



Superintendent
Rex Weltz
406-324-2000

Business Director
Sam Holman
406-324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING
Lincoln Center
1325 Poplar Street
March 3, 2026**

I. INTRODUCTIONS

II. REVIEW OF AGENDA

III. GENERAL PUBLIC COMMENT

This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.

IV. REVIEW FEBRUARY 3, 2026, BOARD POLICY MEETING MINUTES

V. POLICIES FOR SECOND READING – HAVE GONE TO FULL BOARD 1st READING

- A. 2020 Student and Family Privacy Right
- B. 3010 Entrance, Placement and Transfer
- C. 3141 Nonresident Student Enrollment
- D. 7057 Use of Automated External Defibrillation
- E. 8100 Transportation

VI. POLICIES FOR FURTHER READING – HAVE GONE TO FULL BOARD FOR READING

- A. 3097 Use of Video Monitoring Cameras
- B. 3410 Student Health/Physical Screenings/Examinations

VII. PRESENTATION OF POLICIES FOR FIRST READING

- A. 2010 Instructional Program
- B. 2070 Network Information and Communication System

VIII. SUPERINTENDENT OR BOARD COMMENTS

IX. ADJOURNMENT

**Next Meeting -
April 7, 2026 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, February 3, 2026
12:00 p.m.
Lincoln Center
1325 Poplar St., Helena, MT 59601
And via
TEAMS

MINUTES

Attendees

<i>Committee:</i>	<i>Others:</i>
Jennifer Walsh, Committee Chair	Josh McKay, Assistant Superintendent
Linda Cleatus, Trustee	Rex Weltz, Superintendent
Keith Meyer, Trustee	Keri Mizell, Human Resources Director
	Jane Shawn, HEA President
	Bea Kaleva, District Legal Counsel
	Lona Carter, Student Health Services & Special Education Director
	Candice Delvaux, Executive Assistant
	Sam Holman, Business Director
	Justine Alberts, Assistant Superintendent
	Taylor Lassiter, Communications Specialist
	Gary Myers, Director of Educational Technology
	Siobhan Hathorn, Trustee Attending as a Guest of the Public
	Kaitlyn Hess, Data & Federal Programs Director

I. CALL TO ORDER

The meeting was called to order at 12:00 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 12.2.2025 POLICY COMMITTEE MINUTES

The Policy Committee reviewed and accepted the minutes from the December 2, 2025, Policy Committee meeting.

V. POLICIES FOR SECOND READING-HAVE GONE TO FULL BOARD FOR 1ST READING

A. Policy 1020: School Board Elections

The Policy Committee reviewed and discussed Policy 1020: School Board Elections. This policy has been updated to reflect the changes to candidate filing deadlines and withdrawal under House Bill 406. There is also a requirement that school elections must be called at least 145 days before a regular election, but can be amended until 70 days prior to the election. There is an allowance for a period of 70 days to call a special election. Ballot certification must occur not less than 40 days before the election. The Policy Committee determined that Policy 1020: School Board Elections would go before the full Board of Trustees for action.

B. Policy 2103: Religion and Religious Activities

The Policy Committee reviewed and discussed Policy 2103: Religion and Religious Activities. This policy has been updated to reflect changes to House Bill 343, which now requires—rather than simply permits—the district to release a student at the parent’s request (at least annually) for not less than one hour per week for formal religious instruction. Notable updates include the removal of the words “the Bible or other” on line 27 and the addition of language regarding release time for religious instruction on lines 48 through 55. The Policy Committee determined that Policy 2103: Religion and Religious Activities would go before the full Board of Trustees for action.

C. Policy 2165: Early Literacy Targeted Intervention

The Policy Committee reviewed and discussed Policy 2165: Early Literacy Targeted Intervention. This policy has been updated to reflect current legislation, including the removal of lines 33 through 35, clarifying the definition of scholastic literacy and incorporating math into early targeted intervention programs. The Policy Committee

determined that Policy 2165: Early Literacy Targeted Intervention would go before the full Board of Trustees for action.

D. **Policy 3000: Equal Educational Opportunities**

The Policy Committee reviewed and discussed Policy 3000: Equal Educational Opportunities. The policy changes reflect Senate Bill 350 that permits school districts and MHSA to prohibit participation of a home school student in extracurricular activities based upon the student either not being a U.S. citizen or a resident of the state of Montana. The Policy Committee determined that Policy 3000: Equal Educational Opportunities would go before the full Board of Trustees for action.

E. **Policy 3410: Student Health/Physical Screenings/Examinations**

The Policy Committee reviewed and discussed Policy 3410: Student Health/Physical Screenings/Examinations. House Bill 599 requires that a district provide parents with notice of the right to opt out of physical or mental health screenings or surveys and to be notified of the results of any such screenings. The policy has been updated to align with this requirement. The Policy Committee determined that Policy 3410: Student Health/Physical Screenings/Examinations would go before the full Board of Trustees for action.

F. **Policy 5025: Employment and Assignment**

The Policy Committee reviewed and discussed Policy 5025: Employment and Assignment. Under House Bill 226, state penalties can be issued to employers for failing to comply with federal immigration laws and grants the Montana Department of Labor and Industry subpoena power to determine compliance. Language was added to the policy on lines 14 and 15 stating "including, but not limited to verification that the employee is authorized to work in the United States." The Policy Committee determined that Policy 5025: Employment and Assignment would go before the full Board of Trustees for action.

G. **Policy 5075: Termination of Employment**

The Policy Committee reviewed and discussed Policy 5075: Termination of Employment. This policy has been updated with a legal reference to House Bill 602. Under House Bill 602, in the process of nonrenewal of a nontenured teacher, if the recommendation for nonrenewal is for financial reasons, this is to be stated in the Board agenda posted before June 1 that is subject to public comment. The Policy Committee determined that Policy 5075: Termination of Employment would go before the full Board of Trustees for action.

VI. **POLICIES FOR THIRD READING-HAVE GONE TO FULL BOARD FOR 1ST READING**

A. **Policy 3097: Use of Video Monitoring Cameras**

The Policy Committee reviewed and discussed Policy 3097: Use of Video Monitoring Cameras. This policy has been updated to align with parental rights under House Bill 32, allowing video monitoring during events open to the public. At the last Policy Committee meeting, clarifying language was added to specify that no staff member or volunteer may make an audio or video recording of a student without parental permission unless at a public event. The Policy Committee determined that Policy 3097: Use of Video Monitoring Cameras would go before the full Board of Trustees for action.

B. Policy 4332: Display of Flags and Banners on District Property

The Policy Committee reviewed and discussed Policy 4332: Display of Flags and Banners on District Property. This is a new policy developed to align with House Bill 819 regarding the specific flags and banners that may be displayed on district or school property. Clarifying language was added to specify that the policy does not apply to personal clothing, jewelry, or accessories worn by school employees, except where uniform policies or official dress codes apply. The Policy Committee determined that Policy 4332 would be brought before the full Board of Trustees for action.

VII. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 2020: Student and Family Privacy Rights

The Policy Committee reviewed and discussed Policy 2020: Student and Family Privacy Rights. This policy is updated to reflect changes from House Bill 599 regarding parental rights law. Parents may opt their child out of any personal analysis, evaluation, survey or data collection that does not require personally identifiable information. Parents must opt in to any personal analysis, evaluation, survey or data collection that requires personally identifiable information, unless that information is essential for establishing a student's education record or for a demographic survey to validate an achievement test used to gain admission to a postsecondary institution. The Policy Committee determined that Policy 2020: Student and Family Privacy Rights would be brought before the full Board of Trustees for information.

B. Policy 3010: Entrance, Placement and Transfer

The Policy Committee reviewed and discussed Policy 3010: Entrance, Placement and Transfer. This policy is updated to reflect House Bill 168, which permits districts to receive ANB funding for special education preschool students based upon aggregate hours of instruction. Additionally, students with disabilities may be eligible to continue enrollment until they reach twenty-two years of age, unless they have received a regular high school diploma. The Policy Committee determined that Policy 3010: Entrance, Placement and Transfer would be brought before the full Board of Trustees for information.

C. Policy 3141: Nonresident Student Enrollment

The Policy Committee reviewed and discussed Policy 3141: Nonresident Student Enrollment. House Bill 250 changes the out-of-district attendance laws that went into effect July 1, 2025, and applies to attendance agreements. The Board of Trustees may deny enrollment of an out-of-district student if accepting the student(s) would negatively impact the quality of education for resident students because the maximum student contract hours for a teacher of the class or maximum class sizes under accreditation standards would be exceeded. Additionally, the Board of Trustees may deny enrollment of a nondisabled student who has been suspended in or out of school in any school the student previously enrolled in within the previous three years. The Policy Committee determined that Policy 3141: Nonresident Student Enrollment would be brought before the full Board of Trustees for information.

D. Policy 7057: Use of Automated External Defibrillation

The Policy Committee reviewed and discussed Policy 7057: Use of Automated External Defibrillation. This policy is updated to reflect the components of the district's AED program and to reflect changes to maintaining AEDs in accordance with Senate Bill 86. Specifically, SB 86 changes the requirement for maintaining a written plan for AEDs to only a written notice of the location of the AED to the 911 service covering the area. The Policy Committee determined that Policy 7057: Use of Automated External Defibrillation would be brought before the full Board of Trustees for information.

E. Policy 8100: Transportation

The Policy Committee reviewed and discussed Policy 8100: Transportation. This policy has been updated to reflect legal references and be in compliance with House Bill 250 regarding transportation requirements for students with disabilities. The Policy Committee determined that Policy 8100: Transportation would be brought before the full Board of Trustees for information.

VIII. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

IX. ADJOURNMENT

Trustee Jennifer Walsh adjourned the meeting at 12:50 p.m.

1 **Helena School District**

2
3 INSTRUCTION

2020

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5
6 Student and Family Privacy Rights

7
8 All fundamental parental rights are exclusively reserved to the parent(s)/guardian(s) of a child
9 without obstruction or interference by a governmental entity in accordance with the common
10 law, state and federal law, and Board policies.

11
12 **Except for information that is necessary and essential for establishing a student’s education**
13 **record or for a demographic survey to validate an achievement test used to gain admission**
14 **to a postsecondary institution, a parent has the right to:**

- 15
- 16 • **Opt a child out of any personal analysis, evaluation, survey, or data collection by the**
- 17 **District that does not require the student’s personally identifiable information; or**
- 18 • **Opt a child into any personal analysis, evaluation, survey, or data collection by the**
- 19 **District that requires the student’s personally identifiable information.**
- 20

21
22 *Surveys - General*

23
24 All surveys requesting personal information from students, as well as any other instrument used
25 to collect personal information from students, must advance or relate to the District’s educational
26 objectives as identified in Board policy. This applies to all surveys, regardless of whether the
27 student answering the questions can be identified and regardless of who created the survey.

28
29 *Surveys Created by a Third Party*

30
31 Before the District administers or distributes a survey created by a third party to a student, the
32 student’s parent(s)/guardian(s) may inspect the survey upon request and within a reasonable time
33 of their request. This section applies to every survey that is created by a person or entity other
34 than a District official, staff member, or student, regardless of whether the student answering the
35 questions can be identified, and regardless of the subject matter of the questions.

36
37 *Surveys Requesting Personal Information*

38
39 School officials and staff members shall not request, nor disclose, the identity of any student who
40 completes ANY survey containing one (1) or more of the following items:

- 41
- 42 1. Political affiliations or beliefs of the student or the student’s parent/guardian;
- 43 2. Mental or psychological problems of the student or the student’s family;
- 44 3. Behavior or attitudes about sex;
- 45 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
- 46 5. Critical appraisals of other individuals with whom students have close family
- 47 relationships;

- 48 6. Legally recognized privileged or analogous relationships, such as those with lawyers,
49 physicians, and ministers;
50 7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian;
51 8. Income (other than that required by law to determine eligibility for participation in a
52 program or for receiving financial assistance under such program).
53

54 The student’s parent(s)/guardian(s) may inspect the survey within a reasonable time of the
55 request, and/or refuse to allow their child to participate in any survey requesting personal
56 information. The school shall not penalize any student whose parent(s)/guardian(s) exercise this
57 option.
58

59 ~~No student shall be required to submit to any survey requesting personal information without
60 consent of the parent/guardian. Parent(s)/guardian(s) will be given notice and an opportunity to
61 opt their child out of participation of any survey requesting personal information that is not
62 required by the District.~~

63

64 ***Instructional Material***

65

66 A student’s parent(s)/guardian(s) may, within a reasonable time of the request, inspect any
67 instructional material used as part of their child’s educational curriculum. The term
68 “instructional material,” for purposes of this policy, means instructional content that is provided
69 to a student, regardless of its format, printed or representational materials, audio-visual materials,
70 and materials in electronic or digital formats (such as materials accessible through the Internet).
71 The term does not include academic tests or academic assessments.
72

73

74 ***Collection of Personal Information from Students for Marketing Prohibited***

75

76 The term “personal information,” for purposes of this section only, means individually
77 identifiable information including: (1) a student’s or parent’s/guardian’s first and last name, (2) a
78 home or other physical address (including street name and the name of the city or town), (3)
79 telephone number, or (4) a Social Security identification number.

80

81 The District will not collect, disclose, or use student personal information for the purpose of
82 marketing or selling that information or otherwise providing that information to others for that
83 purpose.

84

85 The District, however, is not prohibited from collecting, disclosing, or using personal
86 information collected from students for the exclusive purpose of developing, evaluating, or
87 providing educational products or services for, or to, students or educational institutions such as
88 the following:

89

- 89 1. College or other post-secondary education recruitment or military recruitment;
90 2. Book clubs, magazines, and programs providing access to low-cost literary products;
91 3. Curriculum and instructional materials used by elementary schools and secondary
92 schools;

- 93 4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or
94 achievement information about students (or to generate other statistically useful data for
95 the purpose of securing such tests and assessments) and the subsequent analysis and
96 public release of the aggregate data from such tests and assessments;
97 5. The sale by students of products or services to raise funds for school-related or education-
98 related activities;
99 6. Student recognition programs.

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Notification of Rights and Procedures

104 The Superintendent or designee shall notify students' parent(s)/guardian(s) of this policy as well
105 as its availability from the administration office upon request; how to opt their child out of
106 participation in activities as provided in this policy; the approximate dates during the school year
107 when a survey requesting personal information, as described above, is scheduled or expected to
108 be scheduled; and how to request access to any survey or other material described in this policy.
109

110 This notification shall be given parent(s)/guardian(s) at least annually at the beginning of the
111 school year and within a reasonable period after any substantive change in this policy.

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113
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115

The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student
turns eighteen (18) years of age or is an emancipated minor.

116 Cross Reference:	<u>2060</u>	<u>Instructional Materials</u>
117	4040	<u>School, Student, Parent, Family and Community</u>
118		<u>Engagement in Education</u>
119	<u>3410</u>	<u>Student Health Physical Screenings</u>
120		<u>Examinations</u>

121		
122 Legal Reference:	20 U.S.C. 1232h	Protection of Pupil Rights
123	§ 40-6-701, MCA	Interference with Fundamental Parental Rights
124		Restricted (<i>revised by House Bill 676</i>)
125		

Policy History:

127 Adopted on:	5.8.2012
128 Reviewed on:	10.10.2023
129 Revised on:	

130
131

2
3 STUDENTS

4
5 School Admissions: Entrance, Placement and Transfer

6
7 *Age*

8
9 No pupil may be enrolled in ~~the~~ kindergarten or first grade whose 5th birthday does not occur on or
10 before September 10 of the school year in which the child registers to enter school.

11
12 No pupil may be enrolled in the District if that pupil has reached ~~their~~ ~~his or her~~ 19th birthday on or
13 before September 10 of the school year in which the child registers to enter school with the
14 following exceptions:

15
16 A waiver of the age limitation may be requested where there are exceptional circumstances
17 and must be reviewed and approved by the Board of Trustees (Board) in an executive
18 session.

19
20 The Board ~~Trustees~~ may also admit an individual who has graduated from high school but is
21 not yet 19 years of age even though no special circumstances exist for waiver of the age
22 provision or a student who is not yet 19 years of age and experienced educational disruption
23 and was awarded a diploma as a result and seeks access to reasonable curriculum designed to
24 advance postsecondary success.

25
26 Students with disabilities who qualify for special education services may be eligible to
27 continue enrollment in the District until they reach 22 years of age, unless the student
28 has received a regular high school diploma.

29
30 The ~~trustees~~ Board shall assign and admit a student who is enrolled in a nonpublic or home school
31 and who meets the age and residency requirements on a part-time basis at the request of the student’s
32 parents or guardian.

33
34 *Enrolling Students Under the age of 5 Before September 10 for Exceptional Circumstances*

35
36 It is the policy of the District to provide enhanced educational opportunities to students under the age
37 of five (5) when individual exceptional circumstances exist.

38
39 The administration shall ensure admission, enrollment, and assignment of all qualifying children
40 referenced in this policy. The administration shall place children enrolled pursuant to this policy in
41 either a half-time or full-time program as part of the elementary school program. The administration
42 shall review the criteria set forth in this policy and make the determination whether an individual
43 student or class of students meets the criteria for exceptional circumstances.

44
45 The administration shall present the information to the Board for approval. In presenting the
46 information to the Board, the administration shall remove all identifying information in order to

47 protect the privacy rights of the student under state and federal law. The Board shall make the final
48 decision on the enrollment of students ~~under the District's exceptional circumstances~~ **in accordance**
49 **with this** policy.

50
51 The administration shall include children enrolled pursuant to this policy in the District's calculation
52 of average number belonging (ANB) as reported to OPI to the extent allowed by law.

53 The Board ~~of Trustees~~ declares the following to be qualifying "exceptional circumstances" within
54 the meaning of that term as used in 20-5-101(3) **MCA** and "special permission" within the meaning
55 of that term as used in 20-7-117 MCA, that merit waiving the age provisions of 20-7-117 MCA for
56 qualifying children under 5 years of age:

- 57
58 1 A child at least 3 years of age with a disability qualifying the child for services under the
59 federal Individuals with Disabilities Education Act.
- 60 2 A child who is 4 years of age or older on or before September 10 of the school year in which
61 enrollment is to occur who meets one or more of the following:
- 62 a. Meets the income eligibility guidelines for free or reduced priced meals under the
63 National School Lunch Program;
 - 64 **b. Is being admitted into an early targeted intervention program;**
 - 65 c. Is Limited English Proficient within the meaning of Title III of the federal
66 Elementary and Secondary Education Act;
 - 67 d. Is Gifted and Talented within the meaning of that term as used in 20-7-901 MCA;
 - 68 e. Is an enrolled member of a federally recognized American Indian Tribe;
 - 69 f. Is homeless as defined in 42 U.S. Code § 11302, or as determined by the
70 administration, exhibits other characteristics or lives in circumstances that are
71 uncommon, unusual, atypical, rare or otherwise distinguished from ordinary or
72 typical which place the child at risk of failing to achieve at adequate levels,
 - 73 g. Is an at-risk student as defined in Section 20-1-101(4). MCA;
 - 74 h. Child's status as a member of a military family with prior enrollment.
- 75

76 The administration is authorized to enroll students in a manner consistent with this policy and to
77 develop procedures to implement this policy.

78
79 *Entrance – Identity and Immunization*

80
81 Students enrolling in the District for the first time must present a birth certificate or other reliable
82 proof of identity and age within 40 days, as well as proof of residence. If the parent of the student
83 does not provide proof of identification within 40 days, the District shall notify the Missing Children
84 Information Program and a local law enforcement authority of the fact that no proof of identity has
85 been presented for the child.

86
87 Students who are homeless, in foster care, or are the child of a military family are entitled to
88 immediate enrollment regardless of presentation of the required documentation. Nonresident
89 students shall be admitted when required by law or as permitted by District policy.

90
91 Students must also provide ~~additional student records including~~ original immunization records **or**
92 **exemption as required by Montana State Law** within 30 days.

93
94 A student who transfers from one school district to another may photocopy immunization records in
95 the possession of the school of origin. The District shall accept the photocopy as evidence of
96 immunization. When a student enrolls in the Helena School District the school the student left must
97 send the original immunization records within thirty (30) days after the student has transferred out.
98

99 Parents who choose not to immunize their child based on religious tenets must annually submit to
100 the District a signed [religious exemption statement](#) prescribed by the State of Montana. The form
101 must be presented to the District prior to the child's first day of attendance. The statement must be
102 maintained as part of the student's immunization records. The District will also accept medical
103 exemptions as required by law.

104 *Placement*

105
106
107 The goal of the District shall be to place students at levels and in settings that will enhance the
108 probability of student success. Developmental testing, together with other relevant criteria,
109 including but not limited to, health, maturity, emotional stability, and developmental disabilities,
110 may be considered in the placement of all students. Final disposition of all placement decisions rests
111 with the Principal subject to review by the Superintendent.
112

113 If a student is assigned to a school in the District outside of the adopted school boundaries applicable
114 to that student, this decision is subject to the District's Uniform Grievance Procedure. Upon
115 completion of these procedures, the Board's decision regarding the assignment is final.
116

117 *Children of Relocated Military Families*

118
119 The Board shall assign and admit a child whose parent or guardian is being relocated to Montana
120 under military orders to a school in the district and allow the child to preliminarily enroll in classes
121 and apply for programs offered by the District prior to arrival and establishing residency. The
122 student may attend classes during preliminary enrollment and may receive offsite instruction if not
123 present in the District.
124

125 *Transfer Students*

126
127 Resident students seeking to transfer to a District school will be admitted and placed pursuant to the
128 terms of this policy. The District will request the student's records from the prior school district
129 prior to making any final decision on placement.
130

131 Elementary students shall be placed at their current grade level on a probationary basis for a period
132 of two weeks. Should any doubt exist with the teacher and/or principal as to grade and level
133 placement of the student, the student shall be subject to an educational assessment to determine
134 appropriate grade and level placement.
135

136 High school students shall be placed according to the number of credits earned in their previous
137 accredited school districts, subject to Montana Accreditation Rules and Standards and local alternate
138 procedures for earning credit.
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Cross References:	Policy 1085	Uniform Grievance Policy
	Policy 2165	Early Literacy Targeted Intervention
	Policy 2090	Credit Transfer Assessment for Placement Policy
	Policy 3020	Education of Homeless Youth
	Policy 3023	Education of Children in Foster Care
	Policy 3155	Part-time Attendance
Legal References:	§ 1-1-215, MCA	Residence -- rules for determining.
	§ 20-5-101, MCA	Admittance of child to school (revised by House Bill 946)
	§ 20-5-403, MCA	Immunization requirements
	§ 20-5-404, MCA	Conditional attendance
	§ 20-5-405, MCA	Medical or religious exemption
	§ 20-5-406, MCA	Immunization record
	§ 20-5-502, MCA	Enrollment by caretaker relative -- residency -- affidavit
	§ 20-7-117, MCA	Kindergarten and preschool programs
	§ 20-7-1801, et seq, MCA	Early Literacy Targeted Interventions
	§ 44-2-511, MCA	School enrollment procedures for missing children
	10.55.701, ARM	Board of Trustees
	10.55.906, ARM	High School Credit
	10.16.3122, ARM	Local Education Agency Responsibility for Students with Disabilities
	Individual with Disabilities Act	Federal Rehabilitation Act 1973
	National School Lunch Act	(Public Law 396, 79th congress, chapter 281, 2nd session)
	Title III, ESEA	(English Language Acquisition, Language Enhancement and Academic Achievement Act
	McKinney Vento Homeless Assistance Act of 1987	(Pub. L. 100-77, July 22, 1987, 101 Stat. 482, U.S.C. §11301 et seq)
	House Bill 352	Targeted Interventions to Support 3rd-Grade Reading Proficiency

Policy History:

Adopted on: 2.12.2013
Revised on: 10.8.2013, 12.10.2019, 10.11.2022, 6.13.2023, 2.13.2024

2
3 STUDENTS

4
5 Nonresident Student Enrollment

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

9
10 Mandatory Nonresident Enrollment for Extenuating Circumstances

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

14
15 Nonresident Enrollment with No Extenuating Circumstances

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

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

25
26 Applications for enrollment of out-of-district students must be submitted to the District for
27 consideration for enrollment for the fall semester in the subsequent school year no later than June
28 1; an out-of-district student enrolled before the fall semester shall be considered to be enrolled
29 for the entirety of the school year. Applications for enrollment of out-of-district students must be
30 submitted to the District for consideration for enrollment for the spring semester in the
31 subsequent school year by November 15. All applications shall be submitted using the forms [K-
32 12 Student Out-of-District Transfer Request \(HPS form\) and the Out-Of District
33 Attendance Agreement \(OPI form FP-14.1\) Both forms can be found on the District
34 webpage found at Policy 3141F as developed by the Superintendent of Public Instruction.](#) For
35 planning purposes, late applications will be accepted only at the Superintendent or designee’s
36 discretion and shall only be considered in extreme and extenuating circumstances.

37
38 **An eligible child who is not a resident of the District may be accepted by the District to
39 participate in a summer jumpstart program without an out-of-district attendance
40 agreement and without the payment of tuition.**

41
42 Nonresident students must reapply for admission each school year. Admission in one school
43 year does not infer or guarantee admission in subsequent years. Nonresident students who were
44 accepted prior to the 2024-2025 school year will be grandfathered but must complete Form
45 3141F annually and must remain in good standing.

47 Each application shall be assigned a unique number distinct from a student identification number
48 that does not disclose a student’s personally identifiable information consistent with Policy ~~3600-~~
49 **2600, Student & Family Privacy Rights.** Within 10 days of **receipt of** the initial application for
50 an agreement, the District shall notify the parent(s)/~~or~~ guardian(s) of the child and district of
51 residence involved in the out-of-district attendance agreement of the anticipated date for
52 approval or disapproval of the agreement.

53
54 The Board of Trustees (Board) authorizes the Superintendent to review the applications for
55 nonresident enrollment consistent with this policy and Section 20-5-320, MCA. Not more than
56 30 days following the application deadline, the Superintendent shall submit a list of students to
57 the Board ~~of Trustees~~ who applied for enrollment along with recommendations for or against
58 approval for each applicant. The Board ~~of Trustees~~ shall make the decision to approve or deny
59 requests for nonresident enrollment during a meeting of the Board. If individual application
60 review is needed, that review shall be considered during a closed session consistent with Policy
61 1065, **Board Meetings** and after giving prior required notice to the parent(s)/guardian(s) of the
62 anticipated review. Any motion on an application shall be made in open session referring to the
63 distinct application number.

64
65 In reviewing and determining whether to approve an application for attendance by a nonresident
66 child, the Superintendent or designee shall recommend for approval and ~~the Board of Trustees~~
67 shall approve the application unless approval of the application will negatively impact the quality
68 of education for resident pupils by grade level, by school, or in the District in the aggregate in
69 one or more of the following ways:

- 70
71 1. The approval would result in exceeding limits of:
72 a. Building construction standards pursuant to Title 50, chapter 60, MCA;
73 ~~b.~~ Capacity and ingress and egress elements, either by individual room or by school
74 building, of any fire code authorized by Title 50, chapter 3; ~~or~~
75 c. Evacuation elements of the district’s adopted school safety plan; **or**
76 d. **Maximum student contract hours for a teacher of the class or maximum class**
77 **sizes under accreditation standards of the Board of Public Education.**

78
79 The Board authorizes the Superintendent to coordinate with the local fire marshal, law
80 enforcement, health department, and first responders when developing standards under
81 this Subsection 1. Findings shall be adopted by the Board in the District’s Strategic Goals
82 Plan and/or the District’s Long Range Facility Plan.

- 83
84 2. The approval would impede meeting goals, standards, or objectives of quality education
85 adopted by the Board in the District’s Strategic Goals Plan or plan for continuous
86 improvement required **under the rules adopted by the Board of Public Education.**
87
88 3. The approval would risk jeopardizing the educational quality adopted by the Board in the
89 District’s Strategic Goals Plan or plan for continuous improvement because the
90 nonresident child who is applying was:
91 a) Truant as defined in Section 20-5-106, MCA, in the last school district attended;
92 b) Expelled by another school district at any time; or

- 93 c) Suspended in school or out of school in any another school district in which the
94 nonresident student was enrolled in any of the 3 school fiscal years preceding
95 the school fiscal year for which attendance is requested. This Subsection C does
96 not apply to a student who is eligible for special education or related services.
97

98 Review and consideration of applications and the records of applicants as well as decisions
99 regarding admission cannot be inconsistent with District policies regarding nondiscrimination. In
100 the event the District receives more applications than the District can accommodate, the District
101 shall prioritize applications on the basis of the quality of education for students who are residents
102 of the district of attendance as defined by the District's Strategic Goals Plan. This priority may
103 include applications from students whose parent(s)/guardian(s) are at least .75 FTE employees
104 of the District and employees of the District's contracted transportation and food service
105 provider who are scheduled at least 20 hours per week, as well as students with siblings who are
106 currently enrolled in the District as nonresident students. This priority is specifically established
107 and shall be implemented on a rational basis to provide a quality education to students enrolled
108 in the District. The District may also prioritize applications based on the anticipated obligations
109 of resident taxpayers.
110

111 Within 10 days of approval or disapproval of an application for non-resident enrollment, the
112 District shall provide copies of the approved or disapproved attendance agreement to the
113 parent(s)/or-guardian(s) and to the district of residence. In the case of a disapproval, the District
114 shall provide the specific allowable reason for the disapproval consistent with this policy and
115 supporting documentation.
116

117 For an approved application and out-of-district attendance agreement the District shall provide a
118 copy of the completed agreement to the county superintendent of schools of the county of
119 residence, county superintendent of schools of the county of attendance, and the Superintendent
120 of Public Instruction. Whenever a student enrolls in and attends a school outside of the student's
121 district of residence under the provisions of this policy, by July 15 following the year of
122 attendance, the district of attendance shall notify the district of residence of any financial
123 obligation under Section 20-5-323, MCA.
124

125 If an out-of-district attendance agreement is disapproved or no action is taken, the parent(s)/or
126 guardian(s) may appeal the disapproval or lack of action in accordance with Montana law.
127 ~~Unless otherwise agreed by the district of residence and the district of attendance, the family of a~~
128 ~~nonresident child whose application for attendance has been approved is responsible for~~
129 ~~transportation of the child and the child is not an eligible transportee as defined in Section 20-10-~~
130 ~~101, MCA. The district of attendance may discretionarily provide transportation pursuant to~~
131 ~~Section 20-10-122, MCA.~~
132

133 **An out-of-district student may not be enrolled for remote instruction unless the student is**
134 **physically attending a school or offsite instructional setting pursuant to an out-of-district**
135 **attendance agreement. An out-of-district student may be accepted to participate in a**
136 **remote instruction course without an out-of-district agreement when the student's district**
137 **of residence does not provide remote or in-person instruction in an equivalent course.**
138

139 **The out-of-district attendance agreement shall address any transportation obligations of**
 140 **either the district of attendance or the district of residence required by law.**
 141
 142

143	Reference:	1065	Board Meetings
144		2040	Special Education <u>and Accommodations</u>
145		<u>3000</u>	<u>Equal Educational Opportunities</u>
146		3010	<u>School Admissions:</u> Entrance, Placement, and
147			Transfer
148		3020	Education of Homeless Children
149		3022	Children of Military Families
150		3023	Education of Children in Foster Care
151		3210	Equal Education, Nondiscrimination and Sex Equity
152		3600	Student Records
153		<u>3085</u>	<u>Transfer of Student Records</u>
154			
155			

156	Legal Reference:	§ 1-1-215, MCA	Residence – rules for determining
157		§ 20-5-314, MCA	Reciprocal attendance agreement with adjoining
158			state or province
159		§ 20-5-320, MCA	Out-of-district attendance by parent or guardian
160			request with no extenuating circumstances.
161		§ 20-5-321, MCA	Attendance with mandatory approval – tuition and
162			transportation
163		§ 20-5-322, MCA	Residency determination – notification – appeal for
164			attendance agreement
165		§ 20-5-323, MCA	Tuition and transportation rates
166		§20-5-324, MCA	Tuition payment provisions – state obligations –
167			district obligations – financing -- reporting
168		<u>§20-7-118, MCA</u>	<u>Remote Instruction</u>
169		§20-9-707, MCA	Agreement with Montana youth challenge program
170			or accredited Montana job corps program
171		10.10.301B, ARM	Out-of-District Attendance Agreements
172		10.55.712, ARM	Class Size Elementary
173		10.55.713, ARM	Teacher load and class size – high school, <u>junior</u>
174			<u>high, middle school, and grades 7 and 8 funded</u>
175			<u>at high school rates</u>
176			
177			

178 **Policy History:**
 179 Adopted on: 04.09.2024
 180 Revised on:
 181 Reviewed on:
 182

2
3 OPERATIONAL SERVICES

4
5 Use of Automated External Defibrillation

6
7 An Automated External Defibrillator (AED) will be available to faculty, staff, and
8 students in case of a sudden cardiac arrest. The District will establish an AED Program
9 in accordance with the standards established by the Montana Department of Public
10 Health and Human Services (Department). The District will comply with all other
11 requirements for AED implementation set forth by the Department.

12
13 As part of the AED program, the District will identify and train AED providers. All
14 AED-certified staff must maintain current certification. Use of the AED will be in
15 accordance with § 50-6-505, MCA **and subject to the following conditions:**

- 16
17 1. **Provide written notice of where the AED is placed (or to be placed) to the**
18 **emergency medical service providing services in the area;**
- 19 2. **Maintain, test, and operate the AED according to the manufacturer’s**
20 **guidelines and maintain written records of all maintenance and testing**
21 **performed on the AED; and**
- 22 3. **Each time an AED is used for an individual in cardiac arrest, require that an**
23 **emergency medical service is summoned to provide assistance as soon as**
24 **possible**

25
26 The District retains the discretion to use reasonable care and judgment in determining the
27 location and number of AED units that may be available at building sites.

28
29 **Liability Limitations**

30
31 **An individual who provides emergency care or treatment by using an AED in**
32 **compliance with this policy and an individual providing cardiopulmonary**
33 **resuscitation to an individual upon whom an AED is or may be used are immune**
34 **from civil liability for a personal injury that results from that care or treatment.**

35
36 **An individual who provides emergency care or treatment by using an AED in**
37 **compliance with this policy and an individual providing cardiopulmonary**
38 **resuscitation to an individual upon whom an AED is or may be used are immune**
39 **from civil liability as a result of any act or failure to act in providing or arranging**
40 **further medical treatment for the individual upon whom the AED was used, unless**
41 **the individual using the AED or the person providing CPR, as applicable, acts with**
42 **gross negligence or with willful or wanton disregard for the care of the person upon**
43 **whom the AED is or may be used.**

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Legal References:	§ 50-6-501, MCA	Definitions
	<u>§ 50-6-502, MCA</u>	<u>AED program – requests for AED</u>
		<u>use</u>
	<u>§ 50-6-503, MCA</u>	<u>Rulemaking</u>
	<u>§ 50-6-505, MCA</u>	<u>Liability limitations</u>
	37.104.601, ARM, et.al.	Automated External Defibrillators (AED)

Cross References:

Policy History:

Adopted on: 8.11.2015

Revised on:

2
3 NON-INSTRUCTIONAL OPERATIONS

4 Transportation

5
6 Helena School District ~~No. 1~~ may provide school-to-home transportation for eligible students as
7 defined in Section 20-10-101, MCA., and for other qualifying students who reside less than three
8 miles and outside of the established walk zone from the school of attendance as established by
9 the district. District provided transportation may be provided by bus or individual transportation
10 contract at the discretion of the District.

11
12 At the discretion of the District, students not eligible under Section 20-10-101, MCA. may utilize
13 bus transportation when space is available on existing bus routes.

14 The Superintendent shall provide operational procedures for transportation services; including
15 but not limited to inclement weather, student code of conduct on the bus, student safety,
16 eligibility and related transportation items within the Student-Parent handbook which shall be
17 reviewed and updated annually.

18 **Transportation of Students with Disabilities**

19 **Transportation shall be provided as a related service, when a student with a disability**
20 **requires special transportation in order to benefit from special education or to have access**
21 **to an appropriate education placement. Transportation is defined as:**

22 (a) **Travel to and from school and between schools;**

23 (b) **Travel in and around school buildings or to those activities that are a regular part of**
24 **the student’s instructional program;**

25 (c) **Specialized equipment (such as special or adapted buses, lifts, and ramps) if**
26 **required to provide transportation for a student with disabilities.**

27
28 **The student’s Individualized Education Program (IEP) will determine, on an individual**
29 **basis, when a student with a disability requires this related service.**

30 **The District shall transport a student with a disability who is entitled to transportation as a**
31 **related service in accordance with Montana law.**

35

36	Legal References:	<u>§ 20-5-323, MCA</u>	<u>Tuition --transportation</u>
37		§ 20-10-101 MCA	Definitions
38		<u>§ 20-10-102, MCA</u>	<u>School bus requirements</u>
39		§ 20-10-121 MCA	Duty of trustees to provide transportation –
40			types of transportation – bus riding time
41			limitation
42		§ 20-10-122 MCA	Discretionary provision of transportation
43			and payment for this transportation
44		§ 20-10-123 MCA	Provision of transportation for nonpublic
45			school children
46		<u>§ 20-10-124, MCA</u>	<u>Private party contract for transportation</u>
47			<u>– individual transportation contract</u>
48		10.7.101, et seq., ARM	Pupil transportation
49		<u>10.16.3820. ARM</u>	<u>Transportation for Special Education</u>
50			<u>Students with Disabilities</u>

51

52 Cross Reference: **3050 Student Discipline**

53

54 Policy History:

55 Adopted on: 3.11.2014

56 Revised on: 9.3.2024

57

2
3
4 STUDENTS

5
6 **Use of Video Monitoring Cameras Policy**

7
8 The Board recognizes the need to provide a safe learning environment for students and
9 staff. Therefore, the Board authorizes the use of video cameras on District property to assist in
10 ensuring the health, welfare, and safety of all staff, students, and visitors to District property and
11 to safeguard District buildings, grounds, and equipment.

12
13 Video cameras will also be used to assist in ensuring that behavior on school property is
14 consistent with the established safety and conduct rules, policies and procedures. If unacceptable
15 behavior is observed and/or reported, timely and appropriate corrective action will occur.

16
17 The Superintendent or designee is responsible for the implementation of safety and security
18 measures at each building and the proper use of video monitoring systems. Cameras will be
19 utilized to monitor activity in common areas such as hallways and parking lots. Only employees
20 authorized by the Superintendent may use and/or monitor the video surveillance system.

21
22 Signs shall be posted at various locations to inform students, staff and the public
23 that video monitoring cameras are in use. The video monitoring of school buildings and grounds
24 will not include audio recordings unless specific notice is given as required by law.

25
26 No staff member **or volunteer** may make an use audio or video recording of a student
27 surveillance in a classroom without permission of the parent, **except for when the event is open**
28 **to the public. Events open to the public, include but are not limited to public performances,**
29 **and athletic competitions, or any rehearsals or practices open to the public, without**
30 **parental permission.**

31
32 To protect the privacy rights of staff, students, and visitors all state and federal statutes will be
33 followed.

34
35 **The District may video record events open to the public, including but not limited to public**
36 **performances, athletic competitions, or any rehearsals or practices open to the public,**
37 **without parental permission.**

38
39 ~~Signs shall be posted at various locations to inform students, staff and the public~~
40 ~~that video monitoring cameras are in use. The video monitoring of school buildings and grounds~~
41 ~~will not include audio recordings unless specific notice is given as required by law.—~~

42
43
44 Cross References:

45
46 Legal Reference: §45-8-213, MCA Privacy in Communications

47 §40-6-701, MCA Interference with fundamental rights of
48 parents restricted (*revised by House Bill 32*)
49
50
51 Policy History:
52 Adopted on: 9.11.2012
53 Revised on: 10.10.2023

10.7.2025 Policy Committee – 1st Review
12.2.2025 Policy Committee – 2nd Review
2.10.26 Full Board – 2nd Reading

12.9.20205 Full Board – 1st Reading
2.3.2026 Policy Committee – 3rd Review
3.3.2026 Policy Committee – 4th Review

2

3 **STUDENTS**

4

5 Student Health/Physical Screenings/Examinations

6

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

9

- 10 1. Development of procedures at each building for isolation and temporary care of
11 students 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
16 Services.

17

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

25

26 *Physical Examinations*

27

28 **Parents will receive written notice of any physical or mental health screening
29 result.**

30

31 Parents or eligible students will be given the opportunity to opt out **of physical or
29 mental health screenings**. ~~The District will not conduct physical examinations of a
30 student without parental consent unless ordered by a court to do so or there is a
31 concern for the health or safety of the student or others is in question. **Further**, parents
32 will be notified of the specific or approximate dates during the school year when **a
33 physical or mental health** screening administered by the District will be conducted.~~

34

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

37

38 All parents will be notified of requirements of the District's policy on physical
39 examinations and screening of students, at least annually at the beginning of the school 40
year and within a reasonable period of time after any substantive change in the policy.

41

42 Legal Reference: § 20-3-324(20), MCA
43 § 40-6-701, MCA
44
45 20 U.S.C. 1232h(b)
46

Powers and duties
Interference with Fundamental
Parental Rights Restricted – Cause of Action
General Provisions Concerning Education

47
48 Policy History:

49 Adopted on: 9.10.2024

50 Revised on:

51 Reviewed on:

52

53

54

Policy Committee – 1st Review 12.2.2025
Policy Committee – 2nd Review 2.3.2026
Policy Committee – 3rd Review 3.3.2026

Full Board – 1st Reading 12.9.2025
Full Board – 2nd Reading 2.10.2026

STUDENT INSTRUCTION

Instructional Program

The ~~School~~ District has instructional levels for grades pre-kindergarten through twelve. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

Each student will be assigned to an instructional group or a classroom that will best serve the needs of that individual student and consider the rights and needs of the other students. Factors to be considered in classroom assignments are: class size, peer relations, student- teacher relations, instructional style of individual teachers, and any other variables that may affect the performance of the student.

Legal References: § 20-6-501, MCA Definition of various schools

Cross References: 3010 Entrance, Placement and Transfer

Policy History:

Adopted on:

Revised on: 2.13.2018

2
3 **STUDENT INSTRUCTION**

4
5 Network Information and Communication Systems Policy

6
7 The District makes Internet access and interconnected computer systems and equipment
8 available to District students and staff. The Board **of Trustees (Board)** intends for these
9 networks to be used only for educational activities and authorizes under this policy and District
10 network procedures specific limitations contained therein.

11
12 The District expects all students to take responsibility for appropriate and lawful use of this
13 access, including good behavior online. The District may withdraw student access to its
14 equipment and network when any misuse occurs. District teachers and other staff will make
15 reasonable efforts to supervise use of equipment, network, and Internet access; however, student
16 cooperation is vital in exercising and promoting responsible use of this access.

17
18 **The District supports the responsible and appropriate use of Generative Artificial**
19 **Intelligence (GAI) tools for students. GAI focuses on creating new content such as text,**
20 **images, or code, based on learned patterns. GAI can be used to perform tasks that typically**
21 **require human intelligence, such as understanding language, recognizing patterns, solving**
22 **problems, support personalized learning, and provide interactive learning experiences.**

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

31
32 Network access is a privilege and access to network services may be suspended or withdrawn
33 from students and staff who do not act in accordance with the District's Acceptable Use
34 Procedures. Student use of networked information and communication resources will be
35 permitted upon submission of permission forms by parents or guardians of minor students (under
36 18 years of age) and by the students themselves. These forms are included with the District's
37 Acceptable Use Procedures. Students will be required to indicate they will act in accordance with
38 the Acceptable Use Procedures by signing a document indicating they have read and will abide
39 by the procedures.

40
41 *Warranties/Indemnification*

42
43 The District makes no warranties of any kind, express or implied, in connection with its
44 provision of access to and use of its equipment, computer networks and the Internet provided
45 under this policy. The District is not responsible for any information that may be lost, damaged,
46 or unavailable when using the equipment, network, or for any information that is retrieved or

47 transmitted via the Internet. The District will not be responsible for any unauthorized charges or
48 fees resulting from access to the Internet. Any user is fully responsible to the District and will
49 indemnify and hold the District, its trustees, administrators, teachers, and staff harmless from any
50 and all loss, costs, claims, or damages resulting from such user's access to its equipment,
51 computer network, and the Internet, including but not limited to any fees or charges incurred
52 through purchase of goods or services by a user. The District expects a user or, if a user is a
53 minor, a user's parents or legal guardian to cooperate with the District in the event of its
54 initiating an investigation of a user's use of access to its equipment, computer network, and the
55 Internet.

56

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

61

62 Legal References:

63

64 Cross References:

65

66 Policy History:

67 Adopted On: 10.14.1997

68 Revised On: 9.10.2002, 1.14.2025

69 Reviewed On: