



Superintendent
Rex Weltz
406.324-2000

Business Manager
Janelle Mickelson
406.324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING
Lincoln Center - 1325 Poplar Street
May 7, 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, & APRIL 2, 2024, BOARD POLICY MEETING MINUTES

V. PRESENTATION OF POLICIES FOR FIRST READING:

- A. 3410 Student Health/Physical Screenings/Examinations

VI. PRESENTATION OF POLICIES FOR SECOND READING:

- A. 1070 (1420) School Board Meeting Procedure
- B. 1240 Duties of Individual Trustees
- C. 2165 Early Literacy Targeted Intervention
- D. 8110 Bus Routes and Schedules

VII. PRESENTATION OF POLICIES FOR PERIODIC REVIEW:

- A. 2070 Network Information and Communication System Policy
- B. 3020 Education of Homeless Youth
- C. 3035 Student Appearance
- D. 3045 Access to and Release of a Student During School Hours
- E. 3065 Participation in Inter-Scholastic Athletics
- F. 3066 Obligation of Students Participating in School Sponsored Activities
- G. 3075 Student Charges, Fines and Fees
- H. 3085 Transfer of Student Records
- I. 3090 Receipt of Confidential Records
- J. 3100 Publication and Distribution or Posting of Materials

VIII. SUPERINTENDENT OR BOARD COMMENTS

IX. ADJOURNMENT

**NEXT MEETING:
June 4, 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.



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

Board of Trustees Policy Committee Meeting

Tuesday, April 2nd, 2024

12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

MINUTES

Attendees

Committee:

Jeff Hindoién, Trustee

Linda Cleatus, Trustee

Others:

Rex Weltz, Superintendent

Barb Ridgway, Chief of Staff

Elizabeth 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

Joslyn Davison, Curriculum Director

Janelle Mickelson, Business Manager

Lona Carter, Student Health

Melissa Romano-Lehman, Instructional Coach

I. CALL TO ORDER

The meeting was called to order at 12:02 p.m. by Trustee Jeff Hindoien.

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 03.05.2024 POLICY COMMITTEE MINUTES

Trustee Jeff Hindoien and Trustee Linda Cleatus were not in attendance at the March 5th Policy Committee Meeting and requested that the 3.05.2024 Policy Committee meeting minutes be placed on the Policy Committee agenda for review at the May Policy Committee meeting, when a Trustee that was in attendance at the March meeting would be able to review the March policy minutes and accept them into the record.

V. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 1070 (1420): School Board Meeting Procedures

The Policy Committee reviewed and discussed Policy 1070 (1420) School Board Meeting Procedures. Ms. Ridgway, Chief of Staff, and Ms. Kaleva, District Legal Counsel discussed that this policy revision is required only for first- and second-class districts. This policy is previously numbered as 1070 but the number will be changed to 1420 so it aligns with the model policy. Under MCA § 2-3-214, the Board must make a video and audio recording for a public meeting over which the Board “has supervision, control, jurisdiction, or advisory power” at a public meeting that is publicly noticed as required by law. This recording must be provided through a link on the district website or social media page (if there is no district website) within 5 business days of the board meeting and must be maintained online for 1 year. It is not the official record of the meeting unless designated by the Board as the official record (which is not recommended). If there was a technological issue that prevented the recording of the meeting or ability to provide a link, there has to be a notice of this failure placed in the same place that public notices for meetings are located as well as where the meeting recording links are located with the reasons for the failure and efforts to avoid the failure in the future. Recordings will be retained for one year. The law states that meetings only need to be recorded when the board is acting on a matter over which they have supervision, etc...therefore, board committee meetings are not required to be recorded and posted on the website because the board is not acting on any matters. Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding the policy. The Policy Committee determined that Policy 1070 (1420) School Board Meeting Procedures would go before the full Board of Trustees for information.

B. Policy 1240: Duties of Individual Trustees

The Policy Committee reviewed and discussed Policy 1240: Duties of Individual Trustees. This policy revision is required only for first-class districts. This policy is being revised to reflect that trustees in a first class district only may share the responsibility for visiting each school within a district. Second- and third-class districts do not need to adopt this policy revision. The policy states that, *“The authority of individual trustees is limited to participating in actions taken by the Board as a whole when legally in session. Trustees shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual trustee, except when such statement or action is pursuant to specific instructions and official action taken by the Board. Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be prepared to participate in discussion and decision making for each agenda item. Trustees share the responsibility to visit every school building at least once per year to examine its management, conditions, and needs.”* Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding the policy. The Policy Committee determined that Policy 1240: Duties of Individual Trustees would go before the full Board of Trustees for information.

C. Policy 2165: Early Literacy Targeted Intervention

The Policy Committee reviewed and discussed Policy 2165: Early Literacy Targeted Intervention. Under HB 352 (now MCA § 20-7-1801 – 20-7-1804), a district can but is not required to offer an early literacy intervention program. The Board has determined it will offer the following Early Literacy Targeted Intervention Program(s) for an eligible child:

- A full-time based program for eligible children who are four (4) years of age or older on or before September 10 of the year in which the children are to participate in the program and are not entering and have not completed kindergarten. A parent/guardian may enroll an eligible child in a full-time classroom-based program on a part-time basis. The classroom-based program must align with developmentally appropriate early education learning standards determined by the Board of Public Education. The district will start the program this fall.
- A jumpstart program for eligible children who are five years of age or older on or before September 10 of the year in which the children are to participate in the program and who have not yet completed 3rd grade. The jumpstart program shall occur during the time between the end of one school calendar year and the start of the next school calendar year as determined by the Board preceding a child’s entry into kindergarten, 1st grade, 2nd grade, or 3rd grade. The jumpstart program shall be at least 4 weeks in duration and provide at least 120 instructional hours and be aligned to the framework determined by the Board of Public Education. The jumpstart program shall be designed in a manner to increase the likelihood of a child being evaluated at the end of the ensuing school year to be at or above a trajectory leading to reading proficiency at the end of 3rd grade. Only “eligible” children can participate in these programs if offered – eligible children are those evaluated

to be “below trajectory for 3rd-grade reading proficiency for the child’s age or grade level.” The evaluation can only be done at the request of the parent/guardian. The evaluations are to be administered in April, May, or June to any child (at the request and consent of the parent/guardian) who will be 4 years old or older on or before the following September 10th and who has not yet entered 3rd grade. Our district is hoping to start the jumpstart program next year during the summer of 2025. Ms. Ridgway mentioned that districts may also offer a home-based program approved by the Board of Public Ed, but we are choosing not to do that at this time. Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding the policy. The Policy Committee determined that Policy 2165: Early Literacy Targeted Intervention would go before the full Board of Trustees for information.

D. Policy 3141: Nonresident Student Enrollment

The Policy Committee reviewed and discussed Policy 3141: Nonresident Student Enrollment. Board Policy 3141 (3025) has been revised to address the updates to the out-of-district laws. To summarize, within 10 days of receiving an application from a nonresident student, the district must notify the parent or guardian and the district of residence of the “anticipated date for approval or disapproval of the agreement” (in other words, the date of the Board Meeting at which the application will be decided). Because the ability to deny applications is very limited, it is important that districts request the records of students seeking to enroll and review them prior to making a recommendation for admission. Under the new law, the Board can deny approval because it has been determined that the impact of approval of an application would risk jeopardizing the educational quality within the district, because the out-of-district student has been truant as defined by MCA § 20-5-106 in the last school district, was expelled by a district at any time, or was non-IDEA eligible student suspended within the 3 school years prior to the year in which attendance was sought. The suspension exception does not apply to an IDEA-eligible student; it can apply to any regular education student or a student who has a 504 plan. With respect to truancy, MCA § 20-5-106 does not require a judicial finding of “truancy.” Rather, it is “persistent nonattendance without excuse, as defined by district policy, for all or any part of a school day equivalent to the length of one class period” for 9 or more days or 54 or more parts of a day in one school year. In order to make a recommendation for the approval or denial of a request, it will be necessary to review student records to determine truancy and/or whether there has been a suspension or expulsion (as well as whether the student is an IDEA-eligible student). In no event can a district reject a student on the basis of disability. In other words, unless the student is a 504-eligible student who has been suspended in the previous three school years, the district cannot deny a student for behavioral or disciplinary reasons. Extreme caution should also be exercised if the student is a student with a disability who may have a number of unexcused absences. Ms. Ridgway stated that on line 27 the date of June 15th will be changed to June 1st and on line 39 we are adding language that states *school placement will be determined by the district*. Language was added on lines 37 through 39 which states, *“Nonresident students who were accepted prior to the 2024-2025 school year will be grandfathered but must complete Form 3141F annually and must remain in good standing.”* Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding

the policy. The Policy Committee determined that Policy 3141: Nonresident Student Enrollment would go before the full Board of Trustees for action. This policy is being expedited because the district needs to start receiving and reviewing applications for the 2024-2025 school year.

E. Policy 3025: Discretionary Nonresident Student Attendance – Repeal

The Policy Committee reviewed and discussed Policy 3025 Discretionary Nonresident Student Attendance which is being repealed. This policy is being repealed because it is being replaced by Policy 3141: Nonresident Student Enrollment. Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding the policy. The Policy Committee determined that Policy 3025: Discretionary Nonresident Student Attendance will go before the full Board of Trustees for action to be repealed and replaced.

F. Policy 7008: Tuition

The Policy Committee reviewed and discussed Policy 7008: Tuition. The tuition policy has been revised to reflect the updates to the law and inability starting July 1, 2024, to charge tuition to parents/guardians. The policy states, *“Whenever an out-of-district student is enrolled in the District, an attendance agreement must be approved by the Board. The District shall notify the district of residence of each out-of-district student attendance agreement approved by the Board of their tuition obligations by July 15 following the year of attendance. Tuition rates shall be determined by Montana law. For any resident student of the District enrolled in another school district as an out-of-district student, the District shall finance such tuition from the tuition fund, general fund, or any other legally allowable fund in the discretion of the trustees.”* Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding the policy. The Policy Committee determined that Policy 7008: Tuition will go before the full Board of Trustees for action.

G. Policy 7015: Tuition Policy-Repeal

The Policy Committee reviewed and discussed Policy 7015: Tuition Policy which is being repealed. This policy is being repealed because it is being replaced by Policy 7008: Tuition. Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding the policy. The Policy Committee determined that Policy 7015: Tuition Policy will go before the full Board of Trustees for action to be repealed and replaced.

H. Policy 8110: Bus Routes and Schedules

The Policy Committee reviewed and discussed Policy 8110: Bus Routes and Schedules. This policy has been updated to reflect the language regarding safety distances for oncoming motorists and the need for the board to approve stops where students will cross a roadway. Updates were also made to the legal references. Ms. Ridgway and Ms. Kaleva answered any questions the Policy Committee had regarding this policy. The Policy Committee determined that Policy 8110: Bus Routes and Schedules would go before the full Board of Trustees for information.

VI. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

VII. ADJOURNMENT

Trustee Jeff Hindoien adjourned the meeting at 1:02 p.m.

4
5 Student Health/Physical Screenings/Examinations

6
7 Health services to be provided to all students may take place annually. Such services may include but
8 are not limited to:

- 9
- 10 1. Development of procedures at each building for isolation and temporary care of students
- 11 who become ill during the school day;
- 12 2. Consulting services of a qualified specialist for staff, students, and parents;
- 13 3. Vision and hearing screening;
- 14 4. Dental screening;
- 15 5. Immunization as provided by the Department of Public Health and Human Services.
- 16

17 Parents will be notified of the specific or approximate dates during the school year when standard
18 screenings administered by the District will be conducted. Standard screenings are not necessary to
19 protect the immediate health and safety of the student or other students and are noted in the Student /
20 Parent Handbook. Parents will receive written notice of any screening result which indicates a condition
21 that might interfere or tend to interfere with a student’s progress. Parents or eligible students will be
22 given the opportunity to opt out of the above-described screenings.

23
24 *Physical Examinations*

25
26 The District will not conduct physical examinations of a student without parental consent or unless
27 ordered by a court to do so. A physical examination may be conducted without consent if there is a
28 concern for the health or safety of the student or others is in question.

29
30 Students who wish to participate in certain extracurricular activities may be required to submit to a
31 physical examination to verify their ability to participate in the activity.

32
33 All parents will be notified of requirements of the District’s policy on physical examinations and
34 screening of students, at least annually at the beginning of the school year and within a reasonable
35 period of time after any substantive change in the policy.

36	37 Legal Reference:	§ 20-3-324(20), MCA	Powers and duties
38		§ 40-6-701, MCA	Interference with Fundamental Parental Rights
39			Restricted – Cause of Action
40		20 U.S.C. 1232h(b)	General Provisions Concerning Education

41
42 Policy History:

43 Adopted on:

44 Reviewed on:

45 Revised on:

2 SCHOOL DISTRICT ORGANIZATION

3 School Board Meeting Procedure

4 *Agenda*

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

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

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

23 *Quorum*

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

30 *Recording of Meetings*

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

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

40

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

46 *Minutes*

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

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

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

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

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

71 *Meeting Conduct and Order of Business*

72

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

79

Voting Method

80

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.

85

Public Participation

86

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.

96

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
100 § 2-3-214, MCA Recording of meetings for certain boards (Eff. July 1, 2024)
101 § 20-3-322, MCA Meetings and quorum
102 § 20-3-323, MCA District policy and record of acts
103 § 2-3-301, MCA Agency to accept public comment electronically --
104 dissemination of electronic mail address and documents
105 required -- prohibiting fees
106

107

Cross Reference:

108

Policy History:

109

Adopted on: February 8, 2011

110

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

111

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
	§ 20-3-308, MCA	Vacancy of trustee position
	§ 20-3-324(21), MCA	Powers and duties
	§ 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		

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.

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

2
3 **STUDENT INSTRUCTION**

4
5 Network Information and Communication System Policy

6
7 The District has implemented voice, data, and video electronic communications systems
8 (networks). The Board intends for these networks to be used only for educational activities and
9 authorizes under this policy and district network procedures specific limitations contained
10 therein.

11
12 Communications over district networks is not to be considered private. Network supervision and
13 maintenance may require review and inspection of directories or messages. All network
14 communication is subject to both federal and state laws regarding public disclosure. The district
15 reserves the right to access stored records in cases where there is reasonable cause to expect
16 wrong-doing or misuse of the system. However, the district will take all reasonable steps to
17 secure district data files. Access procedures based on individual privileges will be instituted and
18 monitored to ensure security at all levels.

19
20 Network access is a privilege and access to network services may be suspended or withdrawn
21 from students and staff who do not act in accordance with the District's Acceptable Use
22 Procedures. Student use of networked information and communication resources will be
23 permitted upon submission of permission forms by parents or guardians of minor students (under
24 18 years of age) and by the students themselves. These forms are included with the District's
25 Acceptable Use Procedures. Students will be required to indicate they will act in accordance with
26 the Acceptable Use Procedures by signing a document indicating they have read and will abide
27 by the procedures.

28
29 The Board directs the Superintendent to provide training and procedures that encourage the
30 widest possible access to electronic information and communication systems and networks by
31 students, staff and patrons while establishing reasonable controls for the lawful, efficient, and
32 appropriate use and management of the system.

33
34 Legal References:

35
36 Cross References:

37
38 Policy History:

39 Adopted On: 10.14.1997

40 Revised On: 9.10.2002

41 Reviewed On:

2
3 STUDENTS

4
5 Education of Homeless Youth

6
7 For purposes of this policy and to comply with the McKinney Vento Homeless Assistance Act
8 the term “homeless youth” means:

- 9
- 10 1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
- 11
- 12 2. an individual whose primary nighttime residence may be but is not limited to:
 - 13 a. a supervised publicly or privately operated shelter designed to provide temporary
 - 14 living accommodations (including welfare hotels, congregate shelters, and transitional
 - 15 housing for the mentally ill);
 - 16 b. an institute that provides a temporary residence for individuals intended to be
 - 17 institutionalized; or
 - 18 c. a public or private place not designated for, or ordinarily used as, a regular sleeping
 - 19 accommodation for human beings.
 - 20

21 A homeless youth is entitled to equal access to the same free, appropriate public education as
22 provided to other students. The lack of a permanent residence and/or adequate student records
23 may not be the basis for denying enrollment. The Superintendent will give special attention to
24 ensuring the enrollment and attendance of youth who are homeless and not currently attending
25 school. The Superintendent will appoint a liaison for homeless youth. The District homeless
26 liaison will help homeless youth and their families’ access community and district resources. A
27 person who has a concern or complaint regarding placement or education of a homeless youth
28 may contact the building administrator or District homeless liaison. A written complaint may be
29 filed in accordance with the District Uniform Complaint Procedure.

30
31 Legal Reference: 42 U.S.C. § 11431, et seq. McKinney Homeless Assistance Act
32 § 20-5-101, MCA Admittance of child to school

33
34 Cross Reference: 1085 Uniform Complaint Procedure

35
36 Policy History:
37 Adopted on: 7.10.2007
38 Revised on:
39 Reviewed on:

2
3 STUDENTS

4
5 Student Appearance

6
7 Students' dress and grooming must not disrupt the educational process, interfere with the
8 maintenance of a positive teaching/learning climate, or compromise reasonable standards of
9 health, safety, and decency. While matters of dress remain the primary responsibility of students,
10 in consultation with their parents or legal guardians, students are reminded that their appearance
11 significantly affects the way others respond to them.

12
13 The Superintendent shall establish procedures for handling students who dress or groom
14 inappropriately. These procedures will be published in the Parent-Student Handbook.

15
16 Legal References:

17
18 Cross References:

19
20 Policy History:

21 Adopted on: 3.20.2012

22 Revised on:

23 Reviewed on:

2
3 **STUDENTS**

4
5 Access to and Release of a Student During School Hours

6
7 The Board recognizes its responsibility for the proper care of students during school hours. Nonschool
8 personnel shall not have access to students during the instructional day except as permitted by this
9 policy.

10
11 *Law Enforcement and Social Service Agencies*

12
13 All contact between the school and the police department or social service workers on matters involving
14 students shall be made through the administrative office. The District encourages police and social
15 service workers to talk to a student away from the school. Law enforcement should only be allowed to
16 conduct an interview in the school if they can show special circumstances exist or if the interview is at
17 the request of a school official. Law enforcement must comply with all legal requirements regarding
18 notification of parents and consent prior to interviewing students. In the event the student’s parent
19 cannot be present, a school official shall observe the meeting. Social service workers may be permitted
20 to interview students at school pursuant to Montana law. In the event the social worker declines to notify
21 the parent, a school official may observe the meeting.

22
23 If the police have a warrant or probable cause for the student’s arrest, they must be permitted to arrest
24 the student; however, whenever possible, the arrest should be conducted in the principal’s office out of
25 view of other students. A social worker may take custody of a student upon presentation to the District
26 of a court order granting the social worker such power, or under the provisions of § 41-3-301, MCA.

27
28 *Parents and Other Adults*

29
30 A student may be released to a custodial parent during the instructional day. When in doubt as to
31 custodial rights, the District will rely on the most recent information available in the student’s records.
32 The District will not release a student to a non-custodial parent without contacting the custodial parent.
33 Prior written permission from the custodial parent is required before releasing a student into the custody
34 of a previously unauthorized adult, unless an emergency situation justifies a waiver.

