit students during instructional time for any privately arranged field  
18 trip or excursion.

19

20 The presence of a person with a currently valid American Red Cross standard first aid card or  
21 current certification from an equivalent first aid course is required during school-sponsored  
22 activities, including field trips, athletic and other off-campus events.

23

24 Legal References: **37.111.825, ARM Health Supervision and Maintenance**

25

26 Cross References:

27

28 Policy History:

29 Adopted on: 5.8.2012

30 Revised on:

31 Reviewed on:

2

3 STUDENT INSTRUCTION

4

5 Grading, Progress Reports and Promotion

6

7 The administration and professional staff shall establish a system of grading and develop  
8 procedures for reporting academic achievement to students and their parents. The system shall  
9 also determine when promotion and graduation requirements are met. The decision to promote a  
10 student to the next grade level shall be made by the building administration with consideration  
11 given to a variety of educational factors including but not limited to; successful completion of  
12 the curriculum, attendance, and District assessments.

13

14 Legal References:

15

16 Cross Reference:

17

18 Policy History:

19 Adopted on: 2.28.2012

20 Revised on:

21 Reviewed on:



3  
4 **STUDENT INSTRUCTION**

5  
6 **Credit Transfer Assessment for Placement Policy**

7  
8 *High School*

9  
10 Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be  
11 subject to examination and approval before being accepted by the District. The credit review will be  
12 conducted by the Principal or designee. The reviewer may seek assistance from content/subject area  
13 instructors.

14  
15 The reviewer will:

- 16 1. Document that a student has spent approximately the same number of classroom hours in
- 17 home school as would have been spent in a regular class in the District;
- 18 2. Document that a student followed a curriculum essentially similar to that of a course for
- 19 which credit is requested;
- 20 3. Document that in the event of a credit request in a lab, industrial arts, or music course,
- 21 equipment and facilities were sufficient to meet required learning activities of the course;
- 22 4. Require that a student has satisfactorily passed, in all courses in which a final exam
- 23 normally is given, a final exam prepared and administered by a staff member in the District.

24  
25 The District will give credit only for home schools, which have met all requirements as specified in  
26 Montana law. The school transcripts will record courses taken in home schools or non- accredited  
27 schools by indicating title of the course, location where the course was taken, and grade. For the  
28 purpose of calculation of class rank, only those courses taken in an accredited school will be used.

29  
30 *Grades 1-8*

31  
32 Requests from parents of students in non-accredited, nonpublic schools for placement in the District  
33 school system will be evaluated by the Principal or designee. The Principal or designee will take into  
34 account the following when recommending grade placement:

- 35 1. Documentation that the non-accredited, nonpublic school has provided a comparable
- 36 number of hours as the child would have attended in a public or private school;
- 37 2. Documentation that the child followed a similar curriculum as would have been provided
- 38 in an accredited public or private school;
- 39 3. Demonstrated proficiency on school and district assessments.

40  
41 If a parent is not in agreement with the placement of the child, he/she may request a hearing before  
42 the Superintendent.

**2090 Continued**

43

44

45 Legal References:

20-5-110, MCA School district assessment for placement of a child  
who enrolls from a non-accredited, non-public school

46

47

10.55.701, ARM Board of Trustees

48

49 Cross References:

50

51 Policy History:

52 Adopted on:

2.28.2012

53 Revised on:

54 Reviewed on:

3  
4 STUDENT INSTRUCTION

5  
6 Freedom to Teach, to Learn and to Express Ideas

7  
8 The freedom to teach, to learn and to express ideas is essential to the fulfillment of the  
9 educational goals of the Helena schools. The Board of Trustees believes that exposure to a broad  
10 range of ideas and experiences are necessary to prepare students for a life of responsible  
11 citizenship.

12  
13 The District will offer courses of study that will afford learning experiences appropriate to levels  
14 of student understanding. The instructional program respects the right of students to face issues,  
15 to have free access to information, to study under teachers in situations free from prejudice, and  
16 to form, hold, and express their own opinions without personal prejudice or discrimination.

17  
18 Teachers will guide discussions and procedures with thoroughness and objectivity to acquaint  
19 students with the need to recognize various points of view, importance of fact, value of good  
20 judgment, and the virtue of respect for conflicting opinions. This policy further assures that  
21 teachers and students have the right to participate fully in the affairs of the community.

