



Superintendent
Dr. Tyler Ream
324-200

Business Manager
Janelle Mickelson
324-2007

Policy Committee Meeting

May Butler Center
55 South Rodney

Tuesday, October 2, 2018
Noon – 1:00 p.m.

AGENDA

- I. INTRODUCTIONS**
- II. REVIEW OF AGENDA**
- III. GENERAL PUBLIC COMMENT**
- IV. REVIEW SEPTEMBER 4, 2018, BOARD POLICY MEETING MINUTES**
- V. PRESENTATION OF POLICIES FOR SECOND REVIEW:**
 - A. 4010 Facility Use
- VI. PRESENTATION OF POLICIES FOR FIRST REVIEW:**
 - A. 4050 School Resource Officer Program
 - B. 5015 Employee Harassment, Intimidation and Bullying Prevention
- VII. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000 and 3000:**
 - 2070 – Network Information and Communication
 - 2080 – Grading, Progress Reports, and Promotion
 - 2090 – Credit Transfer Assessment for Placement Policy
 - 2115 – Community and Adult Education
 - 2120 – Wellness

 - 3000 – Equal Educational Opportunities
 - 3005 – Harassment, Intimidation and Bullying
 - 3010 – School Admissions
 - 3015 – Attendance and Truancy
 - 3020 – Education of Homeless Youth
 - 3022 – Children of Military Families
 - 3025 – Discretionary Nonresident Student Attendance
 - 3035 – Student Appearance
 - 3040 – Search and Seizure
 - 3045 – Access to and Release of a Student During School Hours
 - 3050 – Student Discipline
 - 3055 – Student Due Process Rights
 - 3060 – Misconduct by Students with Disabilities
 - 3065 – Participation in Inter-Scholastic Athletics
 - 3066 – Obligation of Students Participating in School Sponsored Activities
 - 3067 – Academic Eligibility for Activities
 - 3070 – Administration of Medication

3075 – Student Charges, Fines and Fees
3080 – Maintenance of Student Records
3085 – Transfer of Student Records
3090 – Receipt of Confidential Records
3097 – Use of Video Monitoring Cameras
3100 – Publications and Distribution or Posting of Materials
3105 – Student Use of Buildings – Equal Access
3110 – Concussion Management
3145 – Foreign Exchange Students
3150 – Tobacco Free Schools
3155 – Part-Time Attendance

VIII. SUPERINTENDENTS' REPORT

IX. ADJOURNMENT

NEXT MEETING:

November 6, 2018 - May Butler Center

Noon – 1:00 p.m.



Superintendent
Tyler Ream, Ed.D
324-2001

Business Manager
Janelle Mickelson
324-2040

Policy Committee Meeting

May Butler Center
55 South Rodney

Tuesday, September 4, 2018

Noon – 1:00 p.m.

MINUTES

Present:

Luke Muszkiewicz, Committee Chair/Trustee
Terry Beaver, Trustee
Sanjay Talwani, Trustee
Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Barbara Ridgway, Chief of Staff
Elizabeth “Bea” Kaleva, Attorney
Janelle Mickelson, Business Manager
Tammy Cloud-Harbour, Business Office
Angie Ford, Business Office
David Smith, YMCA CEO
Noah Petit, Montana Conservation Corps
Andre Salsbury, Montana Conservation Corps
Alec Harper, Montana Conservation Corps
Sarah Rankin, Montana Conservation Corps

I. INTRODUCTIONS

Committee Chair, Luke Muszkiewicz, called the meeting to order at 12:00 p.m.

II. REVIEW OF AGENDA

Policy Number 4010 has been renumbered to 4330 Community Use of School Facilities

III. GENERAL PUBLIC COMMENT

Representatives from the Montana Conservation Corps are in attendance to observe the meeting and thank the District for allowing them to be there. Committee Chair, Luke Muszkiewicz, mentioned that this is his first meeting as the Committee Chairperson. Committee Chair Muszkiewicz has no plans to change how the Policy Committee operates. He would like to have an agree/consensus on items to communicate to the Board of Trustees when policies are brought forward to the full Board.

He would like to check model policies that MTSBA may have, to see if we are able to conform to those policies if appropriate and seize opportunities to be more efficient. Chair Muszkiewicz would

also like to allow public comment after each policy presentation. He would like the committee to hear the public comment prior to making a recommendation.

IV. REVIEW AUGUST 7, 2018 BOARD POLICY MEETING MINUTES

No changes.

V. PRESENTATION OF POLICIES FOR FIRST REVIEW:

A. 4330 Facility Use: Background was given by Barb. This is the official first reading of the Facility Use Policy. This policy was last updated in the early 1990's. The old policy is 4-5 pages long and includes pricing structure. Bea Kaleva stated that the policy allows the Superintendent to create procedures for facility use decisions and may assign a designee or multiple designees as necessary. The District also needs to stay consistent with policies and procedures being kept separately.

David Smith, CEO of the Helena YMCA, states that the YMCA uses school district facilities frequently for the youth basketball programs in the winter time with permission from the building administrators. Typically, the YMCA will pay to use Bryant, Kessler and CRA gymnasiums on the weekends. When the Carroll College pool was closed, the YMCA offered the use of their swimming pool to the high school swim teams in exchange for facility usage after hours. The barter agreement signed between Mr. Smith and previous Superintendent Copps is designed to trade services with the YMCA. The cost of the pool rentals would be around \$6200 per year at a discounted rate, compared to \$45 a year that the school district would charge for the facility rentals. The YCMA is also allowing the Explore school students to use the gym daily and works with the Bryant Summer Literacy Program.

Dr. Ream likes that the policy is designed for accountability and helps him be aware of what is happening in our facilities. Extensive discussion was held on the arrangements that are made with different groups and how to track each price "tier" that the district uses. For example, non-profit groups or school related groups (such as the Boy Scouts and Girl Scouts) versus commercial use groups. Procedures need to be very clear on what is applicable. Procedurally, the district needs to structure how they do or don't charge certain groups and who is required to provide insurance.

Extensive discussion was held on the challenges groups may have to provide proof of insurance. Mr. McKay stated that in his prior experience as the building administrator at Helena Middle School, he had little difficulty getting people to provide the proof of insurance when required by the district. The challenges he faced were scheduling weekend custodial staff, who was responsible for opening and closing the doors after hours and securing the facilities when the event was completed. The insurance portion was not burdensome in his opinion.

Luke stated that if we incur a fee that is not compensated, we should be requiring a fee for the facility use. Terry feels that since we sold the bonds for the new schools to be

used as Community Centers, we are not offering the community anything different and are not fulfilling our obligation to the community if we remain status quo. Groups such as a quilting guild, may not be able to provide insurance for their meeting and we shouldn't disallow them from using our facilities because they don't have insurance. There need to be distinct procedures in place describing who incurs fees and who needs to must provide proof of insurance. This will provide building administrators with clear and concise direction. The Board will need to see the procedures before approving the policy.

The following changes were suggested to be made to the policy:

Line 13: Change the word "requested" to "applicable"

Line 14 & 15: Make note that the "Master Calendar" is maintained for internal district use.

Line 16: Remove "to the Facility office"

Line 17 & 18: Remove wording regarding the website URL.

Line 17-20: Change verbiage to encourage online requests be completed & approved. The user will still need to sign the Facility Use Contract and return it timely.

Line 19: Remove "to the District Facility Office"

Line 21-22: Remove

Barb will work on the necessary changes and will provide an updated policy draft.

B. 4050 School Resource Officer Program: Tabled for the next meeting.

VI. CONTINUE REVIEW OF POLICY MANUAL – SERIES 2000 and 3000:
None.

VII. SUPERINTENDENTS' REPORT:
None.

VIII. ADJOURNMENT Next month SRO and the second reading of Facility Use Policy will be discussed. Committee Chair Muszkiewicz adjourned the meeting at 1:12 p.m.

**NEXT MEETING:
October 2, 2018 – May Butler Center
Noon – 1:00 p.m.**

2 **SCHOOL / COMMUNITY RELATIONS**

3 **Community Use of School Facilities**

4 School facilities are available to the community for educational, civic, cultural, and other uses
5 consistent with the public interest, when such use will not interfere with the school program or
6 school-sponsored activities. The District requires that the use of school facilities for school
7 purposes has precedence over all other uses. Persons using school facilities must always abide
8 by the District conduct rules.

9 The Superintendent will develop procedures to manage community use of school facilities. Use
10 of school facilities requires the Superintendent or designee’s approval and is subject to the
11 adopted procedures.

12 Organizations wishing to use school facilities must complete a Facility Use Agreement, pay any
13 fees and associated costs and provide proof of insurance if ~~requested~~ applicable.

14 Administration will approve and schedule the use of school facilities. A master calendar will be
15 maintained to avoid conflicts during the school year. Requests for use of school facilities must be
16 submitted to the Facility office in advance of the event.

17 The online District Facility Use Agreement Request form ~~can be found on the District web site at~~
18 <https://helenaschools.org/community-information/facility-use/>. The District Facility Use
19 Agreement must be completed, signed, and ~~returned submitted. to the District Facility Office~~
20 ~~prior to the use of the facilities or grounds.~~ When the request is approved a contract will be
21 created and sent to the originator. The completed and signed contract must be returned to the
22 Business Office before access to the requested facility is granted.

23 ~~The requesting organization or individual must complete, sign, and return an “assumption of~~
24 ~~risk” statement prior to the use of the facilities or grounds.~~

25

26 Cross Reference;

27 Legal Reference: § 20-7-805, MCA Recreational use of school facilities secondary Lamb’s
28 Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

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30 Policy History:

31 Adopted on:

32 Reviewed on:

33 Revised on:

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3
4 **SCHOOL / COMMUNITY RELATIONS**

5
6 School Resource Officer Program

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

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

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

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26 Legal Reference:

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28 Cross References:

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30 Policy History:

31 Adopted on:

32 Revised on:

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2 **PERSONNEL**

3 **Bullying/Harassment/Intimidation Prevention and Reporting**

4 The Board strives to provide a positive and productive working and learning environment.
5 Bullying, harassment, intimidation, between employees or by third parties, are strictly prohibited
6 and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic
7 communication devices (“cyberbullying”).

8 **Definitions**

9 The District expressly prohibits any form of harassment, intimidation or bullying based on race,
10 color, religion, creed, sex, age, marital status, national origin, political ideas, or perceived or
11 actual gender identity, sexual orientation or disability.

- 12 1. “Third parties” include but are not limited to students, coaches, school volunteers,
13 parents, school visitors, service contractors or others engaged in District business, such
14 as School District Trustees, employees of businesses or organizations participating in
15 cooperative work programs with the District, and others not directly subject to District
16 control at inter-district and intra-District athletic competitions or other school events.
17
- 18 2. “Students” include all students enrolled in the Helena Public Schools.
19
- 20 3. “District” includes District facilities, District premises, and non-District property if the
21 employee is at any District-sponsored, District-approved, or District-related activity or
22 function, such as field trips or athletic events, where the employee is engaged in
23 District business.
24
- 25 4. “Harassment, intimidation, or bullying” means any act that substantially interferes
26 with an individual’s opportunities, work or learning performance, that takes place on
27 or immediately adjacent to school grounds, at any school-sponsored activity, on
28 school-provided transportation, or anywhere conduct may reasonably be considered to
29 be a threat or an attempted intimidation of a staff member / third party or an
30 interference with school purposes or an educational function, and that has the effect of:
31 a. Physically harming an individual or damaging an individual’s property; b.
32 Knowingly placing an individual in reasonable fear of physical harm to the individual
33 or damage to the individual’s property; or c. Creating a hostile working environment.
34
- 35 5. “Electronic communication device” means any mode of electronic communication,
36 including, but not limited to, computers, cell phones, PDAs, or the Internet.

37 **Reporting**

38 If an employee feels that he or she is subject to harassment, intimidation or bullying or has
39 witnessed or become aware of harassment, intimidation or bullying in violation of these policies,
40 he or she is encouraged to immediately report his/her concerns to the building principal or the

41 District Administrator, who has overall responsibility for such investigations. Complaints against
42 the building principal shall be filed with the Superintendent. Complaints against the
43 Superintendent or District Administrator shall be filed with the Board.

44
45 All complaints about behavior that may violate this policy shall be promptly investigated. Upon
46 receipt of the complaint alleging harassment, Human Resources will take appropriate action to
47 prevent the alleged conduct from continuing pending completion of the investigation. All
48 complaints of harassment will be investigated as discreetly and confidentially as possible, but the
49 District cannot promise anonymity to any individual. Employees are required to participate fully
50 in investigations related to harassment, intimidation and bullying. No employee will be retaliated
51 against for making a complaint in good faith or for participating in an investigation regarding a
52 violation of District policy.

53 The complainant shall be notified of the findings of the investigation and, as appropriate, that
54 remedial action has been taken.

55

56 **Responsibilities**

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58 The District Administrator shall be responsible for ensuring that notice of this policy is provided
59 to staff and third parties and for the development of administrative regulations, including reporting
60 and investigative procedures, as needed.

61

62 **Consequences**

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64 Staff whose behavior is found to be in violation of this policy will be subject to discipline up to
65 and including dismissal. Third parties whose behavior is found to be in violation of this policy
66 shall be subject to appropriate sanctions as determined and imposed by the District Administrator
67 or the Board. Individuals may also be referred to law enforcement officials.

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69 **Retaliation and Reprisal**

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71 Retaliation is prohibited against any person who reports or is thought to have reported a violation,
72 files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be
73 considered a serious violation of Board policy, whether or not a complaint is substantiated. False
74 charges shall also be regarded as a serious offense and will result in disciplinary action or other
75 appropriate sanctions.

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77 Legal References: 10.55.701(1)(g), ARM Board of Trustees
78 10.55.801(1)(d), ARM School Climate

79

80 Cross References: 3005 Harassment, Intimidation and Bullying Prevention

81

82 Policy History:

83 Adopted on:

84 Revised on: