



Superintendent
Rex Weltz
406-324-2000

Business Manager
Sam Holman
406-324-2007

**BOARD OF TRUSTEES
POLICY COMMITTEE MEETING
Lincoln Center
1325 Poplar Street
September 1, 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 APRIL 7, 2026, BOARD POLICY MEETING MINUTES

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

- A. 4000 Public Relations
- B. 7050 Food Services

VI. PRESENTATION OF POLICIES FOR SECOND READING

- A. 2085 Graduation Requirements
- B. 3070 Administration of Medication

VII. PRESENTATION OF POLICIES FOR FIRST READING

- A. 1075 Records Management and Access to Public Records
- B. 1085 Uniform Complaint Procedure
- C. 4015 Conduct on School Property
- D. 5122 Criminal Background Investigations

VIII. SUPERINTENDENT OR BOARD COMMENTS

IX. ADJOURNMENT

Next Meeting:
October 6, 2026, at noon
Lincoln Center Board Room



Board of Trustees Policy Committee Meeting

Tuesday, April 7, 2026
12:00 p.m.
Lincoln Center
1325 Poplar St., Helena, MT 59601
And via
TEAMS

MINUTES

Attendees

<i>Trustees:</i>	<i>Other Attendees:</i>
Jennifer Walsh, Committee Chair	Bea Kaleva, District Legal Counsel
Linda Cleatus, Trustee	Rex Weltz, Superintendent
Keith Meyer, Trustee	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
	Todd Verrill, Facilities Director
	Justine Alberts, Assistant Superintendent
	Taylor Lassiter, Communications Specialist
	Robert Worthy, Sodexo Manager
	Josh McKay, Assistant Superintendent
	Emily Rodway, BSN, RN, NCSN
	Shannon McNamee, BSN, RN, AE-C, NCSN

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 3.3.2026 POLICY COMMITTEE MINUTES

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

V. POLICIES FOR SECOND READING-HAVE GONE TO FULL BOARD FOR 1ST 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: Instruction Program would be brought before the full Board of Trustees for action.

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 action.

VI. PRESENTATION OF POLICIES FOR FIRST READING

A. Policy 2085: Graduation Requirements

The Policy Committee reviewed and discussed Policy 2085: Graduation Requirements. This policy is updated to reflect graduation requirements in alignment with state standards as well as revised language on waiver of requirements. New language has been added on the ability to achieve credit toward graduation requirements for participation in identified alternative programs. The Policy Committee determined that Policy 2085: Graduation Requirements would be brought before the full Board of Trustees for information.

B. Policy 3070: Administration of Medication

The Policy Committee reviewed and discussed Policy 3070: Administration of Medication. Helena Public Schools Policy 3070 allows the administration of medication to students when necessary for their health and well-being, provided there is proper authorization from a healthcare provider and parent or guardian. Medication is primarily administered by a school nurse or trained delegate, while other trained staff may assist students with self-administration but may not diagnose or prescribe. The policy outlines strict procedures for storage, labeling, documentation, and handling of medications, including limiting quantities and securing them appropriately. Students may self-administer certain medications, especially for asthma or severe allergies, if approved by a healthcare provider and parent, and if they demonstrate the ability to do so safely. In emergency situations, trained personnel may administer medications such as epinephrine, opioid antagonists, or albuterol, and schools may maintain stock supplies of these medications with proper protocols and parent notification. The policy also covers safe disposal of medications and emphasizes compliance with Montana law and student safety at all times. After discussion, the committee determined that a more condensed version of the policy should be developed and brought back to the committee for further review.

C. Policy 4000: Public Relations

The Policy Committee reviewed and discussed Policy 4000: Public Relations. The policy outlines the District's commitment to maintaining open communication with the public, providing opportunities for community input, and ensuring transparency in decision-making. It also establishes the Superintendent's responsibility for developing communication programs and encourages Board and staff engagement with the community through various outreach efforts. The Policy Committee determined that Policy 4000: Public Relations would be brought before the full Board of Trustees for information.

D. Policy 7050: Food Services

The Policy Committee reviewed and discussed Policy 7050: Food Services. The District supports the National School Lunch Program by providing nutritious, appealing meals to students. It may use certain federal funds to help provide free meals for eligible students and will utilize federally provided food commodities in meal preparation. Free and reduced-price meals are offered in accordance with federal and state guidelines, with parents informed of eligibility criteria and the confidentiality of participating students maintained; parents also have the right to appeal eligibility decisions. The District does not accept food donations without Board approval, and any approved donations must meet safety and legal

standards. Meal pricing is set to cover the full cost of food service operations, including labor, food, and related expenses. The Policy Committee determined that Policy 7050: Food Services would be brought before for the full Board of Trustees for information.

VII. SUPERINTENDENT OR BOARD COMMENTS

There were no further comments.

VIII. ADJOURNMENT

Trustee Jennifer Walsh adjourned the meeting at 12:58 p.m.

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.

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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:

OPERATIONAL SERVICES

Food Services

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

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

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

Commodities

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

Free and Reduced Meal Prices

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

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

The amount charged for such meals shall be sufficient to cover all costs of the meals, 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**
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55 Cross Reference:
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57

58 Policy History:

59 Adopted on: 1.14.2014

60 Revised on:
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STUDENT INSTRUCTION

Graduation Requirements

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

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

Graduation requirements generally will not be waived under any circumstances.

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

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

Alternative Programs

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

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

Educational Disruption

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

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

Certificates

The Board of Trustees authorizes the award of a certificate of completion to a student eligible for special education services for successful completion of that student's IEP goals. A student's receipt of a certificate of completion does not end the District's obligation to make a free appropriate public education available to the student of the student has not reached the maximum age of legibility under the Individuals with Disabilities Education Act.

Legal References:	10.55.906, ARM	High School Credit
	10.55.905, ARM	Graduation Requirements
	<u>10.55.904, ARM</u>	<u>Basic Education Program Offerings: High School</u>
	§ 10-1-1402, MCA	Montana Youth Challenge
	§ 20-1-101, MCA	Definitions <i>(Revised by House Bill 246)</i>
	§ 20-3-324, MCA	Powers and duties <i>(Revised by House Bill 246)</i>
	§ 20-4-101, MCA	System and definitions of teacher and specialist certification --student teacher exception <i>(Revised by House Bill 246)</i>
	<u>§ 20-5-201, MCA</u>	<u>Duties and sanctions</u>
	<u>§ 20-7-1601, MCA</u>	<u>Forms of personalized learning –legislative intent</u>
	§ 20-7-118, MCA	Offsite provision of educational services by school district <i>(Revised by House Bill 246)</i>

92	House Bill 246	Revise education laws to enhance local control and
93		opportunities for pupils

94 **House Bill 381**

95

96

97 Cross References:

98

99 Policy History:

100 Adopted On:

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

102 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 parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, the health care provider and parent(s)/guardians(s) 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(s)/guardian(s) 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(s)/guardian(s).**

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(s)/guardian(s), 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 nasal, 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

nasally, 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 parent(s)/guardian(s) 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 parent(s)/guardian(s) 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 in accordance with Montana Law and District Medication Procedures. provided that:

4.7.2026 Policy Committee – 1st Reading

9.1.2026 Policy Committee – 2nd Reading

- ~~A **healthcare provider** 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(s)/guardian(s), 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(s)/guardian(s) to possess and self-administer emergency medication during the school day, during field trips, school-sponsored events, or while on a school bus in accordance with the District Medication Procedures. 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 parent(s)/guardian(s), 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(s)/guardian(s), 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-administration of 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 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;
- Student medication, whether emergency or non-emergency, will be transported by staff members during any school-related trips;
- Must not allow food to be stored in a refrigeration unit with medications; and,
- Shall notify the building administrator, school district nurse, and parent(s)/guardian(s) 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(s)/guardian(s) or, with permission of the parent(s)/guardian(s), 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(s)/guardian(s) 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	Administration of Glucagon
	§ 20-5-413, MCA	Limits on Liability
	§ 20-5-420, MCA	Self-administration of asthma medication
	§ 20-5-421, MCA	Emergency Use of Epinephrine in School Setting
	<u>§20-5-422, MCA</u>	<u>Emergency use of stock albuterol in</u>

	<u>school setting – limit on liability -- reporting</u>
§20-5-426, MCA	Emergency use of opioid antagonist in school setting -- limit on liability
§ 27-1-714, MCA	Limits on Liability for Emergency Care Rendered at Scene of Accident or Emergency
§ 37-8-103, MCA	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 Reference: Medication Procedures

Policy History:

Adopted on: 9.9.2014

Revised on: 5.12.2015, 5.10.2022, 10.11.2022

Reviewed on:

4.7.2026 Policy Committee – 1st Reading

9.1.2026 Policy Committee – 2nd Reading

2
3 SCHOOL DISTRICT ORGANIZATION

4
5 Records Management and Access to Public Records

6
7 The District is committed to effective records management including meeting legal standards for
8 record retention and protection of privacy, optimizing the use of space, minimizing the cost of
9 record retention, and properly destroying outdated records. This policy applies to all records,
10 regardless of whether they are maintained in hard (paper) copy, electronically, or in some other
11 fashion.

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

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

21
22 The Superintendent shall establish appropriate records management procedures and practices,
23 which shall be provided to staff members who manage records within the District. The Board
24 acknowledges the importance of public records as the record of the acts of the District and the
25 repository of information about the District. The Board acknowledges the public's right to
26 inspect and copy the District's public records, with certain exceptions. Unless otherwise
27 provided by law, a public record shall be accessible for inspection and duplication either by
28 written or oral request. The District shall respond to all such requests within a reasonable period
29 of time, generally not to exceed 20 business days. If the District cannot respond to the request
30 within 20 business days, the records custodian shall notify the requestor in writing and provide a
31 timeline for response to the request. If an oral request is not responded to within 20 business
32 days, the requestor must put the request in writing.

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

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

43
44 The District will provide copies of all documents, including electronic communications, in the
45 medium in which those documents exist.
46

Reasonable fees may be charged for copies and for time spent researching a request and reproducing materials as follows:

- Copies of Board minutes at .15¢ per page;
- Copies of other materials at .25¢ per page;
- **A filing fee of \$5, as provided by law;**
- The actual costs directly related to fulfilling a records request including but not limited to the time required to gather, redact, scan, copy, or otherwise and reproduce the requested information, **not to exceed \$25 per hour;** and
- Actual cost of purchasing the electronic media used for transferring data, if the person requesting the information does not provide the media.
- ~~no charge for copies emailed to requestor;~~
- ~~actual postage for any copies mailed.~~

The Superintendent or designee will develop procedures for determining the cost of each request.

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

Legal References:	<u>§ 2-6-1006, MCA</u>	<u>Public information requests-fees</u>
	§ 20-3-324, MCA	Powers and duties
	<u>§ 2-6-110, MCA</u>	<u>Electronic information and non-print records</u>
	<u>§ 2-9-213, MCA</u>	<u>Duties of trustees</u>
	§ 20-3-323, MCA	District policy and record of acts
	§ 2-6-1001 et al, MCA	Public Records
	§ 30-14-1704, MCA	Computer Security Breach
	House Bill 123	Public Records Laws

Cross Reference:

Policy History:

Adopted on: 2.8. 2011
Revised on: 1.12.2016, 2.14.2017, 2.11.2025
Reviewed on:

Helena Public Schools

School District Organization

1085

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or by a collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

~~The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint as outlined in this policy. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies.~~
Complaints against a building administrator or supervisor shall be filed with the appropriate Assistant Superintendent. Complaints against a District level administrator shall be filed with the Superintendent. Complaints against the Superintendent or Clerk shall be filed with the Board. Use of this complaint procedure is not a prerequisite to pursue other remedies and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

~~The District requires that all individuals use this complaint procedure when the~~ **An individual or group may file a complaint when they** believes the Board or its employees or agents have violated the individual's rights under state or federal law or Board policy.
A complaint will be dismissed when the basis for the complaint does not allege a violation of rights as described above.

~~Complaints against a building administrator shall be filed with the appropriate Assistant Superintendent. Complaints against a District level administrator shall be filed with the Superintendent. Complaints against the Superintendent or Clerk shall be filed with the Board.~~

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the building administrator shall turn the complaint over to the applicable District nondiscrimination coordinator. The coordinator shall ensure an investigation is completed in accordance with the applicable procedure. In the case of a sexual harassment or a Title IX complaint the applicable investigation and appeal procedure is Policy 3000 or 5005. In the case of a disability complaint, the coordinator shall complete an investigation and file a report and recommendation with the building administrator for decision. Appeal of a decision in a disability complaint will be handled in accordance with this policy.

~~Deadlines requiring District action in this procedure may be extended for reasons related but not limited to the District's retention of legal counsel and District investigatory procedures.~~

Additional timelines may be waived with the agreement of both parties.

The Superintendent has the authority to contract with an investigator at any time during the complaint procedure process.

Retaliation

Any individual participating in an investigation or proceeding under this policy shall notify the appropriate building or district administrator if that person believes that ~~he or she is~~ **they are** being retaliated against for participating in the investigation or proceeding. The District prohibits retaliation against individuals making complaints and/or participating in any investigation that may ensue under this policy. The District may discipline students or staff members determined to have retaliated against any individual for participating in an investigation or proceeding under this policy.

Level 1: Informal

An individual with a complaint should discuss it with the appropriate employee or building administrator ~~with the objective of resolving the matter promptly and informally~~ **within ten (10) days of the event or incident.** If the complaint can't be resolved within thirty (30) school days of the completion of the informal process, then the complainant may file a written complaint as outlined in Level 2. An exception is that a complaint of sexual harassment should be discussed directly with an administrator not involved in the alleged harassment.

Level 2: Building Administrator

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated written complaint stating: (1) the nature of the complaint; (2) a description of the event or incident giving rise to the complaint, including any school personnel involved; and (3) the remedy or resolution requested. The written complaint must be filed within thirty (30) school days of the event or incident or completion of the informal resolution process.

When a complaint alleges a violation of Board policy or procedure, the building administrator or ~~supervisor~~ **designee** will investigate and attempt to resolve the complaint. The **building** administrator or ~~supervisor~~ **designee** will respond in writing to the complaint, within fifteen (15) school days of receipt of the written complaint.

If the complainant **or the person against whom the complaint is filed** disagrees with the findings of the administrator or ~~supervisor~~ **designee**, ~~the complainant either~~ may request, in writing, that the appropriate Assistant Superintendent review the administrator's or ~~supervisor's~~ **designee's** decision. (See Level 3.) This request must be submitted to the appropriate Assistant Superintendent within fifteen (15) school days of receipt of the administrator's or ~~supervisor's~~ **designee's** decision.

Level 3: Assistant Superintendent

If either the complainant or the person against whom the complaint is filed appeals the administrator's ~~or supervisor's~~ decision provided for in Level 2, the Assistant Superintendent will review the complaint, any relevant documents and the administrator's ~~or supervisor's~~ decision. The Assistant Superintendent will respond in writing to the appeal, within fifteen (15) school days of the Assistant Superintendent's receipt of the written appeal.

If either the complainant or the person against whom the complaint is filed disagrees with the findings of the Assistant Superintendent the complainant may request, in writing, that the Superintendent consider an appeal of the Assistant Superintendent's decision. (See Level 4.) This request must be submitted in writing to the Superintendent, within fifteen (15) school days of the Assistant Superintendent's written response to the complaint.

Level 4: Superintendent

If either the complainant or the person against whom the complaint is filed appeals the Assistant Superintendent's decision provided for in Level 3, the Superintendent will review the complaint and the Assistant Superintendent's decision. The Superintendent will respond in writing to the appeal, within fifteen (15) school days of the Superintendent's receipt of the written appeal.

If the complainant disagrees with the findings of the Superintendent, the complainant may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 5) This request must be submitted in writing to the Superintendent, within fifteen (15) school days of the Superintendent's written response to the complaint, for transmission to the Board.

Level 5: The Board

Upon written appeal of a complaint alleging a violation of the individual's rights under state or federal law or Board policy upon which the Board of Trustees has the authority to remedy, the Board ~~may consider the decisions made in Level 2, 3 and 4~~ **will consider the Superintendent's decision.** Upon receipt of written request for appeal, the **Board** Chair will either; place the appeal on the agenda of a regular or special Board meeting or respond to the complaint with an explanation of why the appeal will not be heard by the Board of Trustees in accordance with this policy. The Board will report its decision on the appeal, in writing, within thirty (30) school days of the Board meeting at which the Board considered the appeal or the recommendation of the panel.

A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

An individual may obtain a written copy of this policy by requesting one through the Superintendent. This policy is available on the District's website.

Cross Reference: 3000 - Equal Educational Opportunities

SCHOOL/COMMUNITY RELATIONS

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- Possess, carry or store a weapon at any time;
- Injure or threaten to injure another person;
- Damage another's property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use a tobacco product, vapor product or alternative nicotine product or marijuana product (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation); (marijuana products include but are not limited to edible products, ointments, tinctures, marijuana derivatives, marijuana concentrates, and marijuana intended for use by smoking or vaping, **including medical marijuana**);
- Consume, possess, or distribute alcoholic beverages, including powdered alcohol or any alcohol innovations, **or** illegal drugs **at any time**, ~~or medical marijuana~~;
- Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any activity occurring on school property;
- Use vulgar or obscene language or gestures;
- Disregard the directives of school officials or security personnel;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. These regulations are in effect year-round, and during all District extra or co-curricular activities.

District administrators may restrict individual access to school property at any time. In addition, District administrators ~~will take appropriate action as circumstances warrant, up to and including~~ **may recommend that an individual** ~~recommending that the individual~~ violating this policy be ~~denied~~ **barred from all** access to District property. If a recommendation is made to the Board to ~~deny access~~ **bar an individual from all** access to District property ~~to an individual~~, that individual will be notified of date, time and place of the meeting of the Board as well as of the specific allegations to be presented to the Board.

Legal References:

[§ 16-11-302, MCA](#)

[§ 20-1-206, MCA](#)

[§ 20-1-220, MCA](#)

[§ 45-8-361, MCA](#)

§ 50-46-301, MCA

[Definitions](#)

[Disturbance of school](#)

[Use of tobacco products in public school building](#) or on
[public school property prohibited](#) (revised by HB 128)

[Possession of a weapon in a school building](#)

Montana Medical Marijuana Act

[20 USC §§ 7101 et seq.](#)

[Safe and Drug Free Schools & Communities Act](#)

43

44

Cross References:

45

46

Policy History:

47

Adopted on:

12.9.2014

48

Revised on:

9.10.2019, 1.9.2024

49

Reviewed on:

PERSONNEL

Criminal Background Investigation

Any ~~requirement of a finalist recommended to be employed in a paid or volunteer position with the District involving unsupervised contact with students is required candidate, volunteer or employee of a contractor to~~ submit to a fingerprint background check will be in compliance with the **Volunteers for Children Active of 1998 National Child Protection Act** and applicable state and federal regulations. If an individual has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent or designee who shall decide whether the individual shall be declared eligible for employment or volunteering.

All candidates, employees of firms that hold a contract with the District with **employees assigned to the District**, and volunteers who will have unsupervised access **contact with** to students will be required to submit to a comprehensive criminal background investigation to include fingerprinting. The authorization must be in writing.

Arrests resolved without conviction shall not be considered unless the charges are pending and prohibit the individual from working as an employee or volunteering.

For purposes of this policy, “unsupervised contact” means where one or more students are left unattended and alone in the present of an adult where there is any direct, personal interaction involving communication or engagement of any kind between that adult and student. It does not include engagement or communication that occurs during a momentary absence of another adult or in a public environment.

Employees and volunteers have the responsibility to notify the District as soon as possible if they are arrested, charged with a crime, or served a restraining order. The District will take appropriate action, up to and including termination, if upon notification it is determined the criminal activity impacts the individual’s continued employment or ability to volunteer.

The Superintendent or designee shall keep all criminal record information confidential as required by law. All records must be retained in accordance with state and federal law.

Paid Full & Part-time Employees / Certified and Classified Substitutes

It is the policy of the Board that any finalist recommended for hire to a paid position with the District shall authorize in writing their agreement to a comprehensive criminal background check, which will include a fingerprint background check. The criminal background check will be conducted by the appropriate state and/or federal agencies. Any offer of employment shall be contingent upon the results of the comprehensive

criminal background check. The candidate will not be allowed to begin work until the District has received and approved the results of the criminal background check. The cost for the criminal background check shall be borne by the District.

The Superintendent may determine that a critical staffing need exists and in such cases, the Superintendent or designee may allow the employee to begin work after the District has approved a name-based background check. Such employment will be temporary, pending completion of the comprehensive criminal background check, including a fingerprint background check.

Student Teachers

All student teachers who have unsupervised contact to District students on District property, at a District sanctioned event, or in transit to a school sponsored activity, will be required to submit to a comprehensive criminal background check, which will include a fingerprint-based background check.

The District will accept the report of a previous fingerprint-based background check completed no more than six months prior to the student teacher's start date. The fingerprint-based background check must be submitted to the District by a Montana university or college or a public or non-public Montana accredited school where the student teacher is currently or was formerly enrolled in a Montana professional educator program.

Student teachers from a teacher education program outside the state of Montana must agree in writing to a fingerprint-based background check conducted by the appropriate state and/or federal authority.

Volunteers

All volunteers who have unsupervised ~~access~~ **contact** to District students on District property or at a District sanctioned event will be required to submit to a comprehensive criminal background check, which will include a fingerprint-based background check.

Volunteers **with unsupervised contact** will not be able to serve until the District has received and approved the results of the criminal background check

Legal Reference:

§ 20-3-323, MCA

§ 44-5-301, MCA

§ 44-5-302, MCA

§ 44-5-303, MCA

District policy and record of acts

Dissemination of public criminal justice information

Dissemination of criminal history record information that is not public criminal justice information

Dissemination of confidential criminal justice information

93 **ARM 10.40.101**
94 **ARM 10.40.102**
95 ARM 10.57.113
96 Public Law 105-251
97 Cross Reference: 5085
98
99 **Policy History:**
100 Adopted on: 5.14.2019
101 Revised on: 5.9.2023
102 Reviewed on:

Definitions
Requirement for Student Protection Policy
Substitute Teachers
Volunteers for Children Act
Substitutes and Student Teachers