22  
23 Teachers must be actively involved in decisions regarding the organization, presentation and  
24 evaluation of instruction to insure a balanced curriculum providing for a free exchange of ideas.  
25 The Board encourages and supports the concept of academic freedom, recognizing it as a  
26 necessary condition to aid in maintaining an environment conducive to learning and to the free  
27 exchange of ideas and information. In a study or discussion of controversial issues or materials,  
28 however, the Board directs teaching staff to take into account the following criteria:

- 29       1. The issue should be appropriate for the maturity level of the students;  
30       2. The issue should be related to the adopted course content and course objectives;  
31       3. Teachers shall have the right to express their personal opinions provided they state  
32       them as such without indoctrinating students;  
33       4. The issue should balance various and/or conflicting points of view in an atmosphere  
34       free from bias and prejudice;  
35       5. Students should have an opportunity to study controversial issues about which they  
36       will begin to have an opinion;  
37       6. Opportunity should be provided for the development of critical thinking skills; and  
38       7. Emphasis should be placed on the right and necessity of forming independent  
39       judgments based on reasoning and the full use of all available information.

40  
41 It is essential that democratic values be transmitted in an atmosphere which supports free inquiry  
42 and learning, and in which the freedom to teach, to learn and to express ideas for teachers and  
43 students is encouraged.

44  
45  
46  
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48  
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54  
55

Legal References: 20-3-324, MCA Powers and duties 10.55.701, ARM Board of Trustees  
10.55.603, ARM Curriculum and Assessment

Cross References:

Policy History:

Adopted on: 2.28.2012

Revised on:

Reviewed on:

3  
4 STUDENT INSTRUCTION

5  
6 Copyright Policy  
7

8 The District recognizes that federal law makes it illegal to duplicate copyrighted materials  
9 without authorization of the holder of the copyright, except for certain exempt purposes. Severe  
10 penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed  
11 materials and computer software, unless the copying or use conforms to the “fair use” doctrine.  
12

13 Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible  
14 for such purposes as criticism, comment, news reporting, teaching, scholarship, or research.  
15

16 While the District encourages its staff to enrich learning programs by making proper use of  
17 supplementary materials, it is the responsibility of staff to abide by District copying procedures  
18 and obey requirements of law. Under no circumstances will it be necessary for staff to violate  
19 copyright requirements in order to properly perform their duties.  
20

21 Any staff member who is uncertain as to whether reproducing or using copyrighted material  
22 complies with District procedures or is permissible under the law should consult their school  
23 librarian. School librarians will assist staff in obtaining proper authorization to copy or use  
24 protected materials, when such authorization is required or will direct staff to the proper resource  
25 for obtaining more information or authorization.  
26

27 Legal References: 17 USC 101 - 1010 Federal Copyright Law of 1976  
28 10.55.701, ARM Board of Trustees  
29

30 Cross References:

31 Policy History:

32 Adopted on: 2.28.2012

33 Revised on:

34 Reviewed on:  
35

2  
3 STUDENT INSTRUCTION

4  
5 Community and Adult Education

6  
7 The District makes its resources available to adults and other non-students within the limits of  
8 budget, staff and facilities, provided there is no interference with or impairment of the regular  
9 school program. Community school, adult education and other offerings may be developed,  
10 subject to approval and authorization by the Board.

11  
12 Legal References: § 20-7-702, MCA Authorization to establish adult  
13 education program  
14 § 20-7-703, MCA Trustees' policies for adult education  
15

16 Cross References:

17  
18 Policy History:

19  
20 Adopted on: 05.08.2012  
21 Revised on:  
22 Reviewed on:

3  
4 **STUDENT INSTRUCTION**

5  
6 Response to Instruction (RTI)

7  
8 It is the District’s policy to ensure that all students receive high quality, scientific, research-based  
9 general education core instruction and, as appropriate, strategic and intensive instructional supports  
10 matched to student needs. The District will strive to utilize the core principles of the Response to  
11 Instruction (RTI) process, which combines systematic assessment; decision-making and multi-tiered  
12 services delivery models to improve educational and behavioral outcomes for all students.

13  
14 *Implementation*

15  
16 When using the RTI model, the District will utilize a process that identifies students’ learning needs  
17 early and provides appropriate instruction to support students’ successful learning in the general  
18 education classroom. In implementing the RTI process, the District shall apply:

- 19 1. Scientific, research-based instructional strategies in the general education setting;  
20 2. Measure the student’s response to instruction;  
21 3. Use data to inform instruction; and  
22 4. Employ highly-qualified teaching staff.

23  
24 The Superintendent shall develop procedures to implement research-based instructional  
25 strategies that meet students’ learning needs. The Superintendent shall use teacher observations and  
26 classroom, school, or district assessments to identify students who are at risk of academic or  
27 behavioral problems and thereby in need of scientific, research-based instructional strategies.

28  
29 The District shall inform parents regarding the use of scientific, research-based instructional  
30 strategies in accordance with state and federal law.

31  
32  
33 Legal Reference: 20 USC §§ 6312, 6612 No Child Left Behind  
34 34 CFR 300.309 Identification of Child with Specific Learning  
35 Disabilities  
36 10.16.3125, ARM Child Find

37  
38 Cross References:

39  
40 Policy History:  
41 Adopted on: 2.28.2012  
42 Revised on:  
43 Reviewed on: