



Superintendent
Rex Weltz
406-324-2000

Business Manager
Janelle Mickelson
406-324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING
Lincoln Center - 1325 Poplar Street
December 3, 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 NOVEMBER 5, 2024, BOARD POLICY MEETING MINUTES

V. PROPOSED POLICY UNDER REVIEW:

- A. 5460 Social Media Policy – Under review.

VI. POLICIES FOR FIRST READING

- A. 2070 Network Information and Communication System Policy

VII. PRESENTATION OF POLICIES FOR PERIODIC REVIEW:

- A. 1075 Records Management and Access to Public Records
- B. 3150 Tobacco Free Schools – Redundant / Repeal (Policy 8225 covers tobacco and marijuana)
- C. 2000 Student Instructional Goals
- D. 2060 Instructional Materials
- E. 2140 Suicide Awareness and Prevention Training
- F. 2166 Gifted Program
- G. 2170 Significant Writing
- H. 2333 Participation in Commencement Exercises
- I. 3100 Publications and Distribution or Posting of Materials
- J. 4036 Facility / Therapy Dogs Policy
- K. 4050 School Resource Officer Program

VIII. SUPERINTENDENT OR BOARD COMMENTS

IX. ADJOURNMENT

Next Meeting
January 7, 2025 at noon
Lincoln Center Board Room



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, November 5th, 2024

12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

MINUTES

Attendees

Committee:

Jennifer Walsh, Committee Chair
Jeff Hindoien, Trustee
Janet Armstrong, Trustee

Others:

Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Elizabeth Kaleva, District Legal Counsel
Jane Shawn, HEA President
Janelle Mickelson, Business Manager
Rex Weltz, Superintendent
Lona Carter, Student Health Services &
Special Education Director
Candice Delvaux, Executive Assistant
Gary Myers, Director of Educational
Technology
Keri Mizell, Human Resources Director
Todd Verrill, Facilities Director
Karen Ogden, Communications Officer
Kaitlyn Hess, Data & Federal Programs
Director

I. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Policy Committee Chair, Trustee Jennifer Walsh. Following the call to order, members of the Policy Committee and other attendees introduced themselves.

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 10.01.2024 POLICY COMMITTEE MINUTES

The Policy Committee reviewed and accepted the minutes from the October Policy Committee meeting.

V. PRESENTATION OF POLCIES FOR SECOND READING

A. Policy 3015: Attendance and Truancy

The Policy Committee reviewed and discussed *Policy 3015: Attendance and Truancy*. The only change to this policy after the last committee meeting was adding legal citations. Ms. Ridgway addressed any questions the committee had regarding this policy; however, there were no additional questions from the trustees. The Policy Committee determined that *Policy 3015: Attendance and Truancy* would go before the Board of Trustees for action at the next Board of Trustees Work Session meeting.

The committee also discussed the change in the Board of Trustees' full board meeting time, moving it from 5:30 p.m. to 6:00 p.m. on Tuesday, November 12th.

B. Policy 3020: Education of Homeless Youth

The Policy Committee reviewed and discussed *Policy 3020: Education of Homeless Youth*. The committee determined at the last meeting that some of the language in the policy was outdated and changed the language on line 12 which states *welfare hotels* to be changed to *temporary housing* and changed the language on line 13 which states *the mentally ill* to be changed to *those with mental illness*. Ms. Ridgway addressed any questions the committee had regarding this policy; however, there were no additional questions from the trustees. The Policy Committee determined that *Policy 3020: Education of Homeless Youth* would go before the Board of Trustees for action at the next Board of Trustees Work Session meeting.

C. Policy 3023: Education of Children in Foster Care

The Policy Committee reviewed and discussed *Policy 3023: Education of Children in Foster Care*. The committee determined at the last meeting that some of the language in the policy was outdated and changed the language on line 9 which states *welfare* to be changed to *protective services*, added the word *services* on line 14, and changed the language *his or her* to state *their* on line 16. Ms. Ridgway addressed any questions the committee had regarding this policy; however, there were no additional questions from the trustees. The Policy Committee determined that *Policy 3023: Education of Children in Foster Care* would go before the Board of Trustees for action at the next Board of Trustees Work Session meeting.

VI. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 5460: Social Media Policy

The Policy Committee reviewed and discussed *Policy 5460: Social Media Policy*. This new policy was developed following Ms. Ridgway's attendance at the school attorney's law conference in Missoula, where the recommendation was made to establish a clear social media policy. Ms. Ridgway highlighted lines 11 through 14, which state: "*The Montana Board of Public *Education Professional Educators Montana Code of Ethics requires District staff to maintain a professional relationship with each student, both inside and outside of instructional settings.*" The policy also includes definitions of social media, describes professional conduct, interactions with students, content guidelines, monitoring and enforcement, and training and education. Ms. Ridgway and Ms. Kaleva, District Legal Counsel, addressed any questions the committee had regarding this policy. The Policy Committee determined that *Policy 5460: Social Media Policy* would go before the Board of Trustees for information at the next Board of Trustees Work Session meeting.

VII. PRESENTATION OF POLICIES FOR PERIODIC REVIEW

A. Policy 3075: Student Charges Fines and Fees

The Policy Committee reviewed and discussed *Policy 3075: Student Charges Fines and Fees*. Ms. Kaleva stated that she would like us to add a legal reference to the policy. The committee engaged in a thorough discussion regarding various types of charges, fines, and fees, and reviewed lines 28 through 31, which address the waivers of applicable tuition and fees. Ms. Ridgway and Ms. Kaleva responded to any questions the committee had regarding the policy. The Policy Committee agreed to incorporate a legal reference into the policy and noted that *Policy 3075: Student Charges, Fines, and Fees* had been reviewed.

B. Policy 3085: Transfer of Student Records

The Policy Committee reviewed and discussed *Policy 3085: Transfer of Student Records*. There were no changes made to the policy and the Policy Committee noted that this policy has been reviewed.

C. Policy 3090: Receipt of Confidential Records

The Policy Committee reviewed and discussed *Policy 3090: Receipt of Confidential Records*. Ms. Ridgway noted that some of the language on line 16 should be moved to line 20 under references. No further changes were made, and the Policy Committee noted that this policy has been reviewed.

D. Policy 3100: Publications and Distribution or Posting of Materials

The Policy Committee reviewed and discussed *Policy 3100: Publications and Distribution or Posting of Materials*. There were no changes made to the policy and the Policy Committee noted that this policy has been reviewed.

E. Policy 3105: Student Use of Buildings-Equal Access

The Policy Committee reviewed and discussed *Policy 3105: Student Use of Buildings-Equal Access*. Ms. Kaleva noted that there will be a slight change, as a law passed during the 2023 legislative session now requires the district to obtain parental permission before students can participate in clubs. This policy in particular is related to non-curriculum secondary clubs in high school. The committee had a robust discussion regarding the guidelines of the policy for meetings that are student-initiated and not part of a school sponsored activity. The Policy Committee determined that a legal reference would be added to the policy and *Policy 3105: Student Use of Buildings-Equal Access* would be noted as reviewed.

F. Policy 3110: Concussion Management

The Policy Committee reviewed and discussed *Policy 3110: Concussion Management*. There were no changes to the policy, and the Policy Committee noted this policy as reviewed.

G. Policy 3145: Foreign Exchange Students

The Policy Committee reviewed and discussed *Policy 3145: Foreign Exchange Students*. Ms. Ridgway highlighted the change on line 14, where new language was added stating, "*Students on a J-1 visa are not permitted to graduate from the host high school.*" The Policy Committee engaged in a thorough discussion regarding J-1 and F-1 visa holders and addressed the language on lines 30 and 31, which states, "*The number of foreign exchange students attending each high school at any given time shall not exceed seven (7), unless approved by the Superintendent.*" The Policy Committee noted *Policy 3145: Foreign Exchange Students* as reviewed.

H. Policy 3150: Tobacco Free Schools

The Policy Committee reviewed and discussed *Policy 3150: Tobacco Free Schools*. The Policy Committee agreed that some of the wording in the policy could be refined, and Ms. Ridgway confirmed she would make the necessary revisions. Ms. Kaleva pointed out that there is already an existing policy addressing student discipline, which outlines inappropriate behaviors, including a ban on tobacco and tobacco products. She suggested that the current policy might be redundant. In response, Ms. Ridgway agreed to review this concern, and the committee decided they would revisit this policy in the future to determine whether they would consider repealing the policy.

VIII. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

IX. ADJOURNMENT

Trustee Jennifer Walsh adjourned the meeting at 12:56 p.m.

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3 **STUDENT INSTRUCTION**

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5 Network Information and Communication System Policy

6
7 ~~The District has implemented voice, data, and video electronic communications systems~~
8 ~~(networks).~~ The District makes Internet access and interconnected computer systems and
9 equipment available to District students and faculty. The Board intends for these networks to be
10 used only for educational activities and authorizes under this policy and district network
11 procedures specific limitations contained therein.

12
13 The District expects all students to take responsibility for appropriate and lawful use of this
14 access, including good behavior online. The District may withdraw student access to its
15 equipment, network and to the Internet when any misuse occurs. District teachers and other staff
16 will make reasonable efforts to supervise use of equipment, network, and Internet access;
17 however, student cooperation is vital in exercising and promoting responsible use of this access.

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

26
27 Network access is a privilege and access to network services may be suspended or withdrawn
28 from students and staff who do not act in accordance with the District's Acceptable Use
29 Procedures. Student use of networked information and communication resources will be
30 permitted upon submission of permission forms by parents or guardians of minor students (under
31 18 years of age) and by the students themselves. These forms are included with the District's
32 Acceptable Use Procedures. Students will be required to indicate they will act in accordance with
33 the Acceptable Use Procedures by signing a document indicating they have read and will abide
34 by the procedures.

35
36 *Warranties/Indemnification*

37 The District makes no warranties of any kind, express or implied, in connection with its
38 provision of access to and use of its equipment, computer networks and the Internet provided
39 under this policy. The District is not responsible for any information that may be lost, damaged,
40 or unavailable when using the equipment, network, or for any information that is retrieved or
41 transmitted via the Internet. The District will not be responsible for any unauthorized charges or
42 fees resulting from access to the Internet. Any user is fully responsible to the District and will
43 indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any
44 and all loss, costs, claims, or damages resulting from such user's access to its equipment,
45 computer network, and the Internet, including but not limited to any fees or charges incurred
46 through purchase of goods or services by a user. The District expects a user or, if a user is a

47 minor, a user's parents or legal guardian to cooperate with the District in the event of its
48 initiating an investigation of a user's use of access to its equipment, computer network, and the
49 Internet.

50
51 The Board directs the Superintendent to provide training and procedures that encourage the
52 widest possible access to electronic information and communication systems and networks by
53 students, staff and patrons while establishing reasonable controls for the lawful, efficient, and
54 appropriate use and management of the system.

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56 Legal References:

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58 Cross References:

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60 Policy History:

61 Adopted On: 10.14.1997

62 Revised On: 9.10.2002

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3 SCHOOL DISTRICT ORGANIZATION

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5 Records Management and Access to Public Records

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7 The District is committed to effective records management including meeting legal standards for
8 record retention and protection of privacy, optimizing the use of space, minimizing the cost of
9 record retention, and properly destroying outdated records. This policy applies to all records,
10 regardless of whether they are maintained in hard (paper) copy, electronically, or in some other
11 fashion.

12
13 The District requires that its records be maintained in a consistent and logical manner and be
14 managed so that the District:

- 15
- 16 1. Meets legal standards for protection, storage and retrieval;
- 17 2. Protects the privacy of students and employees of the District;
- 18 3. Optimizes the use of space;
- 19 4. Minimizes the cost of record retention; and
- 20 5. Destroys outdated records in an appropriate manner.

21
22 The Superintendent shall establish appropriate records management procedures and practices,
23 which shall be provided to staff members who manage records within the District. The Board
24 acknowledges the importance of public records as the record of the acts of the District and the
25 repository of information about the District. The Board acknowledges the public’s right to
26 inspect and copy the District’s public records, with certain exceptions. Unless otherwise
27 provided by law, a public record shall be accessible for inspection and duplication either by
28 written or oral request. The District shall respond to all such requests within a reasonable period
29 of time, generally not to exceed 10 business days. If the District cannot respond to the request
30 within 10 business days, the records custodian shall notify the requestor in writing and provide a
31 timeline for response to the request. If an oral request is not responded to within 10 business
32 days, the requestor must put the request in writing.

33
34 The Superintendent shall establish procedures for storage of and access to essential records. The
35 Superintendent shall designate essential records which are immediately necessary to:

- 36 • Respond to an emergency or disaster;
- 37 • Begin recovery or reestablishment of operations during and after an emergency or
- 38 disaster;
- 39 • Protect the health, safety, and property of District students and employees;
- 40 or
- 41 • Protect the assets, obligations, rights, history and resources of the District, its employees,
- 42 and students.

43
44 The District will provide copies of all documents, including electronic communications, in the
45 medium in which those documents exist.

- 47 Reasonable fees may be charged for copies and for time spent researching a request and
48 reproducing materials as follows:
- 49 • actual costs directly related to fulfilling a records request including but not limited to the
50 time required to gather, redact, scan, copy, or otherwise and reproduce the requested
51 information; and
 - 52 • actual cost of purchasing the electronic media used for transferring data, if the person
53 requesting the information does not provide the media;
 - 54 • copies of Board minutes at .15¢ per page;
 - 55 • copies of other materials at .25¢ per page;
 - 56 • no charge for copies emailed to requestor;
 - 57 • actual postage for any copies mailed.

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59 The District shall comply with Montana law in addressing any unauthorized breaches of its
60 computer data security system, including but not limited to complying with all disclosure and
61 investigative requirements.

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63 Legal References:	§ 20-3-324, MCA	Powers and duties
64	§ 20-3-323, MCA	District policy and record of acts
65	§ 2-6-1001 <i>et al</i> , MCA	Public Records
66	§ 30-14-1704, MCA	Computer Security Breach
67	House Bill 123	Public Records Laws

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70 Cross Reference:

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73 Policy History:

74 Adopted on: 2.8. 2011
75 Revised on: 1.12.2016, 2.14.2017

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1 **Helena School District**

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3 **STUDENTS**

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5 **Tobacco Free Schools**

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7 The Board of Trustees of the Helena Public Schools is committed to providing a clean, healthy
8 and safe school environment for students, employees and the general public. Use of tobacco or
9 tobacco innovations in any form is considered detrimental to the health of non-users as well as
10 users of tobacco or tobacco innovations. The use of tobacco or tobacco innovations is
11 inconsistent with the Helena Schools health education policy.

12

13 Helena Public Schools are “tobacco free.” The use of tobacco or tobacco innovations is
14 prohibited from all school buildings, grounds and school sponsored events 24 hours a day, 365
15 days per year. This includes all days when school is not in session and all events and other
16 activities not associated with, or sponsored by, the school.

17

18 Possession or use of tobacco or tobacco innovation products by students on district property, in
19 district vehicles and at school-sponsored events (whether on or off district property) is prohibited
20 at all times.

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22 The use of tobacco or tobacco innovation products by all school and contract employees and all
23 visitors on district property, in district vehicles and at school-sponsored events (whether on or off
24 district property) is prohibited at all times. This includes non-school hours and all events
25 sponsored by the school or others.

26

27 Advertising of tobacco or tobacco innovation products is prohibited in school buildings, on
28 school property, at school functions and in all school publications. Any visual representation of
29 tobacco or tobacco innovation products including logos, signage, or product names is not
30 allowed. This includes clothing that advertises tobacco or tobacco innovation products.

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33 Legal References:

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35 Cross References:

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37 Policy History:

38 Adopted On: 3.13.01

39 Revised On: 2.13.01, 6.12.01, 9.9.2014

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3 **STUDENT INSTRUCTION**

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5 Instructional Materials

6
7 The Board is legally responsible to approve and to provide the necessary instructional materials used in the
8 District.

9
10 Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and
11 social studies should be reviewed at intervals not exceeding five (5) years or in a manner consistent with the
12 state’s standards revisions schedule. Instructional materials, both print and non-print, are selected based
13 upon their quality and educational value. Instructional materials shall be recommended by committees
14 established by the Superintendent. Specific criteria for selection shall be developed by each committee.
15 Instructional materials shall be provided for use to students at no cost. Students may be charged for lost or
16 damaged instructional materials including but not limited to textbooks, technology, etc.

17
18 The District may receive and/or provide distance, online, and technology-delivered learning programs to
19 supplement instruction within the District. These programs may be utilized in the same manner as other
20 supplementary resources, and all programs and/or courses shall meet the learner expectations as adopted
21 by the District and must be aligned with state content standards and content-specific grade-level learning
22 progressions.

23
24 Except as provided by state regulation, teachers of distance, online and technology delivered learning
25 programs shall be licensed and endorsed in Montana in the area of instruction taught with such license
26 granted as a result of the completion of an accredited professional educator preparation program. The
27 District shall appoint a distance learning facilitator for each course.

28
29 Legal References: § 20-7-601, MCA Free textbook provision
30 § 20-7-602, MCA Textbook selection and adoption
31 10.55.603, ARM Curriculum and assessment

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34 Cross References: 2135 K-12 E-Learning Online Learning

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36 Policy History:

37 Adopted on: 6.9.2015

38 Revised on:

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STUDENT INSTRUCTION

Suicide Awareness and Prevention Training

The Board is committed to protecting the health and well-being of all District students. The Board directs the Superintendent or designee to develop a program and associated procedures to prevent, assess the risk of, intervene in, and respond to suicide. The District’s suicide prevention program shall be consistent with federal and state law and guidance provided by the Office of Public Instruction.

The District will provide a comprehensive suicide education program within the context of approved curriculum. The District will provide training to administrators, support staff and other school staff in preventing, assessing the risk of, intervening in, and responding to students at risk of suicide. The training shall be made available annually, but employees working directly with students are required to participate in a minimum of two (2) hours of training every five (5) years. The training shall be provided at no cost to District personnel and shall be consistent with approved material provided by the Office of Public Instruction.

Legal References: MCA § 20-7-1310 Youth suicide awareness and prevention training

Cross References:

Policy History:

Adopted on: 1.9.2018

Revised on:

2 **INSTRUCTION**

3 Gifted Program

4 To the extent possible with available resources, gifted and talented students will have the
5 opportunity to participate in appropriate educational programs. “Gifted and talented children” are
6 students of outstanding abilities, who are capable of high performance and who require
7 differentiated educational programs beyond those normally offered in public schools in order to
8 fully achieve their potential contribution to self and to society. The children so identified include
9 those with demonstrated achievement or potential ability in a variety of worthwhile human
10 endeavors.

11 The Helena Public Schools shall offer appropriate services for students who have been identified
12 as gifted and talented.

13 The Board authorizes the Superintendent to provide best-practice, district-wide gifted services
14 which include:

- 15 • Identifying students with demonstrated achievement or potential intellectual ability and
16 academic performance;
- 17 • Providing appropriate academic challenges and social and emotional interventions for
18 gifted students utilizing current best practices in the field of Gifted Education;
- 19 • Developing measurable objectives based on student needs and delivering programming to
20 meet those objectives;
- 21 • Providing training and materials related to identification and best practices in the field of
22 Gifted Education for district staff and families of identified gifted students;
- 23 • Identifying, utilizing, and involving parent and community resources to maximize
24 opportunities for gifted students;
- 25 • Monitoring and evaluating stated goals and objectives regularly and developing methods
26 to evaluate program effectiveness.

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28 Legal References: § 20-7-901 through 904, MCA Gifted and talented children
29 10.55.804, ARM Gifted and talented
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32 Policy History:
33 Adopted on: 1.10.2017
34 Revised on:

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3 **INSTRUCTION**

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5 **Significant Writing**

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7 The Board of Trustees has chosen not to have a significant writing program as defined in the
8 Administrative Rules of Montana (10.55.701). Rather the Board directs the district
9 administration and staff to develop an intensive writing program.

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12 Legal Reference: ARM 10.53.403 College and Career Readiness Anchor Standards for
13 Writing
14 ARM 10.55.701(2) (p) Board of Trustees
15 ARM 10.55.1101 Communicate Arts Program Delivery Standards
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18 Cross References: Board Policy 2120 Curriculum Development and Assessment

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20 Policy History:

21 Adopted on: 7.11.2017

22 Revised on:

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3 **STUDENT INSTRUCTION**

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5 Participation in Commencement Exercises

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7 A student’s right to participate in the Helena Public Schools commencement exercise is an
8 honor. Participation in the commencement ceremony is reserved for those members of the
9 graduating class who have completed all state and local requirements. The principal may allow
10 participation in the ceremony due to extenuating circumstances in cases where the student will
11 complete their requirements during the summer semester following their senior year.

12
13 The Helena Public Schools will permit students to honor their American Indian heritage through
14 the display of culturally significant tribal regalia at commencement ceremonies.

15
16 Prohibited items that may not be worn or incorporated into the graduation ceremony include but
17 are not limited to; items that promote drug use, weapon use, threats of violence, sexual
18 harassment, bullying or other intimidation, or violates a district policy, state or federal law.

19
20 The school administration will review student presentations and specific content and will advise
21 participants about appropriate language for the audience and occasion.

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23 **Cross Reference:**

24	Legal Reference:	Art. II, Sec. 5	Montana Constitution – Freedom of religion
25		Art. X, Sec. 1(2)	Montana Constitution – Educational Goals and Duties
26		Art. X, Sec. 7	Montana Constitution – Nondiscrimination in education
27		§ 20-5-201(3), MCA	Duties and Sanctions
28		§ 20-7-112, MCA	Sectarian publications prohibited and prayer permitted
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31 **Policy History:**

32 Adopted on: 5.14.2019

33 Revised on:

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3 STUDENTS

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5 Publications and Distribution or Posting of Materials

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7 *School-Sponsored Publications*

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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.

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23 *Non-School Sponsored Publications*

24
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.

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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:

2 SCHOOL / COMMUNITY RELATIONS

3 Facility / Therapy Dogs Policy

4 The Helena Public Schools supports the use of therapy dogs by teachers, students or other
5 qualified personnel (“handler/owner”) for the benefit of students and subject to the conditions of
6 policy and administrative procedures.

7 *Therapy Dog*

8 A “therapy dog” is a dog that has been individually trained, evaluated, and certified (e.g.
9 minimum AKC Canine Good Citizen certification or equivalent) to work with its handler/owner
10 to provide emotional support, well-being, comfort, or companionship to school district students
11 or other groups. A therapy dog must be well behaved, be under the control of its handler/owner,
12 and have a temperament that is suitable for interaction with students and others in a public
13 school.

14 A handler/owner is an individual school district staff member or volunteer who owns a therapy
15 dog and who has accompanied and participated in the certification process with the therapy dog.

16 Therapy dogs are **not** “emotional support animals” or “service animals”. A ‘service animal” is a
17 term used in the Americans with Disabilities Act. An emotional support animal provides
18 comfort to a specific individual.

19 Therapy dogs are the personal property of the individual owner/handler, teacher, student or
20 employee and are not owned by the school district. The owner/handler shall assume full
21 responsibility for the therapy dog including but not limited to; providing proof of current
22 certification as a therapy dog, proof of up-to-date vaccinations and general good health from a
23 certified veterinary clinic, and proof of liability insurance. The handler/owner is responsible for
24 maintaining the care and behavior of the dog and insuring suitability for interacting with students
25 and others in the school while the therapy dog is on school district property.

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28 Legal References:

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30 Cross References:

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32 Policy History:

33 Adopted on: 11.14.2017

34 Revised on:

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4 **SCHOOL / COMMUNITY RELATIONS**

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6 School Resource Officer Program

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9 The Helena Public School District believes that positive relationships and a supportive
10 school culture are critical in maintaining safety and security in all schools. The district has a
11 partnership with local law enforcement that enables school resource officers (SROs) to assist
12 in supporting a safe learning environment in district schools.

13
14 The goal of the School Resource Officer program is to improve school/law enforcement
15 collaboration, perceptions and relations between students, staff and law enforcement.
16 School Resource Officers perform all functions and duties expected of a sworn law
17 enforcement officer while school administrators, in partnership with parents, have exclusive
18 authority over school discipline issues.

19
20 The Superintendent will develop a Memorandum of Agreement (MOA) outlining roles,
21 responsibilities and procedures for the SRO program. In partnership with law enforcement
22 representatives, the SRO Memorandum of Agreement will be reviewed annually to
23 determine the effectiveness of existing policies and procedures and to determine necessary
24 revisions. The Superintendent will share the results of the review with the Board of
25 Trustees.

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27 Legal Reference:

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29 Cross References:

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31 Policy History:

32 Adopted on:

33 Revised on:

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