35
36 Legal References: § 41-3-202, MCA Action on reporting
37 § 41-3-301, MCA Emergency protective service

38
39 Cross References:

40
41 Policy History:
42 Adopted on: 05.08.2012
43 Revised on:
44 Reviewed on:

2
3 STUDENTS

4
5 Participation in Inter-Scholastic Athletics

6
7 Students participating in interscholastic athletics must be covered by insurance. The District will
8 not assume any cost of medical or other services due to injuries.

9
10 Students who participate in any athletic program must have a signed "Parents' Consent Form",
11 must pass a physical examination administered by a physician, a physician assistant (PA), or a
12 nurse practitioner (NP) and must sign the Chemical Use form.

13
14
15 Legal References:

16
17 Cross References:

18
19 Policy History:

20 Adopted On:

21 Revised On: 9.10.2002

22 Reviewed On:

2
3 STUDENTS

4
5 Obligation of Students Participating in School Sponsored Activities

6
7 Students participating in school sponsored activities assume a responsibility to fellow students,
8 the district, and the community to be law-abiding citizens.

9
10 The administration shall place limits, up to and including restricting a student from participating
11 in school sponsored activities or being awarded school honors, if a student is found by school
12 officials to have violated Board Policy or committed an act prohibited by state or federal law.

13
14 An appeal process will be available to all students under the District’s “Uniform Complaint
15 Policy.”

16
17 Legal References:

18
19 Cross References:

20
21 Policy History:

22 Adopted On: 2.12.1995
23 Revised On: 9.10.2002, 1.9.2007
24 Reviewed On:

2
3 **STUDENTS**

4
5 Student Charges, Fines and Fees

6
7 A student may be charged a fee for:

- 8 1. the actual cost of breakage or damage to an item;
- 9 2. consumable supplies;
- 10 3. maintenance and repair of equipment utilized in the classes and/or courses offered for
- 11 graduation credit including but not limited to career and technical education and fine arts
- 12 classes; or
- 13 4. field trips or facility rentals associated with classroom or school activities either within
- 14 or out of the district boundaries.

15
16 If a student is to be charged a fee, both the student and parent shall be notified regarding the
17 amount of the fee or charge, or the nature of the damage, how restitution may be paid, and how
18 an appeal may be instituted. The District may charge reasonable copy costs associated with
19 student requests for post secondary applications and other discretionary activities.

20
21 A student may be charged reasonable tuition for activities not offered for graduation credit or for
22 repeat courses offered for credit. These include adult education courses, drivers' education,
23 athletics, intramural sports, student extracurricular activities, and under three-mile transportation
24 charges

25
26 All District-sponsored student programs that are offered outside of the regular school day are
27 required to prepare an annual pricing plan and must generate revenue at least equal to the cost of
28 the program unless the Board agrees to supplement the program with other funds.

29
30 District students who apply and are approved for either free or reduced lunches may request a
31 waiver of applicable tuition/fees. A current school lunch application must be on file with the
32 appropriate school in order for this waiver to be granted. Absent extenuating circumstances, only
33 one waiver will be granted per student for drivers' education.

34
35 Unless otherwise required by law, all student charges, fines, and fees collected under any part of
36 this section shall be deposited with the District Business Office.

37
38 Legal References:

39
40 Cross References:

41
42 Policy History:

43 Adopted On: 12.09.2003

44 Revised On:

45 Reviewed On:

2
3 STUDENTS

4
5 Transfer of Student Records

6
7 The District will forward by mail or by electronic means a certified copy of a permanent or
8 cumulative file of any student and a file of special education records of any student to a local
9 educational agency or accredited school in which a student seeks to or intends to enroll within
10 five (5) working days after receipt of a written or electronic request. The files to be forwarded
11 must include education records in a permanent file, and may contain the education records in the
12 cumulative file.

13
14 When the District cannot transfer records within five (5) days, it will notify a requestor, in
15 writing or electronically, and will provide reasons why the District is unable to comply with a
16 five (5) day time period. The District also will include in that notice the date by which requested
17 records will be transferred. The District will not refuse to transfer records because a student owes
18 fines or fees.

19
20 Legal References: § 20-1-213, MCA Transfer of school records

21
22 Cross References:

23
24 Policy History:

25 Adopted on: 3.20.2012

26 Revised on:

27 Reviewed on:

2
3 STUDENTS

4
5 Receipt of Confidential Records

6
7 Pursuant to Montana law, the District may receive case records of the Department of Public
8 Health and Human Services and its local affiliate, the county welfare department, the county
9 attorney, and the court concerning actions taken and all records concerning reports of child abuse
10 and neglect. The District will keep these records confidential as required by law and will not
11 include them in a student’s permanent file.

12
13 The Board authorizes the Principal, Superintendent and Counselor to receive information with
14 respect to a District student who is a client of the Department of Public Health and Human
15 Services. When the District receives such information, the Superintendent will prevent
16 unauthorized dissemination of that information.

17
18 Legal References: § 41-3-205, MCA Confidentiality – disclosure exceptions

19
20 Cross References:

21
22 Policy History:

23 Adopted on: 3.20.2012

24 Revised on:

25 Reviewed on:

2
3 STUDENTS

4
5 Publications and Distribution or Posting of Materials

6
7 *School-Sponsored Publications*

8
9 School-sponsored publications and productions are part of the curriculum and are not a public forum for
10 general student use. Material appearing in such publications whether print or electronic should reflect
11 all areas of student interest, including topics about which there may be controversy and dissent.

12 Controversial issues may be presented provided they are treated in depth and/or represent a variety of
13 viewpoints. Such materials may not be libelous, obscene, invade the privacy of others, or conflict with
14 the basic educational mission of the school. Materials which are socially inappropriate or inappropriate
15 due to the maturity level of the students, or are materially disruptive to the educational process will not
16 be tolerated. School-sponsored publications may not advertise tobacco, tobacco innovations, liquor,
17 illicit drugs or drug paraphernalia. The author's name will accompany personal opinions and editorial
18 statements.

19
20 All student media shall comply with the ethics and rules of responsible journalism. School authorities
21 may edit or delete material which they determine is inconsistent with the District's educational mission.

22
23 *Non-School Sponsored Publications*

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25 Distribution in school of written material that is obscene, libelous, invades the privacy of others, will
26 cause substantial disruption of the proper and orderly operation and discipline of the school or school
27 activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order is
28 prohibited. Distribution in school includes distribution on school property or at school-related
29 activities. Students who distribute such material or who write or publish such material for distribution
30 engage in gross disobedience and misconduct and will be disciplined in accordance with Board policy.

31
32 *Distribution and Posting of Materials*

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34 To facilitate the distribution of materials with information about student activities, each school building
35 may maintain a centrally located bulletin board for the posting of materials, and/or maintain a table
36 available to groups for placing approved materials.

37
38 School-sponsored groups are permitted to distribute materials directly to students. Outside groups,
39 including governmental agencies, parent and student organizations not sponsored by the school, and
40 community organizations, may be permitted to display their materials on a centrally located bulletin
41 board and/or table available for the displaying of materials.

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43 Materials from non-school sponsored groups to be distributed directly to students must be submitted to
44 the Assistant Superintendent's Office for prior approval. The District may require that the group submit
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the materials within a reasonable time period prior to the distribution or display to ensure the material is appropriate.

The District has the discretion to require that materials from outside groups contain the following disclaimer: *“These materials are neither sponsored nor endorsed by the District, the Superintendent, or this school.”*

Legal Reference: § 20-5-201, MCA Duties and Sanctions

Cross References:

Policy History:

Adopted on: 6.14.2016

Revised on:

Reviewed on: