



Superintendent
Rex Weltz
406-324-2000

Business Manager
Sam Holman
406-324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING
Lincoln Center
1325 Poplar Street
April 7, 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 MARCH 3, 2026, BOARD POLICY MEETING MINUTES

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

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

VI. PRESENTATION OF POLICIES FOR FIRST READING

- A. 2085 Graduation Requirements
- B. 3070 Administration of Medication
- C. 4000 Public Relations
- D. 7050 Food Services

VII. SUPERINTENDENT OR BOARD COMMENTS

VIII. ADJOURNMENT

**Next Meeting -
May 5, 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, March 3, 2026

12:00 p.m.

Lincoln Center

1325 Poplar St., Helena, MT 59601

And via

TEAMS

MINUTES

Attendees

Trustees:

Jennifer Walsh, Committee Chair
Linda Cleatus, Trustee
Keith Meyer, Trustee

Other Attendees:

Bea Kaleva, District Legal Counsel
Rex Weltz, Superintendent
Keri Mizell, Human Resources Director
Jane Shawn, HEA President
Kaitlyn Hess, Data & Federal Programs Director
Lona Carter, Student Health Services & Special Education Director
Candice Delvaux, Executive Assistant
Sam Holman, Business Director
Justine Alberts, Assistant Superintendent
Taylor Lassiter, Communications Specialist
Todd Verrill, Facilities Director

I. CALL TO ORDER

The meeting was called to order at 12:02 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 2.3.2026 POLICY COMMITTEE MINUTES

The Policy Committee reviewed and accepted the minutes from the February 3, 2026, Policy Committee meeting.

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

During discussion when this policy was presented to the full Board for information, a question was raised regarding whether it conflicts with Policy 3410: Student Health/Physical Screenings/Examinations. It was clarified that the two policies do not conflict. Policy 2020 addresses procedures related to third parties or individuals requesting to conduct surveys or access district data, which are subject to specific requirements. Policy 3410, by contrast, pertains to student physical and mental health screenings that occur as part of routine student support or as required by law during a student’s enrollment. These activities are separate from survey administration or external data collection. It was noted that the policies are governed by different federal laws and therefore do not conflict. The District may continue conducting student screenings as appropriate. The updates to Policy 2020 reflect recent changes in Montana law regarding opt-in and opt-out requirements under certain circumstances.

The Policy Committee determined that Policy 2020: Student and Family Privacy Rights would be brought before the full Board of Trustees for action.

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. This policy was presented to the full Board of Trustees for information. The only revision involved reformatting the language in lines 16 through 28 to enhance clarity. The Policy Committee determined that Policy 3010: Entrance, Placement and Transfer would be brought before the full Board of Trustees for action.

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. No revisions were suggested when the policy was presented to the full Board for information. The Policy Committee determined that Policy 3141: Nonresident Student Enrollment would be brought before the full Board of Trustees for action.

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. No revisions were suggested when the policy was presented to the full Board for information. The Policy Committee determined that Policy 7057: Use of Automated External Defibrillation would be brought before the full Board of Trustees for action.

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. No revisions were suggested when the policy was presented to the full Board for information. The Policy Committee determined that Policy 8100: Transportation would be brought before the full Board of Trustees for action.

VI. POLICIES FOR FURTHER READING – HAVE GONE TO FULL BOARD FOR 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. This policy was presented to the full Board of Trustees for information. The only revision involved reformatting the language in lines 26 through 41 to enhance clarity. The Policy Committee determined that Policy 3097: Use of Video Monitoring Cameras would go before the full Board of Trustees for action.

B. 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. No revisions were suggested when the policy was presented to the full Board for information. The Policy Committee determined that Policy 3410: Student Health/Physical Screenings/Examinations would go before the full Board of Trustees for action.

VII. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 2010: Instructional Program

The Policy Committee reviewed and discussed Policy 2010: Instructional Program. This policy was presented for periodic review with no substantive changes recommended. It outlines that the School District provides instructional programs for grades pre-kindergarten through twelve and that the grouping and housing of instructional levels within school facilities are determined by plans developed by the Superintendent and approved by the Board. The policy also states that students are assigned to classrooms or instructional groups based on factors such as class size, peer relationships, student–teacher relationships, instructional style, and other considerations intended to best support the needs of individual students while balancing the needs of others. The Policy Committee determined that Policy 2010: Instructional Program would be brought before the full Board of Trustees for information.

B. Policy 2070: Network Information and Communication Systems

The Policy Committee reviewed and discussed Policy 2070: Network Information and Communication Systems. This policy governs student and staff use of District computer systems, networks, and Internet access for educational purposes. It emphasizes responsible and lawful use, with supervision by staff and accountability for misuse. Network access is a privilege and may be suspended or withdrawn for violations of the District’s Acceptable Use Procedures, which require parental and student acknowledgment for minors. An update to the policy was made to include language on the responsible and appropriate use of Generative Artificial Intelligence (GAI) tools, aligning with the HPS Student Handbook. The policy clarifies that communications over District networks are not private, outlines security and indemnification responsibilities, and directs the Superintendent to provide training and procedures to ensure

broad, lawful, and effective access to District technology resources. The Policy Committee determined that Policy 2070: Network Information and Communication Systems 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 12:26 p.m.

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:

2
3 **STUDENT INSTRUCTION**

4
5 Graduation Requirements

- 6
- 7 1. Four (4) units of English **language arts**,
- 8 2. One (1) unit of American History,
- 9 3. One (1) unit of American Government,
- 10 4. One (1) unit of social **studies** science,
- 11 5. Two (2) units of science,
- 12 6. Three (3) units of mathematics,
- 13 7. Two (2) units of health enhancement which must include one and one-half (1.5) units
- 14 of physical education and one-half (.5) of health education,
- 15 8. One (1) unit of fine arts,
- 16 9. One (1) unit of career and technical education (~~VocEd~~),
- 17 **10. One-half (1/2) unit of economics or financial literacy, which can be fulfilled**
- 18 **within the required units of social studies, mathematics, or career and technical**
- 19 **education.**
- 20 ~~10~~ **11.** Seven (7) electives

21
22 A total of 23 credits will meet the requirement for graduation.

23
24 **Graduation requirements generally will not be waived under any circumstances.**

25 Students may directly petition the **Superintendent Board** to waive Helena Public Schools'
26 course requirements that exceed the minimum state requirements for graduation, as outlined in
27 Rule 10.55.905 of the Montana School Accreditation Standards.

28
29 The **Superintendent Board** may grant waivers based on individual student needs, hardships,
30 aspirations, and performance levels. **Waiver requests shall also be considered with respect to**
31 **age, maturity, interest and aspirations of the students and shall be in consultation with the**
32 **parent(s)/guardian(s).**

33
34
35 Alternative Programs

36
37 **A student may be given credit for a course satisfactory completed in a period of time**
38 **shorter or longer than normally required and, provided that the course meets the District's**
39 **curriculum and assessment requirements, which are aligned with the content standards in**
40 **the education program. Credit toward graduation requirements may be granted for**
41 **planned learning experiences from accredited programs, such as summer school, university**
42 **courses, correspondence courses, extension and distance learning courses, adult education,**
43 **work study, work-based learning partnerships, employment or volunteer work with a**
44 **congregate-care facility/child-care facility/school-age program, and other experiential**
45 **learning opportunities, custom-designed courses, and challenged to current courses. The**
46 **District shall accept units of credit taken with the approval of the District and which**

47 **appear on the student's official school transcript. Credit for work experience may be**
48 **offered when the work program is a part of and supervised by the school. All classes**
49 **attempted at a District high school and all acceptable transfer credits shall be recorded on**
50 **the transcript. All grades earned, including failures and retakes, shall be recorded as such**
51 **and utilized in the calculation of Grade Point Average and class rank. Credit shall be**
52 **awarded only once regardless of repetition of the course.**

53
54

55 *Educational Disruption*

56
57 If a student who has experienced an educational disruption meets the minimum high school
58 credit requirement for graduation as established by administrative rules of the Board of Public
59 Education but will not meet a higher credit requirement established by Board of Trustees, the
60 District shall award the student a diploma. The District may distinguish the diploma in a
61 reasonable manner from standard diplomas issued under this policy.

62
63 For the purposes of this policy, "educational disruption" means a disruption experienced during
64 grades nine through twelve caused by homelessness, involvement in the child welfare system or
65 juvenile justice system, a medical or mental health crisis, or another event considered a
66 qualifying educational disruption by the District.

67

68	Legal References:	10.55.906, ARM	High School Credit
69		10.55.905, ARM	Graduation Requirements
70		<u>10.55.904, ARM</u>	<u>Basic Education Program Offerings: High</u>
71			<u>School</u>
72		§ 10-1-1402, MCA	Montana Youth Challenge
73		§ 20-1-101, MCA	Definitions <i>(Revised by House Bill 246)</i>
74		§ 20-3-324, MCA	Powers and duties <i>(Revised by House Bill 246)</i>
75		§ 20-4-101, MCA	System and definitions of teacher and specialist
76			certification --student teacher exception <i>(Revised by</i>
77			<i>House Bill 246)</i>
78		<u>§ 20-5-201, MCA</u>	<u>Duties and sanctions</u>
79		<u>§ 20-7-1601, MCA</u>	<u>Forms of personalized learning –legislative</u>
80			<u>intent</u>
81		§ 20-7-118, MCA	Offsite provision of educational services by school
82			district <i>(Revised by House Bill 246)</i>
83		House Bill 246	Revise education laws to enhance local control and
84			opportunities for pupils
85		<u>House Bill 381</u>	

86
87

88 Cross References:

89

90 Policy History:

91 Adopted On:

92 Revised On: 2.12.1991, 3.9.1993, 3.10.1998, 12.8.1998, 9.10.2002, 2.9.2016, 2.8.2022

93 Reviewed On:

STUDENTS

Administration of Medication

The Board will permit administration of medication to students in schools. A school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider **authorized to prescribe medication under Montana law** and parents believe that it is necessary for the student to take a medication during school hours, the health care provider and parent must request that the school dispense the medication to the student and otherwise follow the District's procedures on dispensing medication.

~~**The Board will permit administration of medication to students in schools. A school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.**~~

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s healthcare provider.

A building principal or other administrator may authorize, in writing, any school employee who has completed medication administration training with a school nurse:

- **To assist in self-administration of any drug that may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions and with the written consent of a student’s parent or guardian; and**
- **To assist in self-administration of a prescription drug to a student in compliance with written instructions of a medical practitioner and with the written consent of a student’s parent or guardian.**

Except in an emergency situation, only a qualified healthcare professional or delegate may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

~~**Parents must notify the school if their student will be self-medicating with emergency medication.**~~

Administering Medication

The Board will permit administration of medication to students in schools in its jurisdiction. A school nurse (who has successfully completed specific training in administration of medication), pursuant to written authorization of a health care provider authorized to prescribe medication under Montana law and that of a parent or guardian, may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

~~A school nurse or designee may administer emergency medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a primary medical advisor or a student's licensed health care provider.~~

~~The District will maintain in each school a limited supply of auto-injectable epinephrine prescribed by a licensed health care provider and filled by a licensed pharmacy. In addition antihistamines will be maintained. Both items will be housed in each school at all times. A school nurse or other authorized personnel will administer emergency medication to any student or nonstudent as needed. The District shall develop the protocol and provide training as required by law.~~

~~The District will obtain naloxone through the Montana Department of Health and Human Services to be housed securely in all District schools. The District shall develop protocols for administering naloxone and will provide training as required by law.~~

~~In the case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function.~~

~~A building administrator, school nurse, or designee will document the administration of any emergency medication in the student's record.~~

In case of an anaphylactic reaction or risk of such reaction, a school nurse or delegate may administer emergency oral or injectable medication to any student in need thereof on school grounds, in a school building, or at a school function, according to a standing order of a chief medical advisor or a student's private physician.

In the absence of a school nurse, an administrator or designated staff member exempt from the nurse license requirement under § 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

The District may maintain a stock supply of autoinjectable epinephrine or epinephrine nasal spray prescribed to it by a health care provider permitted under Montana law to prescribe such medication and filled by a licensed pharmacy. In the event a school within the District chooses to maintain a stock supply of epinephrine autoinjectors or epinephrine nasal spray, it shall inform all parents or guardians about the potential use of the epinephrine autoinjector in an anaphylactic emergency. A school nurse or other authorized personnel will administer autoinjectable epinephrine or epinephrine nasal spray to any student or nonstudent as needed for actual or perceived anaphylaxis. In the event that the District chooses to maintain a stock supply of autoinjectable epinephrine or epinephrine nasal spray, it shall develop the protocol and provide the training required by Montana law.

The District may maintain a stock supply of an opioid antagonist prescribed to it by a health care provider permitted under Montana law to prescribe such medication and filled by a licensed pharmacy. In the event a school within the District chooses to maintain a stock supply of an opioid antagonist, it shall inform all parents or guardians about the potential use of the opioid antagonist in an opioid overdose emergency. A school nurse or other authorized personnel will administer an opioid antagonist to any student or nonstudent as needed for an actual or perceived opioid overdose. In the event that the District chooses to maintain a stock supply of an opioid antagonist, it shall develop the protocol and provide the training required by Montana law.

The District may maintain a stock supply of albuterol, including single-use disposable holding chambers, to be administered by a school nurse or other employee designated by the administration who has undergone required training to be administered to a student or nonstudent as needed for respiratory distress. The District shall obtain a prescription for the stock supply albuterol from a health care provider permitted under Montana law to prescribe such medication and have it filled by a licensed pharmacy. In the event that the District maintains a stock supply of albuterol, it shall develop the protocol and provide the training required by Montana.

A building administrator or school nurse will enter any medication to be administered in an emergency on an individual student medication record and will file it in a student's cumulative health folder.

Self-Administration of Medication

The District will permit students who are able to self-administer specific medication to do so provided that:

- A physician or dentist provides a written order for self-administration of said medication;

- Written authorization for self-administration of medication from a student’s parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

A building principal or school administrator may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;
- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with the removal of a medication from a container for a student with a physical disability that prevents independence in the act.

Self-Administration and Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

~~Students with asthma, severe allergies or anaphylaxis may possess and self-administer emergency medication; epinephrine auto-injector, oral antihistamine, or asthma inhaler during the school day, during field trips, during school-sponsored events, or while on a school bus as prescribed by a licensed health care provider.~~

~~If provided by the parent, a guardian or an individual who has executed a caretaker-relative educational authorization affidavit, and in accordance with documents provided by the student's health care provider, medication for asthma, severe allergy, or anaphylaxis medication may be kept by the student and backup medication may be kept at a student’s school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.~~

~~Parents must notify the school if their student will be possessing and self-administering using an epinephrine auto-injector, oral antihistamine or an asthma inhaler.~~

Students with allergies or asthma may be authorized by the building principal or Superintendent, health care provider, and parent or guardian to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and

self-administer medication if the following conditions have been met:

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication may be limited or revoked by the building principal or other administrative personnel.

If provided by the parent or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

Immediately after using epinephrine during school hours, a student shall report to the school nurse or other adult at the school who shall provide follow up care, including making a 9-1-1 emergency call.

Administration of Glucagon

~~A school employee who voluntarily agrees and is selected by a parent or guardian or a school nurse may administer glucagon to the student with diabetes in an emergency situation. Written proof of the designation to the school employee and written acceptance of the designation by the school employee must be filed with the District. The glucagon must be provided by the parent or guardian.~~

~~The school employee must be trained in recognizing hypoglycemia and the proper method of administering glucagon. Training must be provided by a health care~~

~~professional. Written documentation of the training received by the school employee must be filed with the District. School employees must voluntarily agree to the parent or nurse delegation.~~

School employees may voluntarily agree to administer glucagons to a student pursuant to § 20-5-412, MCA, only under the following conditions: (1) the employee has filed the necessary designation and acceptance documentation with the District, as required by § 20-5-412(2), MCA, and (2) the employee has filed the necessary written documentation of training with the District, as required by § 20-5-412(4), MCA. All documentation shall be kept on file.

Handling and Storage ~~and Disposal~~ of Medication

~~Unused, discontinued, or obsolete medication will be returned to the parent or guardian upon notice to that parent or guardian. Access to all stored medications is limited to those individuals authorized to administer medications or assist in the self-administration of medications. Each building shall maintain a list of those persons currently authorized by delegation from a licensed nurse to administer medications.~~

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a guardian to a nurse or other authorized personnel assisting with self-administration of medication. A nurse:

- Must examine any new medication to ensure it is properly labeled with dates, name of student, medication name, dosage, and physician's name;
- Must develop a medication administration plan, if administration is necessary for a student, before any medication is given by school personnel;
- Must record on the student's individual medication record the date a medication is delivered and the amount of medication received;
- Must store medication requiring refrigeration at in a refrigerator;
- Must store prescribed medicinal preparations in a securely locked storage compartment;
- Must store controlled substances in a separate compartment, secured and locked at all times;
- Must keep all non-emergency medication in a locked, nonportable container, stored in its original container with the original prescription label. Epinephrine, naloxone, and student emergency medication may be kept in portable containers and transported by the school nurse or other authorized school personnel;
- Must not allow food to be stored in a refrigeration unit with medications; and,

- Shall notify the building administrator, school district nurse, and parent or guardian of any medication error and document it on the medication administration record.

The District will permit only a forty-five (45) school-day supply of a medication for a student to be stored at a school; and all medications, prescription and nonprescription, will be stored in their original containers.

The District will limit access to all stored medication to those persons authorized to administer medications or to assist in the self-administration of medications. The District requires every school to maintain a current list of those persons authorized by delegation from a licensed nurse to administer medications.

Disposal of Medication

The District requires school personnel either to return to a parent or guardian or, with permission of the parent or guardian, to destroy any unused, discontinued, or expired medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

Medical sharps shall be disposed of in an approved sharps container. Building administrators should contact the school nurse or designated employee when such a container is needed. Sharps containers are to be kept in a secure location in the school building. Disposal of sharps container, medical equipment, and personal protective equipment is the responsibility of the school nurse or authorized employee in accordance with the Montana Infectious Waste Management Act and the manufacture guidelines specific to the container or equipment.

Legal References:	§ 20-5-412, MCA § 20-5-413, MCA § 20-5-420, MCA § 20-5-421, MCA <u>§20-5-422, MCA</u> §20-5-426, MCA § 27-1-714, MCA	Administration of Glucagon Limits on Liability Self-administration of asthma medication Emergency Use of Epinephrine in School Setting <u>Emergency use of stock albuterol in school setting – limit on liability -- reporting</u> Emergency use of opioid antagonist in school setting -- limit on liability Limits on Liability for Emergency Care Rendered at Scene of Accident or
-------------------	----------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

§ 37-8-103, MCA	Emergency Exemptions ~ Limitations on Authority Conferred
§40-6-502, MCA	Caretaker Relative Medical Authorization Affidavit ~ Use ~ Immunity ~ Format
<u>§ 37-8-102, MCA</u>	<u>Definitions</u>
§ 37-8-103, MCA	Exemptions – Limitations on Authority
<u>§ 75-10-1001, et seq, MCA</u>	<u>Infectious Waste Management Act</u>
24.159.1601 et al. ARM	Delegation and Assignment
24.159.1604 et al. ARM	Tasks Which May be Routinely Assigned to Unlicensed Person in Any Setting When a Nurse-Patient Relationship Exists
24.159.1616 et al. ARM	Nursing Tasks Related to Medications That May be Delegated
24.159.1625 et al. ARM	General Nursing Functions and Tasks That May Not be Delegated
<u>37.111.812, ARM</u>	<u>Safety Requirements</u>

Cross References:

9.9.2014

Policy History: 5.12.2015, 5.10.2022, 10.11.2022

Adopted on:

Revised on:

Reviewed on:

1 **Helena Public Schools**

2
3 **COMMUNITY RELATIONS**

4000

4
5 Public Relations

6
7 The District will maintain an interchange of information with the public to enable the Board **of Trustees**
8 **(Board)** and staff to assess the needs of the schools and the community. The District will provide a means
9 for members of the public to obtain information about District activities and to provide the public with a
10 reasonable opportunity to participate in the decisions of the Board.

11
12 The Superintendent will establish and maintain a communication program within the ~~school d~~District and
13 with the public. This program will include, but not be limited to, providing for news releases at
14 appropriate times, inviting/requesting media coverage of District programs and events, maintaining
15 regular direct communications between schools and the citizens they serve, assisting staff and the Board
16 in improving their skills and understanding in communicating with the public.

17
18 The Board will enhance the value of public awareness of, and participation in, education issues by
19 participating in training and informational meetings in regards to the public’s right to know and right of
20 participation. The District may solicit community opinion through parent organizations, parent-teacher
21 conferences, open houses, and other events or activities which may bring staff and citizens together.

22
23 To assist in the public’s involvement, the District will solicit community opinion to ensure that **their**
24 ideas, interests and concerns are considered in the decision-making processes. Community opinions may
25 come from a variety of sources, including, but not limited to: (a) parent organizations, parent-teacher
26 conferences, open houses; (b) advocacy, non-profit, parent or community-based organizations; (c)
27 business, civic and non-governmental organizations; (d) other educational organizations,(e) any
28 established school related communication committees, and (f) other events or activities which may bring
29 the members of the Board or staff and the public together.

30
31
32 Legal Reference: Art. II, Sec. 8, Montana Constitution - Right of participation
33 Art. II, Sec. 9, Montana Constitution - Right to know

34
35 Policy History:
36 Adopted on: 6.10.2014
37 Revised on:

2
3 OPERATIONAL SERVICES

4
5 Food Services

6
7 ~~The District will provide school meals which meet or exceed nutritional standards required~~
8 ~~by state and federal school lunch programs. The Superintendent will establish rules for the~~
9 ~~sale of foods during the school day. The District will not permit the sale of food of minimal~~
10 ~~nutritional value during breakfast and lunch periods. The principal may authorize any~~
11 ~~food sales of an occasional nature.~~

12
13 **The District supports the philosophy of the National School Lunch Program and will**
14 **provide wholesome, appetizing, and nutritious meals for children in District schools.**

15
16 The Board may authorize a portion of federal funds received in lieu of taxes to be used to
17 provide free meals for pupils receiving federal assistance. Because of the potential liability of
18 the District, the food services program will not accept donations of food without approval of the
19 Board. Should the Board approve a food donation; the Superintendent or designee will establish
20 inspection and handling procedures for the food and determine that provisions of all state and
21 local laws have been met before selling the food as part of school meals.

22
23 **Commodities**

24
25 **The District will use food commodities made available under the Federal Food Commodity**
26 **Program for school meals.**

27
28 *Free and Reduced Meal Prices*

29
30 The District will provide free and reduced-price meals to students, according to the terms of the
31 National School Lunch Program and the laws, rules, and regulations of the state. The District
32 will inform parents of the eligibility standards for free or reduced-price meals. Identity of
33 students receiving free or reduced-price meals will be confidential, **in accordance with National**
34 **School Lunch Program guidelines.** ~~The Superintendent shall be responsible for~~
35 ~~determining eligibility. Students in the foster care system and other students as provided~~
36 ~~by the Child Nutrition Act shall be categorically eligible for free meals.~~ A parent has the
37 right to appeal to a designated hearing official any decision with respect to ~~his or her~~ **their**
38 application for free or reduced-price food services.

39
40 **The Board may establish programs whereby meals may be provided in the District in**
41 **accordance with National School Lunch Program guidelines.**

42
43 **The amount charged for such meals shall be sufficient to cover all costs of the meals,**
44 **including preparation labor and food, handling, utility, and equipment depreciation costs.**

47 Legal References: [Public Law 108-265](#) Child Nutrition and WIC Reauthorization
48 Act of 2004
49 [§ 20-10-204, MCA](#) Duties of Trustees
50 [§ 20-10-205, MCA](#) Allocation of Federal Funds to School Food
51 Services Fund for Federally Connected, Indigent
52 Pupils
53 [§ 20-10-207, MCA](#) **School food services fund**
54
55 Cross Reference:
56
57
58 Policy History:
59 Adopted on: 1.14.2014
60 Revised on:
61
62