



Superintendent
Rex Weltz
406-324-2000

Business Manager
Janelle Mickelson
406-324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING
Lincoln Center - 1325 Poplar Street
April 2, 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 MARCH 5, 2024, BOARD POLICY MEETING MINUTES

V. PRESENTATION OF POLICIES FOR FIRST READING:

- A. 1070 (1420) School Board Meeting Procedure
- B. 1240 Duties of Individual Trustees
- C. 2165 Early Literacy Targeted Intervention
- D. 3141 Nonresident Student Enrollment
- E. 3025 Discretionary Nonresident Student Attendance – Repeal
- F. 7008 Tuition
- G. 7015 Tuition Policy – Repeal
- H. 8110 Bus Routes and Schedules

VI. SUPERINTENDENT OR BOARD COMMENTS

VII. ADJOURNMENT

NEXT MEETING:

**May 7, 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, March 5th, 2024

12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

MINUTES

Attendees

Committee:

Janet Armstrong, Committee Chair
Jennifer Walsh, Committee Member

Others:

Rex Weltz, Superintendent
Barb Ridgway, Chief of Staff
Bea Kaleva, District Legal Counsel
Jane Shawn, HEA President
Josh McKay, Assistant Superintendent
Candice Delvaux, Executive Assistant
Keri Mizell, Human Resources Director
Karen Ogden, Communications Officer
Kaitlyn Hess, Assessment & Federal Programs
Sean Maharg, Student Services Director
Tim McMahon, Activities Director
Joslyn Davison, Curriculum Director
Janelle Mickelson, Business Manager
Lona Carter, Student Health
Melissa Romano, Instructional Coach
Several Guests of the Public
Several Guests of HEF's Trading Places Program

I. CALL TO ORDER

The meeting was called to order at 12:02 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 02.06.2024 POLICY COMMITTEE MINUTES

The committee reviewed and approved the 02.06.2024 Policy Committee meeting minutes.

V. PRESENTATION OF POLICIES FOR SECOND 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. This policy went before the full Board of Trustees for information with no recommended changes. The Policy Committee determined that Policy 3050: Student Discipline would go before the full Board of Trustees for action.

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. This policy went before the full Board of Trustees for information with no recommended changes. The Policy Committee determined that Policy 3080: Maintenance of Student Records would go before the full Board of Trustees for action.

C. Policy 8225: Tobacco and Marijuana Free Schools

The committee reviewed and discussed Policy 8225: Tobacco and Marijuana Free Schools. 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. This policy has been before the full Board of Trustees for information with no recommended changes. Chief of Staff Barb Ridgway noted that the title of the policy states *Tobacco Free Schools* and needs to be changed to *Tobacco and Marijuana Free Schools*. The Policy Committee determined that Policy 8225: Tobacco and Marijuana Free Schools would go before the full Board of Trustees for action.

VI. PRESENTATION OF POLICIES FOR FOURTH 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. This policy was updated to reflect changes in law from SB 518. The policy provides for public notification of a district plan to engage families and involve them in a student's education while providing information about educational opportunities within the district. This is the fourth time this policy has been before the Policy Committee, and several changes have been made at the past meetings which are reflected in the policy now. This policy has also been before the full Board of Trustees for information. 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 action.

VII. PRESENTATION OF POLICIES FOR FIRST REVIEW

A. Policy 2040: Special Education and Accommodations

The committee reviewed and discussed Policy 2040: Special Education and Accommodations. This policy was adopted on 8.13.2013. The policy states, *"The District shall provide a free, appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the federal Individuals With Disabilities Education Act (hereinafter "IDEA") and under the provisions in Montana law, and in compliance with the Americans With Disabilities Act. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities provided in the current Montana State Plan Under Part B of IDEA and the Montana State Plan Under Part C of IDEA. The District may maintain a membership in one or more cooperative associations, which shall assist the District in fulfilling its obligations to the District's disabled students."* No changes needed to be made to this policy other than updating the legal references, therefore, this policy does not need to be presented to the full board for further review.

B. Policy 2050: Section 504 of the Rehabilitation Act of 1973 ("Section 504")

The committee reviewed and discussed Policy 2050: Section 504 of the Rehabilitation Act of 1973 ("Section 504"). This policy was adopted on 8.13.2013. The policy states, *"It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review process."* No changes needed to be made to this policy other than updating the legal references, therefore, this policy does not need to be presented to the full board for further review.

C. Policy 2055: Limited English Proficient Students

The committee reviewed and discussed Policy 2055: Limited English Proficient Students. This policy was adopted on 2.28.12. The policy states, *"The Superintendent shall develop and maintain a program for students having limited English language proficiency that will:*

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

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

Parents/guardians of limited English proficient students will be:

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

There were no recommended changes to this policy, therefore this policy does not need to go before the full board for further review.

D. Policy 2075: Field Trips

The committee reviewed and discussed Policy 2075: Field Trips. This policy was adopted on 5.8.2012. The policy states, *“Helena School District No. 1 recognizes that instructional field trips and activity-related travel when used as a device for teaching and learning and educational incentive are an educationally sound and important ingredient in the overall program of the schools. Such trips can supplement and enrich educational opportunities. Field trips that take students out-of-state, or out of the country must be approved in advance by the Superintendent. Building principals may approve all other field trips. Building principals will develop procedures with respect to field trips, excursions, and outdoor education including appropriate parent approval procedures. Staff members may not solicit students during instructional time for any privately arranged field trip or excursion. The presence of a person with a currently valid American Red Cross standard first aid card or current certification from an equivalent first aid course is required during school-sponsored activities, including field trips, athletic and other off-campus events.”* No changes need to be made to this policy other than updating the legal references, therefore, this policy does not need to be presented to the full board for further review.

E. Policy 2080: Grading, Progress Reports and Promotion

The committee reviewed and discussed Policy 2080: Grading, Progress Reports and Promotion. This policy was adopted on 2.28.2012. The policy states, *“The administration and professional staff shall establish a system of grading and develop procedures for reporting academic achievement to students and their parents. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be made by the building administration with consideration given to a variety of educational factors including but not limited to, successful completion of the curriculum, attendance, and District assessments.”* There were no recommended changes to this policy, therefore this policy does not need to go before the full board for further review.

F. Policy 2090: Credit Transfer Assessment for Placement

The committee reviewed and discussed Policy 2090: Credit Transfer Assessment for Placement. This policy was adopted on 2.28.2012. The policy states, *“High School: Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. The credit review will be conducted by the Principal or designee. The reviewer may seek assistance from content/subject area instructors.*

The reviewer will:

1. *Document that a student has spent approximately the same number of classroom hours in home school as would have been spent in a regular class in the District;*

2. Document that a student followed a curriculum essentially similar to that of a course for which credit is requested;
3. Document that in the event of a credit request in a lab, industrial arts, or music course, equipment and facilities were sufficient to meet required learning activities of the course;
4. Require that a student has satisfactorily passed, in all courses in which a final exam normally is given, a final exam prepared and administered by a staff member in the District.

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

Grades 1-8:Requests from parents of students in non-accredited, nonpublic schools for placement in the District school system will be evaluated by the Principal or designee. The Principal or designee will take into account the following when recommending grade placement:

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

If a parent is not in agreement with the placement of the child, he/she may request a hearing before the Superintendent.” There were no recommended changes to this policy, therefore this policy does not need to go before the full board for further review.

G. Policy 2105: Freedom to Teach, to Learn, and to Express Ideas

The committee reviewed and discussed Policy 2105: Freedom to Teach, to Learn, and Express Ideas. This policy was adopted on 2.28.2012. The policy states, “The freedom to teach, to learn and to express ideas is essential to the fulfillment of the educational goals of the Helena schools. The Board of Trustees believes that exposure to a broad range of ideas and experiences are necessary to prepare students for a life of responsible citizenship. The District will offer courses of study that will afford learning experiences appropriate to levels of student understanding. The instructional program respects the right of students to face issues, to have free access to information, to study under teachers in situations free from prejudice, and to form, hold, and express their own opinions without personal prejudice or discrimination. Teachers will guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to recognize various points of view, importance of fact, value of good judgment, and the virtue of respect for conflicting opinions. This policy further assures that teachers and students have the right to participate fully in the affairs of the community. Teachers must be actively involved in decisions regarding the organization, presentation and evaluation of instruction to insure a balanced curriculum

providing for a free exchange of ideas. The Board encourages and supports the concept of academic freedom, recognizing it as a necessary condition to aid in maintaining an environment conducive to learning and to the free exchange of ideas and information. In a study or discussion of controversial issues or materials, however, the Board directs teaching staff to take into account the following criteria:

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

It is essential that democratic values be transmitted in an atmosphere which supports free inquiry and learning, and in which the freedom to teach, to learn and to express ideas for teachers and students is encouraged.” No changes need to be made to this policy other than updating the legal references, therefore, this policy does not need to be presented to the full board for further review.

H. Policy 2110: Copyright Policy

The committee reviewed and discussed Policy 2110: Copyright Policy. This policy was adopted on 2.28.2012. This policy states, *“The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, digital, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. While the District encourages its staff to enrich learning programs by making proper use of supplementary materials, it is the responsibility of staff to abide by District copying procedures and obey requirements of law. Under no circumstances will it be necessary for staff to violate copyright requirements in order to properly perform their duties. Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with District procedures or is permissible under the law should consult their school librarian. School librarians will assist staff in obtaining proper authorization to copy or use protected materials, when such authorization is required or will direct staff to the proper resource for obtaining more information or authorization.”* There were no recommended changes to this policy, therefore this policy does not need to go before the full board for further review.

I. Policy 2115: Community and Adult Education

The committee reviewed and discussed Policy 2115: Community and Adult Education. This policy

was adopted on 05.08.2012. The policy states, *“The District makes its resources available to adults and other non-students within the limits of budget, staff and facilities, provided there is no*

interference with or impairment of the regular school program. Community school, adult education and other offerings may be developed, subject to approval and authorization by the Board.” There were no recommended changes to this policy, therefore this policy does not need to go before the full board for further review.

J. Policy 2130: Response to Instruction (RTI)

The committee reviewed and discussed Policy 2130: Response to Instruction (RTI). This policy was adopted on 2.28.2012. The policy states, *“It is the District’s policy to ensure that all students receive high quality, scientific, research-based general education core instruction and, as appropriate, strategic and intensive instructional supports matched to student needs. The District will strive to utilize the core principles of the Response to Instruction (RTI) process, which combines systematic assessment; decision-making and multi-tiered services delivery models to improve educational and behavioral outcomes for all students. Implementation: When using the RTI model, the District will utilize a process that identifies students’ learning needs early and provides appropriate instruction to support students’ successful learning in the general education classroom. In implementing the RTI process, the District shall apply:*

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

The Superintendent shall develop procedures to implement research-based instructional strategies that meet students’ learning needs. The Superintendent shall use teacher observations and classroom, school, or district assessments to identify students who are at risk of academic or behavioral problems and thereby in need of scientific, research-based instructional strategies. The District shall inform parents regarding the use of scientific, research-based instructional strategies in accordance with state and federal law.” The Policy Committee was in agreement that the title of the policy *Response to Instruction (RTI)* should be changed to *Response to Multi-Tiered Systems of Support (MTSS)* because that is the updated term we use now in the district. The language *RTI* throughout the policy would be changed to state *MTSS*. There were no other recommended changes to this policy, therefore this policy does not need to go before the full board for further review.

VIII. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

IX. ADJOURNMENT

Committee Chair, Janet Armstrong, adjourned the meeting at 12:47 p.m.

SCHOOL DISTRICT ORGANIZATION

School Board Meeting Procedure

Agenda

All meetings shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request. The Superintendent shall prepare agendas in consultation with the Chair or presiding officer. Items submitted by Board members or other individuals may be included on the agenda. Individuals or groups that would like to address the Board through an agenda item must submit a request to the Superintendent in writing at least seven (7) days prior to the regular Board meeting. The notification must include the reason for the request. The Superintendent may determine that the individuals or groups must follow the uniform grievance procedure in order to appear before the Board and refer the individuals or groups to the appropriate step on that procedure.

All agendas must contain a public comment section to allow members of the public to comment on any public matter under the jurisdiction of the District that is not specifically listed on the agenda. Contested cases and other adjudicative proceedings are not appropriate topics in the public comment section. The presiding officer may place reasonable time limits on the comments received during this section of the meeting to ensure effective and efficient operations of the Board. The Board may not take action during that meeting on any matter discussed in the public comment section.

Board packets will be distributed to Board members not less than 48 hours prior to the meeting. This material shall be available to the public not less than 48 hours prior to the meeting.

Quorum

Four (4) members the Elementary Board shall constitute a quorum of that Board. Five (5) members of the High School Board shall constitute a quorum of that Board. If there is less than a quorum present at a Board meeting, the members may not hear, act upon or discuss any business. Board members may be present physically or present via electronic means to establish a quorum. Unless otherwise provided by law, affirmative votes by a majority of the membership of the Board are required to approve any action under consideration.

Recording of Meetings

The District shall record in an audio and video format all public meetings at which the Board is acting on a matter over which the Board has supervision, control, jurisdiction or advisory power. The audio and video recordings shall be made publicly available within five (5) business days of the meeting through a link to the recording on the District's website or social media page if no District website is maintained.

The audio and video recording shall not be the official record of the meeting except as otherwise designated by the Board of Trustees. Unless designated by the Board as the official record of the meeting, the audio and video recording may be destroyed after being retained online for one (1) year and is not subject to a public records request.

The Board is not required to disrupt or reschedule a meeting if there is a technological failure of the meeting recording. If the recording is not able to be made available online, the Board shall prominently post a notice in the same manner as it posts notices of its meetings and all locations where meeting recording links are available. Such notice shall explain the reason(s) the meeting was not recorded and describe the steps taken to remedy the failure prior to the next meeting.

Minutes

The Clerk or the Clerk's designee shall keep written minutes of all meetings which are open to the public. The approved minutes must be signed by the Chair and the Clerk. The minutes must include:

- the date, time and place of the meeting;
- the name of the presiding officer;
- a record of Board members present and absent;
- a summary of the discussion on all matters discussed, proposed, deliberated or decided, and a record of any motions made and votes taken;
- a detailed statement of all expenditures;
- the purpose of recessing into closed session; and
- the time of adjournment.

The Clerk shall keep minutes of educationally related student disciplinary actions taken by the Board, including those portions held in closed session. The Board shall keep minutes of all closed sessions. Minutes taken during closed sessions shall be sealed.

The Board may direct the Clerk to make a verbatim record of any meeting. Any verbatim recording may be destroyed after the minutes are approved. A file of permanent minutes of all meetings shall be maintained in the office of the Clerk. A written copy of the minutes shall be made available to the public within five (5) days following approval by the Board. Sealed minutes taken during any closed session of the Board shall not be made available to the public absent a court order.

If the meeting is audio recorded and designated by the Board as the official record, a written record of the meeting must also be made and must include the information specified above. In addition, a log or time stamp for each main agenda item is required for the purpose of providing assistance to the public in accessing that portion of the meeting.

Meeting Conduct and Order of Business

The Board will use general rules of parliamentary procedure to govern the conduct of its meetings. Robert's Rules of Order shall be used as a guide at any meeting, although rules adopted by the Board and any laws or regulations of the State of Montana in conflict with Robert's Rules of Order shall take precedence. The order of business for each meeting shall be set out on the agenda. The Board may change the order of business by consent or by majority vote.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, a majority of the votes cast shall determine its outcome. Voting shall be by acclamation or show of hands. The use of proxy votes or secret ballots is not permitted. Trustees are encouraged to vote on all issues before the Board unless they are prohibited by law from voting on the matter. A trustee may abstain from voting on any issue before the Board.

Public Participation

The Board recognizes the value of public participation and encourages the public to attend and participate in its meetings. In order to permit the orderly and fair expression of such participation, the Board will solicit oral and/or written comments prior to a final decision on a matter of significant interest to the public. The Chair may place reasonable time limits on public comment and may interrupt or terminate any statement that is out of order, personally directed, abusive, obscene, or too lengthy. Members of the public are encouraged to make comments during the public comment section of the agenda on matters that are of public concern and that are not on that particular agenda. The Chair will recognize individuals or groups for public comment on agenda items after the Board has discussed the issue. Comments may be presented orally or in writing for the Board's consideration.

Legal Reference: § 2-3-202, MCA Meeting defined
 § 2-3-103, MCA Public participation
 § 20-1-212, MCA Destruction of records by school office
 § 2-3-212, MCA Minutes of meetings
 § 2-3-214, MCA Recording of meetings for certain boards (Eff. July 1, 2024)
 § 20-3-322, MCA Meetings and quorum
 § 20-3-323, MCA District policy and record of acts
 § 2-3-301, MCA Agency to accept public comment electronically --
 dissemination of electronic mail address and documents
 required -- prohibiting fees

Cross Reference:

Policy History:

Adopted on: February 8, 2011

Revised on: October 13, 2015, February 12, 2019

Reviewed on:

1 **Helena Public Schools**

2

3 **SCHOOL DISTRICT ORGANIZATION**

1240

4

5 Duties of Individual Trustees

6

7 The authority of individual trustees is limited to participating in actions taken by the Board as a
8 whole when legally in session.

9

10 Trustees shall not assume responsibilities of administrators or other staff members. The Board or
11 staff shall not be bound by an action taken or statement made by an individual trustee, except
12 when such statement or action is pursuant to specific instructions and official action taken by the
13 Board.

14

15 Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be
16 prepared to participate in discussion and decision making for each agenda item.

17

18 Trustees share the responsibility to visit every school building at least once per year to examine
19 its management, conditions, and needs.

20

21

22

23

24 Cross Reference: 1070 School Board Meeting Policy

25

26	Legal References:	§ 20-3-301, MCA	Election and term of office
27		§ 20-3-308, MCA	Vacancy of trustee position
28		§ 20-3-324(21), MCA	Powers and duties
29		§ 20-3-332, MCA	Personal immunity and liability of trustees

30

31 Policy History:

32 Adopted on:

33 Revised on:

34 Reviewed on:

35

1 **Helena Public Schools**

2
3 **INSTRUCTION**

2165

4
5 Early Literacy Targeted Intervention Programs

6
7 The Board seeks to collaborate with the Board of Public Education and the Office of Public
8 Instruction to provide parents with voluntary early literacy interventions for their children.

9
10 Program goals include:

- 11 1. Increasing the number of children who are reading proficient at the end of 3rd grade,
- 12 2. Helping children develop their full educational potential pursuant to Article X, Section
- 13 (1)(1) of the Montana Constitution, and
- 14 3. Fostering a strong economic return for the state on early literacy investment through
- 15 enhancing Montana’s skilled workforce and decreasing future reliance on social
- 16 programs and the criminal justice systems.

17
18 A child is eligible for an Early Literacy Targeted Intervention Program if, based upon an
19 assessment administered at the request of and with the consent of the child’s parent or guardian,
20 the child is evaluated to be below trajectory for 3rd-grade reading proficiency for the child’s age
21 or grade level for the subsequent school year. The assessment used shall be in accordance with
22 the methodology approved by the Board of Public Education.

23
24 The Board has determined it will offer the following Early Literacy Targeted Intervention
25 Program(s) for an eligible child:

- 26
27 • A full-time based program for eligible children who are four (4) years of age or older on
28 or before September 10 of the year in which the children are to participate in the program
29 and are not entering and have not completed kindergarten. A parent/guardian may enroll
30 an eligible child in full-time classroom-based program on a part-time basis. The
31 classroom-based program must align with developmentally appropriate early education
32 learning standards determined by the Board of Public Education.
- 33 • A jumpstart program for eligible children who are aged five years of age or older on or
34 before September 10 of the year in which the children are to participate in the program
35 and who have not yet completed 3rd grade. The jumpstart program shall occur during the
36 time between the end of one school calendar year and the start of the next school calendar
37 year as determined by the Board preceding a child’s entry into kindergarten, 1st grade, 2nd
38 grade, or 3rd grade. The jumpstart program shall be at least 4 weeks in duration and
39 provide at least 120 instructional hours and be aligned to the framework determined by
40 the Board of Public Education. The jumpstart program shall be designed in a manner to
41 increase the likelihood of a child being evaluated at the end of the ensuing school year to
42 be at or above a trajectory leading to reading proficiency at the end of 3rd grade.

43
44 Cross Reference: 3110 Entrance, Transfer, and Placement

45
46 Legal Reference: § 20-7-1801, *et seq*, MCA Early Literacy Targeted Interventions

47	Title 10, Chapter 63, ARM	Early Childhood Education Standard (Eff.
48		July 1, 2025)
49		
50		
51	<u>Policy History:</u>	
52	Adopted on:	
53	Reviewed on:	
54	Revised on:	
55		
56		

2
3 **STUDENTS**

4
5 Nonresident Student Enrollment

6
7 For the purposes of this policy, except as provided in Section 20-9-707, MCA, a student’s district
8 of residence must be determined on the basis of the provisions of Section 1-1-215, MCA.

9
10 Mandatory Nonresident Enrollment for Extenuating Circumstances

11
12 The District shall enroll a student who resides outside of the District whenever the extenuating
13 circumstances listed in Section 20-5-321, MCA, exist.

14
15 Nonresident Enrollment with No Extenuating Circumstances

16
17 Beginning with enrollment for the 2024-2025 school year, whenever the extenuating
18 circumstances listed in Section 20-5-321, MCA do not exist and mandatory enrollment of a
19 student who resides outside the District is not required, the District may enroll the nonresident
20 student at the request of the student’s parent or guardian as specified in this policy.

21
22 The District shall serve children who are residents of the district and nonresident children
23 seeking mandatory enrollment for extenuating circumstances prior to enrolling nonresidents
24 students seeking to apply when extenuating circumstances do not exist.

25
26 Applications for enrollment of out-of-district students must be submitted to the District for
27 consideration for enrollment for the fall semester in the subsequent school year by June 15; an
28 out-of-district student enrolled before the fall semester shall be considered to be enrolled for the
29 entirety of the school year. Applications for enrollment of out-of-district students must be
30 submitted to the District for consideration for enrollment for the spring semester in the
31 subsequent school year by November 15. All applications shall be submitted using the form
32 found at Policy 3141F as developed by the Superintendent of Public Instruction. For planning
33 purposes, late applications will be accepted only at the Superintendent or designee’s discretion
34 and shall only be considered in extreme and extenuating circumstances.

35
36 Nonresident students must reapply for admission each school year. Admission in one school
37 year does not infer or guarantee admission in subsequent years. Nonresident students who were
38 accepted prior to the 2024-2025 school year will be grandfathered but must complete Form
39 3141F annually and must remain in good standing.

40
41 Each application shall be assigned a unique number distinct from a student identification number
42 that does not disclose a student’s personally identifiable information consistent with Policy 3600.
43 Within 10 days of the initial application for an agreement, the District shall notify the parent or
44 guardian of the child and district of residence involved in the out-of-district attendance
45 agreement of the anticipated date for approval or disapproval of the agreement.

47 The Board of Trustees authorizes the Superintendent to review the applications for nonresident
48 enrollment consistent with this policy and Section 20-5-320, MCA. Not more than 30 days
49 following the application deadline, the Superintendent shall submit a list of students to the Board
50 of Trustees who applied for enrollment along with recommendations for or against approval for
51 each applicant. The Board of Trustees shall make the decision to approve or deny requests for
52 nonresident enrollment during a meeting of the Board. If individual application review is
53 needed, that review shall be considered during a closed session consistent with Policy 1400 and
54 after giving prior required notice to the parents/guardians of the anticipated review. Any motion
55 on an application shall be made in open session referring to the distinct application number.
56

57 In reviewing and determining whether to approve an application for attendance by a nonresident
58 child, the Superintendent or designee shall recommend for approval and Board of Trustees shall
59 approve the application unless approval of the application will negatively impact the quality of
60 education for resident pupils by grade level, by school, or in the District in the aggregate in one
61 or more of the following ways:
62

- 63 1. The approval would result in exceeding limits of:
 - 64 a. building construction standards pursuant to Title 50, chapter 60, MCA;
 - 65 b. capacity and ingress and egress elements, either by individual room or by school
66 building, of any fire code authorized by Title 50, chapter 3; or
 - 67 c. evacuation elements of the district's adopted school safety plan.
68

69 The Board authorizes the Superintendent to coordinate with the local fire marshal, law
70 enforcement, health department, and first responders when developing standards under
71 this Subsection 1. Findings shall be adopted by the Board in the District's Strategic Goals
72 Plan and/or the District's Long Range Facility Plan.
73

- 74 2. The approval would impede meeting goals, standards, or objectives of quality education
75 adopted by the Board in the District's Strategic Goals Plan or plan for continuous
76 improvement.
77
- 78 3. The approval would risk jeopardizing the educational quality adopted by the Board in the
79 District's Strategic Goals Plan or plan for continuous improvement because the
80 nonresident child who is applying was:
 - 81 a) truant as defined in Section 20-5-106, MCA, in the last school district attended;
 - 82 b) expelled by another school district at any time; or
 - 83 c) suspended in another school district in any of the 3 school fiscal years preceding
84 the school fiscal year for which attendance is requested. This Subsection C does
85 not apply to a student who is eligible for special education or related services.
86

87 Review and consideration of applications and the records of applicants as well as decisions
88 regarding admission cannot be inconsistent with District policies regarding nondiscrimination. In
89 the event the District receives more applications than the District can accommodate, the District
90 shall prioritize applications on the basis of the quality of education for students who are residents
91 of the district of attendance as defined by the District's Strategic Goals Plan. This priority may
92 include applications from students whose parents are at least .75 FTE employees of the District

93 and employees of the District’s contracted transportation provider who are scheduled at least 20
94 hours per week, as well as students with siblings who are currently enrolled in the District as
95 nonresident students. This priority is specifically established and shall be implemented on a
96 rational basis to provide a quality education to students enrolled in the District. The District may
97 also prioritize applications based on the anticipated obligations of resident taxpayers.
98

99 Within 10 days of approval or disapproval of an application for non-resident enrollment, the
100 District shall provide copies of the approved or disapproved attendance agreement to the parent
101 or guardian and to the district of residence. In the case of a disapproval, the District shall provide
102 the specific allowable reason for the disapproval consistent with this policy and supporting
103 documentation.
104

105 For an approved application and out-of-district attendance agreement the District shall provide a
106 copy of the completed agreement to the county superintendent of schools of the county of
107 residence, county superintendent of schools of the county of attendance, and the Superintendent
108 of Public Instruction. Whenever a student enrolls in and attends a school outside of the student’s
109 district of residence under the provisions of this policy, by July 15 following the year of
110 attendance, the district of attendance shall notify the district of residence of any financial
111 obligation under Section 20-5-323, MCA.
112

113 If an out-of-district attendance agreement is disapproved or no action is taken, the parent or
114 guardian may appeal the disapproval or lack of action in accordance with Montana law.
115 Unless otherwise agreed by the district of residence and the district of attendance, the family of a
116 nonresident child whose application for attendance has been approved is responsible for
117 transportation of the child and the child is not an eligible transportee as defined in Section 20-10-
118 101, MCA. The district of attendance may discretionarily provide transportation pursuant to
119 Section 20-10-122, MCA.
120

121	Reference:	1065	Board Meetings
122		2040	Special Education
123		3010	Entrance, Placement, and Transfer
124		3020	Education of Homeless Children
125		3022	Children of Military Families
126		3023	Education of Children in Foster Care
127		3210	Equal Education, Nondiscrimination and Sex Equity
128		3600	Student Records

129			
130			
131	Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
132		§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining
133			state or province
134		§ 20-5-320, MCA	Out-of-district attendance by parent or guardian
135			request with no extenuating circumstances.
136		§ 20-5-321, MCA	Attendance with mandatory approval – tuition and
137			transportation
138		§ 20-5-322, MCA	Residency determination – notification – appeal for

139		attendance agreement
140	§20-5-324, MCA	Tuition payment provisions – state obligations –
141		district obligations – financing -- reporting
142	§ 20-5-323, MCA	Tuition and transportation rates
143	§20-9-707, MCA	Agreement with Montana youth challenge program
144		or accredited Montana job corps program
145	10.10.301B, ARM	Out-of-District Attendance Agreements
146	10.55.712, ARM	Class Size Elementary
147	10.55.713, ARM	Teacher Load and Class Size – High School
148		
149		

150 Policy History:

151 Adopted on:
152 Revised on:
153 Reviewed on:

154
155

STUDENTSDiscretionary Nonresident Student Attendance

The Board, recognizing that its resident students need an orderly educational process and environment, free from disruption and overcrowding, hereby establishes criteria for the discretionary admission of nonresident students. The District will screen all nonresident students and consider only those who meet the criteria set forth in this policy. The Superintendent will recommend to the Board any nonresident student admission in accordance with this policy. Foreign exchange students shall be admitted pursuant to the terms of this policy and according to current federal law regulating foreign exchange programs.

The District will consider the following criteria for discretionary admission of nonresident students: the student's academic record, disciplinary record, including truancy records, and the current student enrollment in the class in which the student would be admitted.

The Superintendent or designee will not admit any student prior to viewing that student's records from the student's previous school districts. The Superintendent or designee will evaluate the student based on the above listed criteria and determine whether or not to recommend the admission of the student. The Superintendent or designee will not admit any nonresident student who is serving a suspension or expulsion in another school district or who has been recommended for suspension or expulsion.

All resident students who become nonresident students due to a move by the students' parents from the District may continue attendance for the semester, barring registration in another school district. At the completion of the semester, the student must apply for admission as a nonresident student if the student wishes to remain in the District.

The Board reserves the right to charge tuition for nonresident students. The Board may, in its discretion, charge or waive tuition for all students whose tuition is required to be paid by one type of entity. Unless otherwise provided by law, nonresident students are not eligible transportees for school transportation services.

Legal References: § 20-5-320, MCA Attendance with discretionary approval
§ 20-5-323, MCA Tuition and transportation rates
§ 10.10.301B, ARM Out of District Attendance Agreements

Cross References:

Policy History:

Adopted on: 2.12.2013

Revised on:

Reviewed on:

Repealed on:

1 **Helena Public Schools**

2
3 **OPERATIONAL SERVICES**

7008

4
5 Tuition

6
7 Whenever an out-of-district student is enrolled in the District, an attendance agreement must be
8 approved by the Board. The District shall notify the district of residence of each out-of-district
9 student attendance agreement approved by the Board of their tuition obligations by July 15
10 following the year of attendance.

11
12 Tuition rates shall be determined by Montana law.

13
14 For any resident student of the District enrolled in another school district as an out-of-district
15 student, the District shall finance such tuition from the tuition fund, general fund, or any other
16 legally allowable fund in the discretion of the trustees.

17
18 Cross Reference: 3141 Out-of-District Student Enrollment

19	Legal Reference:	§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining state or province
20		§ 20-5-320, MCA	Out-of-district attendance by parent or guardian request with no extenuating circumstances
21		§ 20-5-321, MCA	Attendance with mandatory approval – tuition and transportation
22		§ 20-5-322, MCA	Residency determination – notification – appeal for attendance agreement
23		§ 20-5-323, MCA	Tuition and transportation rates
24		§ 20-5-324, MCA	Tuition payment provisions -- state obligations -- district obligations -- financing -- reporting
25		10.10.301, ARM	Calculating Tuition Rates
26		10.10.301B, ARM	Out-of-District Attendance Agreements
27			
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38 Policy History:

39 Adopted on:

40 Revised on:

41 Reviewed on:

2
3 **OPERATIONAL SERVICES**

4
5 **Tuition Policy**

6
7 ~~It is recognized that residents of the Helena School District No.1 pay property taxes in support of~~
8 ~~the education of the students attending the schools. In order to establish financing of the non-~~
9 ~~resident student's education, the Helena School District shall charge tuition in accordance with~~
10 ~~the tuition provisions of Sections: 20-5-320, 20-5-321, 20-5-323, 20-5-324, M.C.A.~~

11
12 ~~A non-resident student is a student residing outside of the applicable Helena School District. A~~
13 ~~nonresident elementary student resides outside of the Elementary District. A non-resident high~~
14 ~~school student resides outside of the High School District. For the purposes of this policy, a~~
15 ~~student's residence shall be determined in accordance with Section 1-1-215, M.C.A. However,~~
16 ~~notwithstanding Section 1-1-215, M.C.A. the district shall consider students to be resident~~
17 ~~students of the district in the following circumstances;~~

18
19 ~~1. A student is a resident of the District if either parent or legal guardian is a resident of the~~
20 ~~Helena School District.~~

21
22 ~~2. When a student's family moves its residence from the District during the second semester of~~
23 ~~the school term, the student shall be considered a resident for the remainder of such school term.~~

24
25 ~~When a non-resident student wishes to attend school in the District, a written tuition agreement~~
26 ~~must be executed by the parent/guardian and the Helena School District before the student is~~
27 ~~enrolled. Tuition paid by the parent/guardian must be paid to the Helena School District prior to~~
28 ~~enrollment. Tuition paid through a mandatory agreement with another school district shall be~~
29 ~~budgeted and paid according to the provisions of state law 20-9-324, M.C.A.~~

30
31 ~~The tuition rate established between the Helena School District and individual parents/guardians~~
32 ~~must be reduced by the amount that the parent or guardian of the child paid in district property~~
33 ~~taxes during the immediately preceding school fiscal year for the benefit and support of the~~
34 ~~district in which the child will attend school.~~

35
36 ~~The Board of Trustees shall annually determine a tuition rate and establish the provisions and~~
37 ~~terms of any inter-local agreement. Any student who is admitted to Helena School District No. 1~~
38 ~~under the provisions of this policy shall attend the school assigned by the District.~~

39
40 ~~Legal Reference: 20-5-320, M.C.A.~~
41 ~~20-5-321, M.C.A.~~
42 ~~20-5-323, M.C.A.~~
43 ~~20-5-324, M.C.A.~~
44 ~~1-1-215, M.C.A.~~

45
46 **Policy History:**

47 ~~Adopted On:~~
48 ~~Revised On: 7.10.2001, 9.10.2002~~
49 Repealed On:

1 **Helena Public Schools**

2
3 **NONINSTRUCTIONAL OPERATIONS**

8110

4
5 Bus Routes and Schedules

6
7 The Superintendent’s designee is responsible for scheduling bus transportation, including
8 determination of routes and bus stops. Such routes are subject to approval of the county
9 transportation committee. The purpose of bus scheduling and routing is to achieve maximum
10 service with a minimum fleet of buses consistent with providing safe and reasonably equal
11 service to all bus students.

12
13 In order to operate the transportation system as safely and efficiently as possible, the following
14 factors shall be considered in establishing bus routes:

- 15
16 1. A school bus route shall be established with due consideration given to the sum total of
17 local conditions affecting the safety, economic soundness, and convenience of its
18 operation, including road conditions, condition of bridges and culverts, hazardous
19 crossings, presence of railroad tracks and arterial highways, extreme weather conditions
20 and variations, length of route, number of families and children to be serviced,
21 availability of turnaround points, capacity of bus, and related factors.
22
23 2. The District may extend a bus route across another transportation service area, if it is
24 necessary in order to provide transportation to students in the District’s own
25 transportation service area. A district may not transport students from outside its
26 transportation service area.
27
28 3. No school child attending an elementary school shall be required to ride the school bus
29 under average road conditions more than one (1) hour without consent of the child’s
30 parent or guardian.
31
32 4. School bus drivers are encouraged to make recommendations in regard to establishing or
33 changing routes.
34
35 5. Parents should be referred to the Transportation Department for any request of change in
36 routes, stops, or schedules.
37

38 The District reserves the right to change, alter, add, or delete any route at any time when such
39 changes are deemed in the best interest of the District, subject to approval by the county
40 transportation committee.

41
42 ***Bus Stops***

43
44 Buses should stop only at designated places approved by school authorities. Exceptions should
45 be made only in cases of emergency and inclement weather conditions.
46

47
48 Bus stops shall be chosen with safety in mind. Points shall be selected where motorists
49 approaching from either direction will have a clear view of the bus for a distance of at least one
50 hundred fifty feet (150) feet in cities to five hundred (500) feet in other areas.

51
52 School loading and unloading zones are to be established and marked to provide safe and orderly
53 loading and unloading of students. The principal of each building is responsible for the conduct
54 of students waiting in loading zones.

55
56
57 ***Delay in Schedule***

58
59 The driver is to notify the administration of a delay in schedule. The Transportation Department
60 will notify parents on routes and radio stations, if necessary.

61
62 ***Special Activities***

63
64 The District may use passenger vehicles to transport students to or from school-sponsored
65 functions or activities. However, the District will not use passenger vehicles for the purpose of
66 transporting students to or from school on a regular bus route.

67
68 ***Responsibilities - Students***

69
70 Students must realize that safety is based on group conduct. Students must wear their seat belt.
71 Talk should be in conversational tones at all times. There should be no shouting or loud talking
72 which may distract the bus driver. There should be no shouting at passersby. Students should
73 instantly obey any command or suggestions from the driver and/or his/her assistants.

74
75 ***Responsibilities - Parents***

76
77 The interest and assistance of each parent is a valued asset to the transportation program.
78 Parents' efforts toward making each bus trip a safe and pleasant experience are requested and
79 appreciated. The following suggestions are only three of the many ways parents can assist:

- 80
81 1. Ensure that students are at the bus stop in sufficient time to efficiently meet the bus.
82 2. Properly prepare children for weather conditions.
83 3. Encourage school bus safety at home. Caution children regarding safe behavior and
84 conduct while riding the school bus.

85
86 ***Safety***

87
88 The Transportation Department will develop written rules establishing procedures for bus safety
89 and emergency exit drills and for student conduct while riding buses.

90
91 If the bus and driver are present, the driver is responsible for the safety of his/her passengers,
92 particularly for those who must cross a roadway prior to loading or after leaving the bus. Except

93 in emergencies, no bus driver shall order or allow a student to board or disembark at other than
94 his/her assigned stop unless so authorized. In order to assure the safety of all, the bus driver may
95 hold students accountable for their conduct during the course of transportation and may
96 recommend corrective action against a student. Bus drivers are expressly prohibited from using
97 corporal punishment.

98
99 The bus driver is responsible for the use of the warning and stop signaling systems and the
100 consequent protection of his/her passengers. Failure to use the system constitutes negligence on
101 the part of the driver.

102
103 ***Inclement Weather***

104
105 The Board recognizes the unpredictability and resulting dangers associated with weather in
106 Montana. In the interest of safety and operational efficiency, the Transportation Department is
107 empowered to make decisions as to emergency operation of buses and the cancellation of bus
108 routes, in accordance with best judgment.

109
110

111 Legal Reference:	§ 20-10-106, MCA	Determination of mileage distances
112	§ 20-10-121, MCA	Duty of trustees to provide transportation – types of 113 transportation – bus riding time limitation
114	§ 20-10-132, MCA	Duties of county transportation committee
115	§ 61-8-351, MCA	Meeting or passing school bus --vehicle operator 116 liability for violation –penalty
117	§61-9-402, MCA	Audio and Visual Signals
118	§ 20-10-109, MCA	Liability insurance for school bus 119 Montana School Bus Standards

120
121

122 Policy History:

123 Adopted on:

124 Revised on:

125 Reviewed on:

126