



Superintendent
Dr. Tyler Ream
324-2026

Business Manager
Janelle Mickelson
324-2007

BOARD OF TRUSTEES POLICY COMMITTEE MEETING

May Butler Center | 55 South Rodney
Tuesday, February 2, 2021: Noon – 1:00 p.m.

Notice: In accordance with State and Local health guidance/regulations, physical attendance at this meeting will be limited to six individuals (including committee members). All in-person attendees must wear a mask/face covering at all times and remain safety distanced from anyone not residing within the same place of residence. All other attendees are encouraged to attend the meeting remotely.

Members of the public are able to attend remotely by clicking here: <https://helenaschools.org/event/board-of-trustees-policy-committee-meeting-02-02-2021/> and using the Microsoft Teams link.

AGENDA

- I. INTRODUCTIONS**
- II. REVIEW OF AGENDA**
- III. GENERAL PUBLIC COMMENT**
- IV. REVIEW JANUARY 5, 2021, BOARD POLICY MEETING MINUTES**
- V. PRESENTATION OF 4000 POLICIES FOR GENERAL REVIEW – SECOND READING:**
 - A. 4330 Community Use of School Facilities
 - 1. 4330P Community Use of School Facilities – Administrative Procedures
 - B. 4005 School Support Associations
 - C. 4020 Visitors to the Schools
- VI. PRESENTATION OF 4000 POLICIES FOR GENERAL REVIEW – FIRST READING:**
 - A. 4025 Accommodating Individuals with Disabilities
 - B. 4030 Cooperative Programs with Other Districts and Public Agencies
 - C. 4035 Service Animals
 - D. 4036 Facility / Therapy Dogs
 - E. 4040 School, Student, Parent, Family and Community Engagement in Education
- VII. SUPERINTENDENT OR BOARD COMMENTS**
- VIII. ADJOURNMENT**



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, January 5, 2021

MINUTES - DRAFT

Attendees

Committee:

Libby Goldes, Committee Chair
John McEwen, Committee Member
Luke Muszkiewicz, Board Chair
Terry Beaver, Trustee

Others:

Tyler Ream, Superintendent
Josh McKay, Assistant Superintendent
Barb Ridgway, Chief of Staff
Janelle Mickelson, Business Services Administrator
Stacy Collette, Human Resources Director
Elizabeth Kaleva, District Attorney
Jane Shawn, HEA President
Christine Roberts, member of the public

I. CALL TO ORDER

The meeting was called to order at 12:05 pm by Committee Chair, Libby Goldes.

II. REVIEW OF AGENDA

No changes were requested to the agenda.

III. GENERAL PUBLIC COMMENT

There was no public comment.

IV. REVIEW OF THE 11.03.2020 POLICY COMMITTEE MINUTES

The committee reviewed minutes from the 11.03.2020 committee meeting.

V. PRESENTATION OF POLICIES FOR GENERAL REVIEW

A. Policy 3000: Equal Educational Opportunities Policy

Ms. Kaleva reminded the committee of questions raised during the last meeting regarding how this policy pertained to transgender students in extracurricular activities. The district is required to follow MHSA rules, which state a student must compete as the gender into which they were born for gender-specific

MHSA activities. Ms. Goldes noted in Line 28 the district will post notice annually and asked where it was posted. Dr. Ream replied the information was posted on the website and in handbooks. Ms. Kaleva added federal laws determine what information was required to be provided on an annual basis. Ms. Ridgway asked if Title IX changes at the federal level will the policy needed to be revised. Ms. Kaleva answered the policy would remain the same, but the processes may change. The committee agreed to forward the policy to the Board for approval.

VI. PRESENTATION OF POLICIES FOR SECOND REVIEW

A. Policy 4330: Community Use of School Facilities

Ms. Ridgway listed the changes, most of which were grammatical and organizational, for the committee. Ms. Goldes referenced Line 15 and requested “district” prior to “administration” for consistency. The committee agreed and determined to forward the policy to the board for a second reading.

i) 4330P: Community Use of School Facilities – Administrative Procedures

The committee offered suggestions for consistency of language and grammar. Ms. Ridgway agreed to make applicable changes. The committee agreed to forward the procedure to the full board for a second reading.

VII. PRESENTATION OF 4000 SERIES POLICIES FOR GENERAL REVIEW

A. Policy 4000: Public Relations

Ms. Ridgway said this is the first policy in the 4000 Series and it doesn't necessarily need changes; it was just next in the predetermined order of policies up for review. Ms. Goldes referenced Line 10 and asked if “participate” was indicative of the process. Ms. Kaleva answered the use of the word was intentional since the language must align with the Montana constitution and legal references. Ms. Ridgway agreed to rework the policy for added clarity when applicable. Ms. Goldes asked if the policy should be sent to the board for approval. Ms. Ridgway responded the policy didn't need to be approved by the board since the requested changes affected neither the context nor the intent of the policy.

B. Policy 4005: School Support Associations

Ms. Ridgway told the committee this was the second policy of the 4000 Series for review. Mr. McEwen asked for clarification on what types of organizations were included in the policy. Ms. Kaleva responded any organization using a specific school – or the district's – name required approval prior to fundraising and/or making a purchase. Ms. Goldes asked if approval was granted in perpetuity or needed regular approval. Ms. Kaleva answered a booster club hadn't been established since adoption of this policy, but approval would be needed if an additional club was established. She added this policy was established using an MSHA template, so it could be modified to fit the district's needs. Ms. Goldes asked if PTAs needed to be approved under this policy. Ms. Kaleva replied they were separate entities, as were extra-curricular activities like clubs or school groups. The committee agreed to change Board approval to Superintendent approval and to forward the policy to the board for a first reading.

C. Policy 4015: Conduct on School Property

Ms. Ridgway provided background on this policy, which was adopted in 2014 and revised in 2019. There were no recommended changes. Ms. Kaleva reminded the committee that district property was not public property; it was property held in trust for the public. The distinction allowed the district to put rules in place regarding conduct on district property. The policy also allowed for Board approval to ban

individuals from district property. The committee did not offer any revisions and agreed to forward the policy to the Board.

D. Policy 4020: Visitors to the Schools

Ms. Ridgway told the committee this policy was adopted in 2014, and no revisions had been made since then. Dr. Ream added the policy was consistent with procedure. Ms. Goldes referenced “appropriate times” in Line 8, asked how the public would know which times were “appropriate,” and asked if the policy should outline the procedure. Ms. Kaleva responded the designated times were different at each building and were at the discretion of each building administrator. Ms. Goldes recommended removing “at appropriate times” and stating, “at the discretion of each building administrator.” The committee agreed. Dr. Ream asked if “school buildings” should be replaced with “school facilities.” The committee agreed. Mr. McEwen asked how the policy applied to an individual running on a school track during school hours. Ms. Kaleva answered, per policy, the individual must seek administrative approval. Dr. Ream added the policy aligned with recommendations from the district’s insurance agency. Ms. Kaleva recommended signage at tracks advising visitors of the requirement of approval prior to use. The committee agreed to forward the policy to the full Board with requested changes.

VIII. SUPERINTENDENT’S REPORT / BOARD COMMENTS

Mr. Beaver asked if there was a policy pertaining to attendance or seating restrictions and if so, was the district compliant with the policy. Ms. Kaleva replied the district must comply with county health orders. She added, in the 1000 Series, there was policy requiring all trustees and the district to follow laws and regulations. Mr. Muszkiewicz asked for clarification that if revisions to a policy were grammatical, they would not be forwarded to the board for approval; if revisions affected the intent of the policy, they were sent to the board. Ms. Kaleva confirmed.

IX. ADJOURNMENT

Committee Chair, Ms. Goldes, adjourned the meeting at 1:11pm.

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 or individuals wishing to use school facilities must complete a Rental of School
13 Facilities Use Request form in advance of the event, pay any fees and associated costs, and
14 provide proof of insurance if applicable.

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

18 ~~The online District Facility Use Request form must be completed, signed, and submitted.~~ When
19 the request is approved by District Administration a contract will be created and sent to the
20 originator. The completed and signed contract must be returned to the Business Office before
21 access to the requested facility is granted.

22
23
24 Cross Reference;

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

28
29 Policy History:

30 Adopted on:

31 Revised on: 11.27.2018
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2 **COMMUNITY RELATIONS**3 **Rental and Use of School Facilities Administrative Procedure**
4

5 The Board of Trustees wishes to make ~~School~~ District facilities available to responsible
6 community organizations, associations, and individuals for appropriate civic, cultural, welfare,
7 educational or recreational activities that do not interfere with the delivery of education and the
8 best interests of the ~~School~~ District. The Board is committed to ensuring fair and equitable
9 access to all District facilities.

10 The Board of Trustees recognizes the investment that the community has made in ~~the School~~
11 District buildings and facilities and wishes for such buildings and facilities to be temporarily
12 used under such provisions and control as the ~~School~~ District may see necessary to impose. To
13 the greatest extent possible, citizens of the community ~~should~~ may use ~~School~~ District
14 facilities, ~~so~~ as long as the educational programs of the ~~School~~ District are not hindered.

15 District facilities are not available for rent during District closed calendar days (See
16 specific Official District Calendar for specific dates.). This includes all District observed
17 holidays.
18

19 The administration shall be charged with the responsibility of coordinating and authorizing use
20 of all grounds and facilities by groups other than those directly connected with the ~~School~~
21 District. The administration has developed the rules, regulations, and procedures for the use of
22 facilities.
23

24 ***Priority for Use of District Facilities***

25 The priority for the use of ~~School~~ District facilities is as follows and is in priority order:

- 26 1. ~~School~~ District Activities
- 27 2. Nonprofit ~~Y~~outh ~~A~~ctivities
- 28 3. Other ~~N~~onprofit and ~~P~~rofit ~~A~~ctivities

29
30 In rare instances a scheduled non-District event or activity may be rescheduled due to an
31 unforeseen conflict with a District event. The District will make every effort to provide as much
32 advance notice as possible to the Facility Use Contract holder.
33

34 ***Submitting Requests***

35 All facility use requests must be initiated through the Helena Public Schools facilities rental
36 website. Requests must be submitted at least ten (10) business days prior to the activity start
37 date. Requests will be approved by the building principal and forwarded to the Maintenance
38 Department for approval. The District Business Office will be responsible for developing all
39 contracts which will outline all requirements and associated fees for the use of school-owned
40 facilities.

41 The certificate of insurance listing Helena School District #1 as an additional insured and the
42 IRS determination letter should be attached to the Facility Use Request when submitted online.

43 The maximum length of a facility rental request is 90 calendar days. After 90 calendar days a
44 request for a facility may be resubmitted if the facility is available. A separate facility request

45 form must be submitted for each facility.

46 Any questions regarding facility rental charges or the tier designation that a group has received
47 may be directed to the District Facilities Coordinator at 406.324.2021.

48

49 ***Rental Fees and Other Associated Costs and Charges***

50

51 The District Business Services Administrator will periodically review and revise as necessary
52 rental fees and other associated costs based on the District's actual costs and other related
53 factors.

54

55 The ~~School~~ District Business Office will collect deposits if applicable and invoice the user of
56 school facilities on the basis of the fee schedule. There is a two-hour minimum charge for Tier 3
57 and Tier 4. A Session/Day Minimum Charge refers to 6 hours of use. Athletic equipment is not
58 available for rental. PE equipment may be available at the discretion of the building principal.
59 Generally, teacher classrooms are not available but can be approved at the discretion of the
60 building principal. Requests for school classrooms should be discussed with the building
61 principal first.

62 School spaces available for rent include gyms, common areas, and libraries. Auditoriums are
63 also available for rent and may require additional fees including but not limited to; stage lighting
64 and technician fees. Exceptions may be made by the building principal and/or the ~~Facilities and~~
65 ~~Transportation Director~~ Manager.

66 ACTIVITIES SURCHARGE - All contracts include an annual \$30.00 surcharge per activity to
67 help fund student activities and sports. This funding will supplement the Activities Department
68 and will be used to purchase supplies and equipment for all students and activities including
69 sports, debate, music, speech, cheerleading, dance, and other student activities. This fee cannot
70 be waived or voided.

71 ***Custodial and Technology Fees***

72 Tiers 2-5 may be subject to custodial and/or technology fees which will be determined when
73 contracts are being prepared or an activity is being scheduled. These additional fees may also be
74 assessed if more than one location is required for an event or an event involves more than 100
75 participants.

76

77 The use of school equipment such as computers, TVs, media equipment, sound systems,
78 scoreboards, auditorium stage props, stage lighting, etc., shall only be permitted if included in
79 the ~~RENTAL OF SCHOOL FACILITIES REQUEST FORM~~ **Rental of School Facilities**
80 **Request form** and upon evidence by the applicant that such equipment is operated only by
81 competent and trained personnel or someone hired from the ~~School~~ District.

82 ***Liability Insurance***

83 The District requires groups to supply documented proof of liability insurance coverage with
84 the District as a named insured in the amount of \$1,000,000 combined single limit per
85 occurrence / \$1,000,000 annual aggregate for Tiers Two, Three, Four and Five.

86

87 ***Custodial Staff***

88 A custodian or other authorized staff member who is not participating in the activity may be
89 required to be on the premises when any group is using the

Revised: 10.18.2018, 11.3.2018, 11.27.2018

Policy Committee Review: 11.3.2020, 1.5.2021, 2.2.2021 Board Review: 1.12.2021
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school buildings. The cost of the custodian will be included in the final contract if applicable.

Keyless Entry

For some locations the District may issue a contract holder a keyless entry fob which is programmed to allow access to the building for the times agreed to in the rental contract. If a fob is misplaced or lost during the rental period please notify the Facilities Office at 406.324.2021 as soon as possible so the fob can be deactivated. This will prevent unauthorized access occurring under the contract renters name. Within five business days of the conclusion of the rental the fob must be returned to the District Facilities Office at 1201 Boulder Avenue. A \$10.00 fee will be charged for unreturned or lost fobs.

Rental Tiers

<u>Tier One:</u> Activity Scheduler for District Events and Activities	<u>Tier Two:</u> Non-Profit with NO Fees or fees LESS than \$200.00 per participant (e.g. Fee types: Participation fee, Participant Registration fee, Membership fee, and/or Participant Donation Request)	<u>Tier Three:</u> Non-Profit with Fees greater than \$200.00 per participant (e.g. Participation Fee, Participant Registration fee, Membership fees, and/or Participant Donation Request Charged)	<u>Tier Four:</u> For Profit Events	<u>Tier Five:</u> Reciprocal Agreements – <u>Must have an MOU or contract on file with the Business Office</u>
No Insurance Required	Liability Insurance Required	Liability Insurance Required	Liability Insurance Required	Liability Insurance Required
No Mandatory Activity Fee	Mandatory \$30. Annual Activity Fee Required for each group or team	Mandatory \$30. Annual Activity Fee Required for each group or team	Mandatory \$30. Annual Activity Fee Required	Mandatory \$30. Annual Activity Fee Required
No Rental Fee	No Rental Fee	65% of Rental Fees Charged	100% of Rental Fees Charged	Fees may be negotiated if applicable
Example: Student Clubs, Activities and Athletic events, P.T.O. & HEF meetings & events	Example: Community Clubs, activities, sports teams, & events	Example: Kiwanis Community Clubs, activities, sports teams, & events	Example: Sports Camps, private service providers, etc.	Example: Varies

NOTE: Tiers 2-5 may incur custodial fees for activities or events occurring when there is no custodian on site (e.g. weekends).

Supervision and Maintenance of Rented Facilities

Sponsoring organizations and groups using facilities shall provide enough competent help and/or special supervision. The amount of adequate supervision shall be agreed upon at the time the contract is issued. Groups are expected to leave facilities in the condition in which they found them. Should the District find the facility in an unacceptable condition as a result of the rental,

111 the individual or group who signed the rental contract may be assessed a charge. Additionally,
112 the individual or group may also be denied access to District facilities in the future.

113 No functional alteration of the premises or functional changes in the use of such premises shall
114 be made without specific written consent of the District.

115 School property must be protected from damage and mistreatment and ordinary precautions for
116 cleanliness maintained. Groups shall be responsible for the condition in which they leave the
117 school facilities. In cases where school property has been damaged or abused beyond normal
118 wear, the same shall be paid for by the organization involved.

119 Groups that have been excluded from other community facilities because of damage will not be
120 allowed to rent District facilities.

121

122 ***Compliance with Applicable Laws, Regulations and Policies***

123

124 ~~School~~ District facilities will only be rented to groups or organizations that agree to comply in all
125 respects with all applicable laws, statutes, regulations, ordinances and policies. In particular, that
126 neither it nor its employees or agents will refuse, withhold, or deny any of its services, goods,
127 facilities, advantages, or privileges because of race, color, religion, creed, political ideas, sex,
128 age, marital status, physical or mental disability, or national origin, and that it will not publish,
129 circulate, issue, display, post, or mail a written or printed communication, notice or
130 advertisement which states or implies that any of the services, goods, facilities, advantages, or
131 privileges offered by it while in ~~School~~ District facilities will be refused, withheld, or denied
132 because of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental
133 disability, or national origin.

134

135 ***Alcohol, Drugs, Tobacco and Tobacco Innovations***

136 Alcoholic beverages, tobacco / tobacco innovations, and illegal narcotics (including medical
137 marijuana) shall **not** be permitted in school facilities or on school property at any time.

138

139 ***Property Damage or Loss***

140 All contract holders using school facilities shall hold the District and its agents free and without
141 harm from any loss, damage or liability of expense that may arise during, or be caused in any
142 way, by such use or occupancy of school facilities. In the event that property loss or damage is
143 incurred during such use or occupancy, the amount of damage shall be decided by the
144 Superintendent and the individual or group who signed the rental contract will be billed for said
145 loss or damage.

146 The use of the District's playing fields must be appropriate and compatible with each playing
147 field and its surrounding area, and appropriate rental rate schedules may apply. The use of
148 playing fields must not result in construction, damage or undue wear or pose a hazard to children
149 or others. Activities which endanger others or cause damage to fields and lawns are prohibited.
150 Should damage to fields or lawns occur, the Superintendent shall make a reasonable effort to
151 obtain restitution for any damage from the group or organization that signed the rental contract.

152

153 ***Reserved Rights***

154 Helena Public Schools (HPS) reserves the right to deny requests for facility use based on past
155 performance/compliance issues or a determination of organizational mission that is incongruent
156 with that of the Helena Public Schools. Additionally, HPS reserves the right to perform routine
157 risk analyses on facility use requests on a case-by-case basis and assess appropriate fees or
158 deposits on new or unique requests.

159 The Board of Trustees authorizes the Superintendent to make final decisions on use of school
160 facilities by any group or individual.

161

162 Procedure History:

163 Adopted on: 11.27.2018

164 Revised on:

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3 **SCHOOL/COMMUNITY RELATIONS**

4

5 School Support Associations

6

7 The Board recognizes that parent, teacher, and student organizations are an invaluable resource
8 to District schools. The Board supports their formation and vitality and encourages their
9 suggestions and assistance. Membership in these organizations will be open and unrestricted.

10

11 Booster clubs and/or special interest organizations may be formed to support and strengthen
12 specific activities conducted within the District. All such groups must receive the approval of the
13 ~~Board~~ Superintendent in order to be recognized as a booster organization. Staff participation,
14 cooperation, and support are encouraged in such recognized organizations.

15

16 *Fund Raising by School Support Organizations*

17

18 Fund-raising by school support groups is considered a usual and desirable part of the function of
19 such groups. Specific fund-raising activities must be approved in advance by the Principal or
20 program coordinator. The Principal or program coordinator must be consulted before any
21 expenditure of such funds. All funds raised by school adjunct groups are to be used for direct or
22 indirect support of school programs. Equipment purchased by support groups and donated to the
23 schools becomes the property of the District and may be used or disposed of in accordance with
24 District policy and state law.

25

26 Legal References: § 20-6-601, MCA Power to accept gifts
27 § 20-6-602, MCA Trustee’s power over property

28

29 Cross References: 7080 District, School, Student Group Fundraising

30

31 Policy History:

32 Adopted on: 12.9.2014

33 Revised on:

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3 **SCHOOL/COMMUNITY RELATIONS**

4

5 Visitors to the Schools

6

7 The District encourages visits to all District buildings by Board members, parents, citizens, and
8 taxpayers ~~at appropriate times within~~ at the discretion of building administration.

9

10 All visitors shall check-in at the school’s main office for purposes of safety, security, and
11 assistance.

12

13 If a conference with a teacher is desired the District requests that an appointment be made in
14 advance. Conferences with teachers need to be scheduled outside school hours or during the
15 teacher's preparation period.

16

17 Legal References: § 20-1-206, MCA Disturbance of school

18

19 Cross References:

20

21 Policy History:

22

23 Adopted on: 12.9.2014

24 Revised on:

25

2 SCHOOL/COMMUNITY RELATIONS

3 Accommodating Individuals with Disabilities

4 Individuals with disabilities will be provided opportunity to participate in all school-sponsored
5 services, programs, or activities on a basis equal to those without disabilities and will not be
6 subject to illegal discrimination. The District shall provide auxiliary aids and services when
7 necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the
8 benefits of a service, program, or activity.

9 The Superintendent is designated the Title II Coordinator and, in that capacity, is directed to:

- 10 • Oversee District compliance efforts, recommend necessary modifications to the Board,
11 and maintain the District’s final Title II self-evaluation document and keep it available
12 for public inspection for at least three (3) years after its completion date.
- 13 • Institute plans to make information regarding Title II protection available to any
14 interested party.

15 Individuals with a disability should notify the Superintendent or building principal if they have a
16 disability which will require special assistance or services and what services are required. This
17 notification should occur as far as possible before the school-sponsored function, program, or
18 meeting.

19 Individuals with disabilities may allege a violation of this policy or of federal law by reporting it
20 to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Section 504
21 and ADA Grievance Procedure.

22

23 Legal References: 42 USC § 12111 et seq. Americans with Disabilities Act
24 § 49-3-201, MCA et seq Governmental Code of Fair Practices

25 Cross References:

26 Policy History:

27 Adopted on: 3.10.2015

28 Revised on:

2 **COMMUNITY RELATIONS**

3

4 Cooperative Programs with Other Districts and Public Agencies

5 Whenever it appears to the economic, administrative, and/or educational advantage of the
6 District to participate in cooperative programs with other units of local government, the
7 Superintendent will conduct an analysis of each cooperative proposal.

8 When formal cooperative agreements are developed, such agreements shall comply with
9 requirements of the Interlocal Cooperation Act, with assurances that all parties to the agreement
10 have legal authority to engage in the activities contemplated by the agreement.

11 The District may enter into interlocal agreements with a unit of the Montana University System,
12 public community college, and/or tribal college, which would allow students enrolled in the 11th
13 and 12th grades to attend and earn credit for classes not available in the District. Tuition and
14 fees, if assessed, will be provided for in the interlocal agreement.

15 The District may enter into an interlocal agreement providing for the sharing of teachers,
16 specialists, superintendents, or other professional persons licensed under Montana statute. If the
17 District shares a teacher or specialist with another district(s), the District’s share of such
18 teacher’s or specialist’s compensation will be based on the total number of instructional hours
19 expended by the teacher or the specialist in the District.

20 Legal Reference: § 7-11-101, et seq., MCA Interlocal Cooperation Act
21 § 20-3-363 Multidistrict agreements
22 § 20-7-451 through 456, MCA Authorization to create full service
23 education cooperatives
24 § 20-7-801, et seq., MCA Public recreation

25 Policy History:

26 Adopted on: 11.11.2014

27 Revised on:

2 SCHOOL / COMMUNITY RELATIONS

3 Service Animals

4 The District will comply with all state and federal laws, regulations, and rules regarding the use
5 of service animals by a staff member, student, or community member when the service animal is
6 required because the individual has a disability, and the service animal is individually trained to
7 do work or perform tasks for the benefit of that individual.

8 A service animal is any dog that is individually trained to do work or perform tasks for the
9 benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual,
10 or other mental disability. Other species of animals, whether wild or domestic, trained or
11 untrained, are not service animals for the purposes of this policy. The work or tasks performed
12 by a service animal must be directly related to the individual’s disability. The crime deterrent
13 effects of an animal’s presence and the provision of emotional support, well-being, comfort, or
14 companionship do not constitute work or tasks for the purposes of this definition. The District
15 may permit the use of a miniature horse by an individual with a disability under circumstances
16 established by the Superintendent.

17 The Superintendent will establish procedures regarding the use of service animals by individuals
18 with disabilities.

19 Legal References: 42 U.S.C. § 12111 et seq. Americans with Disabilities Act
20 28 C.F.R. §§ 35.104, 35.136 Nondiscrimination on the Basis of
21 Disability in State and Local Government Services
22

23 Cross References: 2040 Special Education and Accommodations
24 2050 Section 504 Procedural Safeguard
25 4025 Accommodating Individuals with Disabilities
26 5000 Equal Employment Opportunity
27

28 Policy History:
29 Adopted on: 3.20.2012
30 Revised on:

2 **SCHOOL / COMMUNITY RELATIONS**

3 Facility / Therapy Dogs Policy

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

7 *Therapy Dog*

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

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

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

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

26 Legal References:

27

28 Cross References:

29

30 Policy History:

31 Adopted on: 11.14.2017

32 Revised on:

2 **SCHOOL/COMMUNITY RELATIONS**

3 School, Student, Parent, Family and Community Engagement in Education

4 The District’s Board of Trustees recognizes the importance of engaging families in the education
5 of children. The Superintendent and staff shall undertake activities designed to:

- 6 (1) encourage families to actively participate in the life of their children’s schools;
- 7 (2) ensure families feel welcomed, valued, and connected to one another, school staff,
8 and to what students are learning and doing in class;
- 9 (3) encourage families and school staff to engage in regular, two-way meaningful
10 communication about student learning;
- 11 (4) ensure continuous collaboration between families and school staff to support student
12 learning and healthy development both at home and at school and have regular
13 opportunities to strengthen their knowledge and skills to do so effectively;
- 14 (5) empower families to be advocates for their own and other children to ensure that
15 students are treated equitably and have access to learning opportunities that will support
16 their success;
- 17 (6) allow families and school staff to partner in decisions that affect children and families
18 and together inform, influence, and create policies, practices, and programs; and
- 19 (7) encourage families and school staff to collaborate with members of the community to
20 connect students, families, and staff to expand learning opportunities, community
21 services, and civic preparation.

22
23 To the extent feasible and appropriate, the District will attempt to coordinate and integrate parent
24 and family engagement strategies with other relevant federal, state, and local laws and programs,
25 including but not limited to Title I programs.

26 Cross Reference: Board Policy 2035 Federal Funding and Title I

27 Legal References: § 10.55.701, ARM Board of Trustees

28

29 Policy History:

30 Adopted On: 04.04.2006

31 Revised On: 01.14.2020