

## **2019-2020 Elementary Parent/Student Handbook**

Full Text of Handbook Located at:

<http://www.helenaschools.org/resources/parents/handbooks>



**Note:** Policies and procedures may change during the school year.  
Changes will be noted on the District website and in school newsletters.

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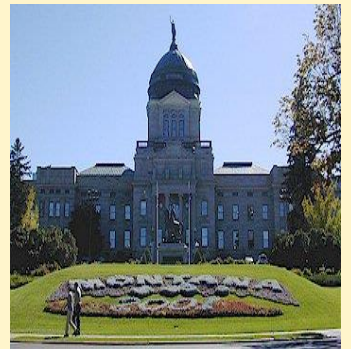
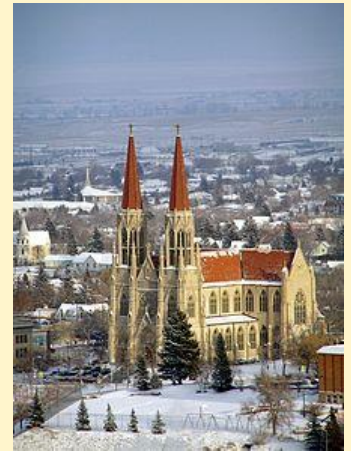
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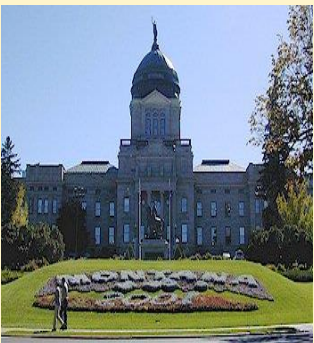
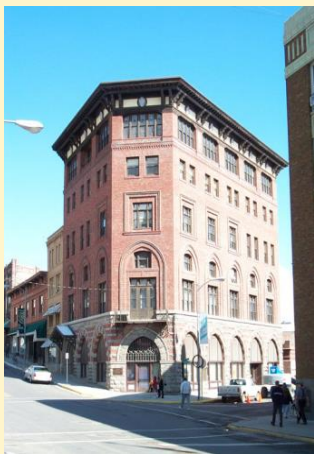
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# **DISTRICT MISSION AND BOARD GOALS**

## ***Vision***

Helena Public Schools foster dynamic educational experiences that prepare all students for life.

## ***Mission Statement***

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.

This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.

## ***Guiding Principles***

- Each student enters school healthy and learns about and practices a healthy lifestyle.
- Each student learns in an intellectually challenging environment that is physically and emotionally safe for students and adults.
- Each student is actively engaged in learning and is connected to the school and broader community.
- Each student has access to personalized learning and to qualified, caring adults.
- Each graduate is prepared for success in college or further study and for employment in a global environment.

## ***Board Goals***

**Curriculum / Learning** – Provide relevant, integrated and meaningful learning experiences for students that will prepare them for life.

**Staff Support and Relationships** – Enhance the learning opportunities for students by providing professional development for all employees and encouraging innovative instructional practices.

**Environment** – All schools and work sites will be safe and foster positive and productive environments for students and staff.

**Technology** – Implement technology in Helena Schools to enrich student learning and deliver more efficient administrative services.

**Community partnerships** – Encourage excellence in our schools by maintaining a positive and productive relationship with parents, employers, community members and members of the higher community.

**Fiscal Planning** – A budget development process is established so the allocation of resources has the greatest positive impact on the performance of students and staff.



# **Student Rights**

## **Declaration of Student Rights**

Helena School District No. 1 has high academic expectations for all students. The District is committed to providing all students an excellent, well-rounded educational program. With this commitment in mind, the District sets forth the following: all students are provided the opportunity to obtain a basic body of understandings, attitudes, knowledge, and skills needed for living in a democracy and the world community. The opportunity for development of intellectual curiosity, critical thinking, problem-solving abilities and aesthetic appreciation shall be provided.

These rights and responsibilities provide a uniform standard of conduct, which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures and actions to be taken.

## **Right of Expression**

Students enjoy the right of expression as provided by state and federal law. The student may not, by speech or conduct, materially disrupt class work or educational programs, cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school or conduct themselves in a manner inconsistent with the school's and district's educational mission.

The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the District.

## **Right to Education and the Right to Participation**

A student is the center of the school and the purpose for which it is operated and maintained. Students have the inherent right to be treated with dignity and respect. A student has the right to a non-disruptive education as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

## **Search and Seizure**

School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school activity on or off School District premises. The building principal or designee is authorized to search a student, locker, personal property, (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a District activity or sponsored activity, or while transit on a school bus or other transportation authorized by the District.

A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school policy or school rules. School authorities shall confiscate any illegal, unauthorized or contraband items discovered during such inspections. School authorities shall determine appropriate action, including notification of parents, notification of law enforcement authorities and commencement of disciplinary proceedings.

Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating local, state or federal law or a rule of the District. **See Board Policy: 3040 Search and Seizure**

## **Right to Be Free from Sexual Harassment**

A student has the right to attend and participate in school activities in an environment free from sexual harassment. The District does not tolerate sexual harassment in any form.

## **Sexual Harassment Prevention**

The policy of the Board of Trustees of Helena Public Schools is to provide students with a school environment free from sexual harassment. Schools will not tolerate sexual harassment in any form.

"Sexual Harassment" means: a) sex discrimination within the meaning of Title VII of the Civil Rights Act of 1964 and the Montana Human Rights Act; b) unwelcome sexual advances, requests for favors and other verbal or physical contact of a sexual nature; or when conduct of a sexual nature creates an intimidating, hostile, or offensive school environment. An intimidating, hostile or offensive school environment includes sexually-oriented jokes, innuendoes, obscenities, pictures or any action with a sexual connotation that makes a student feel uncomfortable in the school environment or that affects the school environment, whether or not sexual in connotation, that is directed toward a student based on the student's sex; and c) conduct of a sexual nature that is prohibited according to Montana State Law.

Students who believe they are being subjected to sexual harassment by anyone connected with Helena Public Schools should, and are encouraged to, report the matter promptly to their teacher, counselor, or principal, or to the Helena Public School's EEO (Equal Employment Opportunity) officer at 324-2012.

## **Bullying, Intimidation, Harassment & Hazing Prevention**

All students have the right to learn in an atmosphere free of intimidation, hostility, and offensiveness. Students are not to engage in harassment of any kind. Harassment in any form will not be tolerated, including the use of any technologies (e.g. cell phones, internet, etc.)

Examples of prohibited harassment are:

- Unwelcome advances, gestures, comments, or contact,
- Threats,
- Offensive jokes, and
- Ridicule, slurs, derogatory action or remarks.

Students who feel that they are being harassed should first tell the harasser to stop. If the harassment continues, students should make an immediate report to a teacher, administrator, or other adult working at the school. The teacher or administrator will inform the student of the established grievance procedure and will assist the student in completing & filing the grievance, as appropriate.

Substantiated charges of harassment against a student will subject the student to disciplinary action, which may include suspension or expulsion.

The Helena Board of Trustees has adopted the following ***Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy***: Board Policy: 3005

## **Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy**

The Board is committed to providing students with a safe and civil school environment free from harassment, intimidation and bullying. The Board and District will not tolerate harassment, intimidation or bullying in any form at school, school-related events (including off campus events), school sponsored activities, school buses or any event related to school business.



Bullying, harassment, intimidation or hazing by students, staff, or third parties, is strictly prohibited and shall not be tolerated. Inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying is prohibited under this policy.

The District expressly prohibits any form of intimidation, hazing, bullying or harassment including but not limited to the following: any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, creed, national origin, gender, sexual orientation, gender identity, age, culture, social origin or condition, marital status, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

Intimidation, bullying and harassment include acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student's property; or (b) will place a student in reasonable fear of harm to the student's person or damage to the student's property; or (3) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

### ***Definitions***

1. "Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work program with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.
2. "Hazing" includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
3. "Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (cyberbullying) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student's educational benefits, opportunities, or performance, that take place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may be reasonable be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, that has the effect of:
  - a. Physically harming a student or damaging a student's property;
  - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;

- c. Creating a hostile educational environment, or;
- d. Substantially and materially disrupts the orderly operation of a school.

4. “Electronic communication device” means any mode of electronic communication, including but not limited to computers, cell phones, PDAs, or the internet.

### ***Reporting***

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the District Administrator, who have overall responsibility for such investigations. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Students who have concerns about bullying or harassment from staff members are encouraged to report their concerns to the building principal. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent or District Administrator shall be filed with the Board.

All staff are obligated to address bullying, harassment, hazing and intimidation as described in Board Policy 5015, administrative procedures and / or staff and student handbooks.

### ***Exhaustion of Administrative Remedies***

A person alleging violation of any form of harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

### ***Responsibilities***

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

### ***Consequences***

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

### ***Retaliation and Reprisal***

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is



substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### ***Bullying, Intimidation, Harassment & Hazing Prevention and Reporting Policy: Board Policy: 3005***

#### ***Behavior / Conduct Definitions***

**Assault:** Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury.

**Bullying:** Repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetrated by individuals or groups. Bullying includes but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

**Disruptive Behavior:** Any act that disrupts the student learning and/or teaching process.

**Hazing:** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.



### **Right to Inspect and Review Records: Family Educational Rights and Privacy Act (FERPA) / Notice for Directory Information / Protection of Pupil Rights Amendments (PPRA)**

**Definition:** *person is any student, parent, legal guardian or person with parental authority.*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask school to amend a record should write the school principal clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Helena High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Listed below are disclosures that elementary and secondary schools may make without consent:

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 34 C.F.R. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional

services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To caseworkers or other Child Protective Services representatives when DPHHS/CPS is legally responsible for the care and protection of the student. 20 U.S.C. § 1232g(b)(1)(L).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Helena Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Helena Public Schools may disclose appropriately designated "directory information" without written consent, unless you have

advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Helena Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Student directories;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the Helena Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the third Friday in November. Helena Public Schools have designated the following information as directory information:

- |  |                           |
|--|---------------------------|
| • Student's name   | • Address                 |
| • Telephone listing  | • Electronic mail address |
| • Photograph   | • Date of birth           |
| • Dates of attendance  | • Grade level             |
| • Participation in officially recognized activities and sports |                           |

#### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–*
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Helena Public Schools have developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Helena Public Schools will directly notify parents via the District web site of these policies at least annually at the start of each school year and after any substantive changes. Helena Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Helena Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**See: Board Policy: 2020 Student and Family Privacy Rights**



### **Publications, Video, Internet Photos Agreement**

Students who attend school in Helena School District No. 1 are occasionally asked to be part of school and/or district publicity, publications, district and school web site publications, media events (e.g. newspaper, television, etc.) and/or public relations activities.



If you do **NOT** want your child to be included in any publications and/or public relations activities please indicate by marking the appropriate answer and signing the “Parent Permission Master Form: available at the school’s front office or online.

### **Right to Participate in Programs without Discrimination**

A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the District educational program or activity, because of race, creed, religion, gender, marital status, color, age, physical or mental handicap or disability, or national origin unless based upon lawful grounds, including adopted policies of the Helena Board of Trustees.

A student may not be denied participation in District education programs or any sponsored activity except for such reasons as are provided in the adopted policies and procedures of the District; student code, federal, state and county associations or governmental entities; or guidelines for activities with tryouts or organizations that sponsor activities, such as the Montana High School Association.

#### ***Non-Discrimination Notice***

The Helena School District #1 strives to comply with all federal and state rules and regulations. The Helena Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA Coordinators who have been designated to handle inquiries regarding non-discrimination policies:

Principal at Your Child’s School  
Title IX Building Coordinator  
ADA/Section 504 Building Coordinator  
Helena, Montana 59601  
Your Child’s School Number

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

### **Right to Select Personal Appearance / Student Dress**

A student and his/her parent or legal guardian determine a student's pattern of personal appearance. Personal appearance includes dress, grooming and personal hygiene. The personal appearance of a student shall be respected provided it does not interfere with the health and safety of the student or others and does not materially or substantially disrupt the education process. Clothing advertising tobacco, alcohol, drugs, violence or lewd, vulgar or obscene displays may not be worn in school because school authorities find such to be materially or substantially disruptive to the education process and because such

apparel may be offensive to others and does not comport with a positive educational atmosphere or is inconsistent with the school's basic educational mission.

General appearance guidelines include but are not limited to the following:

- **Hair** - Any hairstyle is permitted so long as it is kept neat, clean and controlled. Facial hair is permitted if it is kept neat and clean.
- **Foot Apparel** - For sanitary reasons shoes or sandals are to be worn. Footwear that converts into rolling shoes is considered hazardous and is not allowed.
- **Girls' and Boys' Apparel** - Any style of clothing is allowed when worn with sensible discretion.
- All students are required to be neat and clean in appearance.
- Items worn on the head that are materially disruptive to the education process or create visual and/or hearing impairment for the student or other students may not be worn in school.

### **Right to Suggest Ways to Improve Education**

A student has the right to contribute information that will be considered when decisions are made that affect the quality and content of their education. The District encourages and expects all students to take responsibility for their education, including preparing for, and participating in, class and school activities, taking full advantage of learning services provided, helping design their educational goals, and conducting themselves respectfully and appropriately.

### **Rights in Regard to Suspension or Expulsion**

The following procedure is available to all students who are subject to suspension or expulsion:

#### ***Basic Rights:***

- A student shall be informed of the nature of the violation for which he or she is charged, the evidence of that violation and the potential maximum corrective disciplinary action.
- A student shall have the right to explain his/her actions.
- A student has the right to appeal the decision of the principal to the Superintendent or the Superintendent's designee.

#### ***Suspension Procedure***

The following procedural rules shall apply to a student charged with a violation for which maximum disciplinary action is in-school or out-of-school suspension:

- The principal or the principal's designee shall have the authority to suspend a student.
- Prior to suspension, the student shall be informed of the charges.
- Except in the case of an emergency, the student will be allowed to respond to the allegations before the administrator issues a decision regarding the suspension.
- Inform the parent(s) or legal guardian(s) of the student's suspension prior to releasing the student. Once informed parents must come to the school and pick up their student. A suspended student will remain in the office under adult supervision until the parent or guardian arrives & signs the child out for the length of the suspension.

#### ***Expulsion Procedure***

The following procedural rules shall apply to a student charged with a violation whose maximum disciplinary action imposed is expulsion.



The building principal may recommend the expulsion of a student to the District Superintendent. The principal shall provide the District Superintendent, parent, legal guardian or person with parental authority written notification that will include the following:

- The alleged violation(s) committed by the student.
- Facts and circumstances setting forth the misconduct upon which the recommendation is based.
- Recommendation outlining whether the student should be granted credit for work completed in the present semester.
- Recommended length of expulsion.

Upon completion of the principal's written recommendation, the District Superintendent or his/her designee shall:

- Conduct a meeting to determine whether the student shall be reinstated into the Helena Public Schools, if requested by the parent, legal guardian, or person with parental authority. If the student is not reinstated after the meeting with the principal and the District Superintendent or Superintendent's designee, the Superintendent or designee shall notify the student and parent or legal guardian in writing:
  - that the District Superintendent and principal shall recommend expulsion to the Board of Trustees;
  - of the student's right to request a hearing of the charges before the Board of Trustees, to present a defense to the charges; to be represented by another person; to confront, examine and cross-examine witness(es); and to present information against the expulsion recommendation;
  - of the maximum length of the expulsion being recommended;
  - the time, date and place of a hearing before the Board of Trustees, who shall consider the recommendation for expulsion.

### ***Board of Trustees Hearing***

Only the Board may expel a student from school. After the administration has investigated the alleged misconduct, and made the decision to recommend an expulsion of the student to the Board, a Board Meeting shall be scheduled and the administration shall send a written notice to the student and the parent outlining the following:

- the intent to recommend an expulsion;
- the specific charges against the student;
- what rule or regulation was broken;
- the nature of the evidence supporting the charges;
- the date, time and place where the Board Meeting will be held;
- a copy of the procedure that will be followed by the Board;
- a reminder of the rights the student and parents have, including the right to counsel, the right to cross examine witnesses, and the right to present witnesses.

The hearing may be rescheduled by the parent by submitting a request to the Superintendent showing good cause at least 3 school days prior to the scheduled date of the hearing. The Superintendent shall determine if the request shows good cause.

After the hearing, the Board of Trustees shall decide whether to accept, reject, or modify the recommendation and direct the District Superintendent to inform the student, parent, legal guardian, or person with parental authority, of such action.

### ***Suspension and Expulsion as it Relates to District Provided Transportation Services***

Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on district school buses even if they are still being allowed to attend school.

### **Rights to Equal Educational Opportunities, Title IX-Section 504-American's With Disabilities Act**

#### ***Equal Educational Opportunities***

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure.

Inquiries regarding discrimination of any kind should be directed to the District's Title IX Coordinator, who shall provide information and, if necessary, direct the individual to the Uniform Grievance Procedure. The District will annually publish notice of these rights to students and parents.

#### ***Title IX Grievance Procedures***

The Helena School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX). Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. District does not discriminate on the basis of sex in its education programs and activities.

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or in the case of an employee denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; OR

Has the purpose or effect of:

- substantially interfering with a student's educational environment or employee's work environment.;
- creating an intimidating, hostile, or offensive educational or work environment;

- depriving a student of educational aid, benefits, services, or treatment; or depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

### ***District Title IX Coordinator***

Inquiries concerning the application of Title IX may be referred to the District's Title IX Coordinator:

Human Resources Administrator  
55 South Rodney St.  
Helena, MT 59601  
406.324.2012

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

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### ***Filing a Complaint***

An individual believing that he or she has been the victim of sex discrimination should file a complaint with the Title IX Coordinator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes to invoke the formal complaint procedures (see formal complaint procedures section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

An individual wishing to make a complaint will be provided with a copy of both the informal resolution procedure and the formal complaint procedures.

### ***Section 504 and the Americans with Disabilities Act (ADA)***

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District has established and implemented a system of procedural safeguards. Safeguards include a students' identification, evaluation, and educational placement.

This system includes notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review process.

School District No. 1 has appointed an officer to assist any employee, student, parent, or legal guardian with a Section 504/ADA concern. Inquiries concerning Section 504/ADA may be referred to the Central Administration Office, 55 South Rodney Street, Helena, Montana, 59601, or may be made by calling 1-406-324-2010.

Procedures have been established for addressing any questions or concerns and for resolving any conflicts relating to Title IX/Section 504/ ADA that may be raised by an employee, student, parent, or legal guardian in School District No. 1. A copy of those procedures may be obtained from building Principals or the Central Administration Office. **Board Policy 2050 – Section 504 of the Rehabilitation Act of 1973 (Section 504).**

### **Uniform Grievance Policy**

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### ***Filing a Complaint***

The Complainant may file a complaint with any District Administrator, Principal or Supervisor. If a Complainant is not sure of the appropriate person with whom to file a complaint, he/she may ask for assistance from the Superintendent in identifying the appropriate Administrator, Principal or Supervisor. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

#### ***Investigation***

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will initiate an investigation into the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Administrator, Principal or Supervisor shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Administrator, Principal or the Supervisor, the Superintendent shall address the complaint in writing. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

#### ***Decision and Appeal***

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the investigator's determination regarding the complaint. If the Complainant is not satisfied with the determination of the investigator, the Complainant may appeal the decision to the Superintendent, or the Board if appealing a decision regarding the Superintendent, by making a written request to the Superintendent or Board Chair.

The Superintendent shall review the determination of the investigator and respond to the Complainant within 7 calendar days. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information. This meeting shall not be a de novo hearing, but

a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Lewis and Clark County Superintendent as provided by law.



## **General School Rules and Information**



### **Accident Prevention**

School staff will do everything possible to prevent accidents. However, parents/guardians must understand that some activities such as recess play, physical education activities or field trips involve inherent risks to the student regardless of all feasible safety measures that may be taken by the district.

In consideration of your agreement to allow your child to participate in these activities, you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in these activities that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the Helena School District #1.

### **Alternative Assignment Request**

The Board recognizes the right of an individual parent or guardian to request that his or her child not read a given book, utilize specific curriculum materials or view a particular media work. Therefore, procedures for requesting an alternative assignment for an adopted curriculum assignment must be followed and can be obtained from the building administrator or District Curriculum Administrator.

### **Annual Asbestos Notification**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. All Helena School District buildings constructed before the late 1970s contain some level of asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials are located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Helena Public School District has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted during August 2017 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and recertified.

The law further requires an asbestos management plan to be in place by July 1989. Helena Public School District has developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously

identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Since the Fall of 2016 asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Helena High School, C. R. Anderson Middle School, Helena Middle School, Hawthorne Elementary School, Rossiter Elementary School, Four Georgians Elementary School, Warren Elementary School, Broadwater Elementary School, Smith Elementary School, old Central Elementary School, old Bryant Elementary School and old Jim Darcy Elementary School. During the next year, we plan to continue asbestos abatement across the District.

It is the intention of Helena Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the District Facility office at 1201 Boulder Ave during regular business hours. The Facilities Director is the District's designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to the Facilities Director at 324.2003.

### **Appearance and Dress**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. While matters of dress remain the primary responsibility of students, in consultation with their parents or legal guardians, students are reminded that their appearance significantly affects the way others respond to them. **Board Policy: 3035 Student Appearance**

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### **Attendance: Absences, Tardies, & Truancy**

In the event of a student's absence, the parent/guardian should call, send a note, or use electronic communication to notify the school by 8:45 a.m. on the day of the absence. In the event that the school has not been notified of the student's absence, the school will make every attempt to locate the whereabouts of the student including utilizing the automated calling system to notify parents of a child's absence.

If you are out of town, please notify the school so that we have your number in case of emergency.

If a student arrives after 9:00 a.m. they will be marked as absent. If a student arrives after 1:00 p.m. for the afternoon they will be marked absent. Students leaving between 2:45 and 3:15 p.m. will be marked as "early checkout".

All absences and tardies shall be recorded on the student's report card. Students receiving 10 or more absences and/or tardies in a given quarter will be reported to the building principal. Elementary students with excessive absences may be reported to the appropriate authorities.

### **Behavior Expectations of Students**

Students are expected to conduct themselves within the bounds set by the Board and the administrative regulations set forth by the Superintendent. Consideration for the rights and well-being of others,

cooperation with all members of the school community and respect for oneself and others are the basic principles guiding student behavior.

The primary responsibility for student discipline within the school rests with the Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

Corporal punishment shall not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Disciplinary action may be taken against any student in violation of the Student Code of Conduct. Disciplinary action may range from conferring with a teacher to expulsion from school. Continued infractions will have a cumulative effect in terms of disciplinary action.

A student is in violation of the Student Code of Conduct if the student engages in any inappropriate behavior, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or tobacco innovation products;
- Using, possessing, distributing, purchasing, or selling alcoholic beverages or alcohol innovations.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, including medical marijuana, look-alike drugs, prescription drugs, and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the “Weapons” section of this handbook.
- Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon.
- Disobeying directives from staff or disobeying rules governing student conduct.
- Using violence, force, coercion, intimidation or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism.
- Misconduct of any sort on any means of District transportation.
- Hazing, harassment, intimidation, or bullying, including cyberbullying.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.

These grounds stated above for disciplinary action apply whenever a student’s conduct is reasonably related to school or school activities, including, but not limited to the circumstances set forth below:

- On, or within sight of, school grounds before, during, or after school hours or at any other time when school is being used by a school group;
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school;
- Travel to and from school or a school activity, function, or event;
- Anywhere if conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, a threat to the safety and welfare of the student population, or conduct that detrimentally effects the climate or efficient operations of the school.



## **Behavior / Conduct Definitions**

**Assault:** Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury.

**Bullying:** Repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetrated by individuals or groups. Bullying includes but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

**Disruptive Behavior:** Any act that disrupts the student learning and/or teaching process.

**Hazing:** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

## **Bicycles**

Students are allowed to ride bikes to school. Bikes must be in good working condition. Bikes must be placed in the racks and must be correctly chained/locked to the bike rack. Students are expected to wear helmets when riding bikes to school. If your child rides a bike to school, they should dismount and walk the bike once they are on school grounds.



## **Book Challenge**

The Board of Trustees, although it is ultimately responsible for all instructional and library material, recognizes the right of students to free access to many different types of books and resources. The Board also recognizes the right of teachers, librarians and administrators to select books and other materials in accordance with the adopted curriculum, current trends in education, and student and staff needs, and to make them available in schools and libraries.

Therefore, books and other resources will be chosen for value of interest and enlightenment of all students in the school community. A book or other resource will not be excluded because of the race, nationality, political, or religious values of the writer or of the material's style and language. Every effort will be made to provide materials that present all points of view concerning the international, national, and local problems and issues of our times. Books and other resources of sound factual authority will not be proscribed or removed from library shelves or classrooms because of partisan doctrinal approval or disapproval.

Censorship of books and other materials will be challenged in order to maintain the school's responsibility to provide information and enlightenment. Accordingly, the Board will deal with censorship of books or other materials as follows:

- The final decision on controversial materials rests with the Board after the established process for handling challenged materials has been exhausted/completed.
- The Board recognizes the right of an individual parent or guardian to request that his or her child not have to read a given book or view a particular media work.
- Any parent or person of legal standing who wishes to request reconsideration of the use of any book or resource in the school must make such request in writing on forms provided through building principals or school librarians.

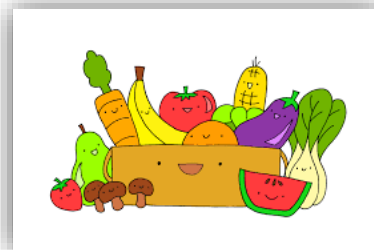
[Administrative Procedure for the enforcement of this policy (2067) may be obtained in the Central Administration building and each school office.]

## **Board Policy: 2067 Handling Challenged or Questioned Material**

### **Breakfast and Lunch Program**

#### ***School Breakfast and Lunch Program***

Breakfast and lunch at the Helena Schools will be served the first day of school. Breakfast and lunch are offered daily in all schools within the district.



The school breakfast and lunch prices for the 2019-2020 school year are as follows:

- Breakfast - Student - \$1.45
- Lunch - \$2.70 per lunch
- Milk - \$0.50 per half pint
- Adult Breakfast - \$2.50 per breakfast
- Adult Lunch - \$3.75 per lunch

Elementary schools (K-5) are continuing to enhance the "**Kids' Way Cafe**" program. This program is designed to encourage students to try new things like fruits and vegetables. The program also encourages students to eat healthier with the multiple entrees choices.

Every parent/guardian may have a **FREE** lunch and a **FREE** breakfast, with their child(ren) each month during the school year. The School Food Service Program wants to encourage parents to be a part of their student's meals so they can experience the variety of nutritious options available every day to students at school. This offer does not include special events and is not valid on special days like BBQ days or Open Houses.

The School Food Service Program is continuing the "Pay On-Line Program" for your student's food service account needs. You can go to the web site, [www.mymealtime.com](http://www.mymealtime.com). You will need to set up an account, with the user as yourself (not the student). You will need to know your child(ren)'s student ID number. You will be able to use a credit card to put money into your child's accounts. All additional processing fees still apply at the time of the deposit, and the process will take about 48 hours to get into your child(ren)s account in each school..

***\*\*Applications for free and reduced-priced lunches are available at each school\*\****

### **Meal Charges**

The District recognizes that students may forget or lose lunch money or may have an unpaid meal account balance. The District endeavors to treat all students with dignity regarding unpaid meal charges; however, unpaid meal charges create a significant financial burden for the District. To ensure that students do not go hungry but also minimize the financial burden, the District shall charge meals and collect on meal account charges in all schools consistent with this policy.

Students who are eligible to receive free meals do not have a meal account and, therefore, are not subject to this policy. Free lunch status students may pre-pay for or purchase a la carte items with cash or check.

Parents may restrict their child's ability to charge by sending the school written notice either stating their child cannot charge or limiting the amount their child can charge. However, they will need to send a lunch with their child.

### ***K-12 Students***

Students will pay for meals at the full rate as established by the District in accordance with federal law. Eligible students will pay a reduced rate as established by the District in accordance with federal law. Meals must be pre-paid. Students will be permitted to charge a maximum of \$30.00 once his or her meal account reaches zero. Once a student has charged the maximum number of meals, the student will no longer be permitted to charge and parents will initially be contacted directly by phone or in person by the building principal. The school will offer the student an emergency (regular) meal at the standard rate.

### ***Payment of Meal Account***

Each school shall maintain records regarding student meal balances. The District will send out notices to parents/guardians informing them of low or negative meal account balances. Parents/guardians may also check a student meal account balance online at [mymealtime.com](http://mymealtime.com).

Parents/guardians must submit payment for meal accounts with a credit card or debit card at [mymealtime.com](http://mymealtime.com) OR pay in person with a check or cash at their student's school. Payment must be submitted 30 days from date of notice of deficit balance. If the District has not received payment within 30 days the payment is considered overdue and is a delinquent debt.

## **Board Policy: 7052 Meal Charges**

### **Cancellation of School / Bus Delays or Cancellations**

In case of severe weather or other emergencies, official information about school closings will be broadcast on the local radio stations. Information will also be posted on the district web site – <http://www.helenaschools.org>

If there are inclement weather delays or canceled bus routes, information will be announced on the following media outlets:

- KXLH & KTVH
- KFBB
- KRTV
- MTPR & YPR
- KGR
- Helena Independent Record
- The HPS District website at: <http://www.helenaschools.org> for weather alert and bus delay/cancellation information.
- HPS Transportation Facebook page: <https://www.facebook.com/HSD1Transportation/>
- Twitter: @HelenaPublic
- Instagram: Helena Public Schools

### **Cell Phones of Any Type**

Use of a cell phone of any type (including wrist phones) in buildings or during class time will result in the phone being confiscated and held in the office unless the phone is being used as part of a teacher-directed educational & time-limited activity. Phones are to remain off from 8:00 a.m. to 3:15 p.m. At no time should phones be used for text messaging or photographs. Students are not to loan their cell phones to others to use.



Lost or damaged cell phones, phone watches, etc. are the responsibility of the student and his or her parent/guardian. The District is not responsible for loss or damage to cell phones of any type.

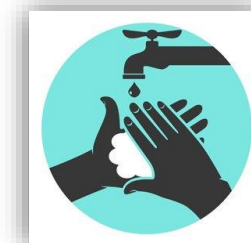
### **Change of Address (Including Email Address)**

Please **immediately** inform the school of any change in address, work phone number, home phone number, email address or emergency phone numbers. Parents of 4<sup>th</sup> and 5<sup>th</sup> grade students may update their contract information by logging onto the PowerSchool parent portal and entering updated information.

### **Communicable Diseases**

The School Nurse assists school staff and families in the management of communicable disease.

This is accomplished through classroom education including proper hand washing and respiratory hygiene, newsletter and in-service communications on health updates, and through the management of disease outbreaks in conjunction with local health department staff.



Families are encouraged to consult with their healthcare providers concerning potential communicable disease symptoms in their child, and to communicate with school staff upon diagnosis. The School Nurse is available for consultation and referral and may be contacted through each school office.

### **Communication with Families**

Communication between the home and school is an essential part of the elementary program. You are encouraged to contact your child's teacher, principal or any specialist if you have questions, concerns, or compliments about your child's progress in school.

There are a number of ways for parents to receive information about their child's progress and school.

- **Automated Notification System:** The District has implemented a notification system called School Messenger. The system will provide parents with instant communication regarding student attendance, general information notifications, and emergency notifications utilizing voice messages, email and text messaging.
- **Open House** is a time set aside each fall for parents to visit their child's school and meet their child's teachers. This is not a time for individual parent/ teacher conferences but rather a time to meet and greet the school staff and classmates for the coming year.

- **Report Cards** are issued following each nine-week period for those schools on a quarter schedule at all schools except Broadwater. Broadwater report cards are issued following each twelve-week period. These reporting forms record academic progress and effort in each area of the curriculum.
- **Parent / Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent / teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled in the fall and spring of the year. Additional conferences may be held at the request of the parent or teacher anytime during the year. Some teachers conduct Student-Led Parent / Teacher Conferences.
- **Email / Telephone** contact is encouraged. All teachers now have classrooms telephones. Messages can be left during the day. Parents are encouraged to utilize email as well. Please contact your child's teacher and/or principal for their email address and/or phone number.
- **Newsletters** from the principal are sent home with students on a regular basis to provide timely information about school, classroom and district activities. Some school principals email newsletters to parents wishing to receive email rather than paper copies.
- **Parent Council Groups** (also PTA / PTO / PSTA) are established in each school to provide valuable support and service to students and staff. Parents are encouraged to become active members.
- **School District Web Site** at <http://helenaschools.org> provides general information about the District and its programs as well as current news items. Each individual school has a section on the district web site that has information pertaining to that school.
- **Superintendent's Parent Advisory Council** meets monthly at the May Butler Center. Membership is comprised of a parent representative from each school. If you are interested in participating please notify your child's building principal.
- **Assessment Results** also give parents an indication of how their child is progressing in school. As part of their learning, students participate in a variety of classroom assessment activities throughout the school year. In addition to classroom assessments, students in grade two will participate in the CogAT ability test in the spring of the school year. Results are used as one of a variety of criteria to determine placement in the District's gifted and talented program. Students in grades three, four, and five will participate in a state assessment each spring called the Smarter Balanced State Assessment. Standardized test results assist teachers, principals, and District administration in determining the effectiveness of instructional programs. All students in grades Kindergarten through five participate in reading and math benchmark assessments three times per year: fall, winter, and spring. The purpose of the assessments is to use the results to inform instruction to meet the learning needs of the students.

### **Crosswalks and Sidewalks**

Students learn by example. Please use the crosswalks and sidewalks when you come to school. Adults may save a minute when they jay walk, however, this is a dangerous example for students.

### **Emergency/Safety Drills**

Each of the schools in the Helena School District has developed an emergency plan to help ensure the safety of children in the event of a fire or other disaster, such as an earthquake or a building intruder.

Throughout the school year drills and evacuations are conducted to allow students and staff to familiarize themselves with the school's emergency procedures.

In the event of actual emergency, up-to-date information may be obtained at the District web site: <http://www.helenaschools.org> or by tuning in or following the various information sites below:

- KXLH & KTVH
- KFBB
- KRTV
- MTPR & YPR
- KGR
- Helena Independent Record
- The HPS District website at: <http://www.helenaschools.org> for weather alert and bus delay/cancellation information.
- HPS Transportation Facebook page: <https://www.facebook.com/HSD1Transportation/>
- Twitter: @HelenaPublic
- Instagram: Helena Public Schools

In compliance with state regulations, fire drills will be held throughout the school year. Specific instructions for the fire drill exits are posted in each room. An annual earthquake drill takes place in October of each school year.

### **Emergency Information**

In case of an emergency, each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address information.
- Home phone number and parent work phone numbers.
- Emergency phone numbers of friends or relatives.
- Physician's name and phone number.
- Medical alert information.

*\*Please note parent and emergency contacts must be local.*

### **Enrollment & School Admission**

No pupil will be enrolled in Kindergarten whose 5th birthday does not occur on or before September 10 of the school year in which the child registers to enter school. A kindergarten program that is designated as a full-time program must allow a parent, guardian, or other person who is responsible for the enrollment of a child in school, as provided in MCA 20-5-102, to enroll the child half-time.

Students enrolling for the first time at any Helena public school must present a **birth certificate or other reliable proof of identity and age within 40 days**. Additionally, enrolling students must present proof of residence and immunization records. (Note: \*\* Montana State law requires all students to be immunized against Diphtheria, Pertussis (whooping cough), Tetanus, Polio, Measles, and Mumps & Rubella (MMR). Exceptions are allowed for verified religious and medical reasons only.) Proof of immunizations must be provided on or before the first day of school.

Students transferring to the Helena School District will be admitted and placed pursuant to the terms of Board policy. The District will enroll the student and will request the student's records from the previous school district. A final decision regarding grade placement will not be final until records from the previous school are received.



## **Family Night**

The Helena Board of Trustees has designated each Wednesday evening during the school year as Family Night.

The purpose of this evening is to allow students the opportunity to participate in family or community-based youth activities without scheduled conflicts from schools. In order to promote the concept, the Board requires that there be no school-sponsored activities on Wednesday night that last beyond 7:00 p.m.



## **Field Trip**

Your child's class will be participating in educational field trips during the year. It is the policy of Helena School District #1 to acquire parental permission before allowing a student to travel with members of his/her class. ***If you would like your child to participate, please carefully read and sign the "Parent Permission form" available at the back of this handbook or online.***

By signing and checking the yes or no on page 59 you are giving permission for your child to go with his/her class on field trips during the year. Transportation will be provided by the district. If travel by a private car is required for an event, you will be notified prior to the trip.

As a parent or guardian, your signature on the permission form on page 53 indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing you indicate that you understand that some activities on field trips involve inherent risks to students, regardless of all feasible safety measures that may be taken by the district. In consideration of the district's agreement to allow your child to participate in field trips you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in a field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee or agent of the Helena School District#1.

In the event it becomes necessary for the district staff in charge to obtain emergency care for your child, neither he/she or the school district assumes financial liability for the expenses incurred because of an accident, injury, illness and/or unforeseen circumstance.

If your child has a medical condition, which the school should be aware of before allowing your child to participate on a field trip, you must notify the school and inform them of the nature of the medical condition.

In the event that unforeseen circumstances arise creating a need for you to contact your student or to have information relayed to you about an emergency, change in itinerary, etc. an information network has been established. You will be provided with a contact person and number prior to the field trip.

Parents who wish to assist in chaperoning a field trip may volunteer by contacting the teacher of the class or the building principal. Due to a variety of factors (e.g. participant restrictions at field trip sites, space, etc.) additional family members or friends may not accompany a volunteer chaperone on field trips.

All children participating in field trips must ride district provided transportation to and from the field trip site.





### **First Aid**

There are facilities in each school for a student to rest if he/she is not feeling well. If your child does not feel well enough to return to class in a short time, you will be contacted to pick up your child from school. It is important that the school is kept informed of your current local phone numbers and where you can be contacted.

Procedures for administering first aid within the school system have been formulated by the district's School Nurses. Very minor injuries will be taken care of by trained school personnel or by the School Nurse. Parents will be contacted and requested to take over the responsibility for any care that goes beyond "first aid." It is imperative that the school has emergency phone numbers in case the parent cannot be reached.

### **Health Services and Immunizations**

A team of registered, professional school nurses travel between schools as assigned. They are available to students, families and staff for questions, concerns, and information regarding health and safety in the school setting.

**Students who have health concerns during the day are to advise their respective teachers who in turn may refer them to the school nurse/health office.**



## Vaccines Required for School Attendance, Preschool -12th Grade



VACCINE	PRESCHOOL <sup>1</sup>	KINDERGARTEN - 12 <sup>TH</sup> GRADE
Haemophilus influenza Type B (Hib)	1 dose (given on or after the 1 <sup>st</sup> birthday, unless child is older than 59 months) <sup>2</sup>	None Needed
Diphtheria, Tetanus, and Pertussis (DTaP, Tdap)	4 doses	4 doses (one dose must be given on or after 4 <sup>th</sup> birthday) <sup>3,4</sup> Plus 1 dose of Tdap (prior to entering 7 <sup>th</sup> grade) <sup>5</sup>
Polio (IPV or OPV)	3 doses	3 doses (one dose must be given on or after 4 <sup>th</sup> birthday) <sup>3</sup>
Measles, Mumps, and Rubella (MMR)	1 dose (dose must be given on or after 1 <sup>st</sup> birthday)	2 doses (first dose must be given on or after 1 <sup>st</sup> birthday, and spacing between doses is 4 weeks)
Varicella "chickenpox" (Var)	1 dose (dose must be given on or after 1 <sup>st</sup> birthday) <sup>6</sup>	2 doses (first dose must be given on or after 1 <sup>st</sup> birthday, spacing between doses is 12 weeks for children under 13 years, and 4 weeks for those older than 13 years) <sup>3,6</sup>

<sup>1</sup>Per MCA 20-5-402, a preschool is defined as a facility that provides, on a regular basis and as its primary purpose, educational instruction designed for children 5 years of age or younger and that: (a) serves no child under 5 years of age for more than 3 hours a day; and (b) serves no child 5 years of age for more than 6 hours a day.

<sup>2</sup>Hib vaccine is not recommended for children older than 59 months.

<sup>3</sup>When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

<sup>4</sup>A pupil 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap vaccine or Td vaccine to become current in accordance with the Advisory Committee on Immunization Practice (ACIP) recommendations per ARM 37.114.705.

<sup>5</sup>While it is not recommended, if a child younger than 13 years receives their second dose of varicella at an interval of 4 weeks or longer, the dose does not need to be repeated.

<sup>6</sup>As of October 1, 2015 pupils are required to have varicella vaccine and all pupils 7<sup>th</sup>-12<sup>th</sup> grade must have a Tdap vaccine.

Note: A four-day grace period may apply, as appropriate, per the ACIP recommendations.

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If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form (HES 103) should be completed and attached to the Certificate of immunization Form (HES-101). If the pupil has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next dose is due. In order to remain in school, the pupil must continue to receive all remaining doses as specified on the conditional form. If the pupil fails to complete the immunization(s) within the time period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school administrator or that person's designee.

### **Immunization Exemptions**

#### ***Medical Exemption (Form No. IZ HES101A; 10/2018)***

Any student seeking to attend school is not required to have any immunizations which are medically contraindicated. A written and signed statement from a physician that an immunization is medically contraindicated will exempt the student from the immunization requirements that are deemed necessary by the physician. Chiropractors, naturopathic doctors, nurse practitioners, or physician assistants may not sign off on medical exemptions. Only a physician (MD or DO) licensed to practice medicine in any jurisdiction of the U.S. or Canada.

On the revised medical exemption form the physician will need to check if this is a contraindication or a precaution for immunizations. Then he or she will check the box that has the reasoning for the exemption. A physician may elect to submit a letter in place of the medical exemption form provided the following are included:

1. Which specific immunization(s) are contraindicated.
2. The period of time during which the immunization is contraindicated. (Permanent or Temporary exemption. If temporary, the end date must be given.)
3. A medical reasoning to why the immunization(s) are contraindicated. Medical exemptions are routinely reviewed by local and state health officials. Additional documentation supporting exemption may be required.
4. When deemed necessary by a physician, the results of immunity testing can be performed for students entering K-12. The tests must indicate serological evidence of immunity and must be performed by a CLIA approved lab.

The written medical exemption and immunity testing results must be attached to the HES-101 and place in the student's school record.

### ***Religious Exemption (Form HES-113 6/2015)***

In schools K-12 a claim of exemption from immunization requirements on religious grounds must be notarized annually and maintained on the Religious Exemption form (HES-113). The form must be provided to the school prior to each school year by the student's parent/legal guardian, unless the student is 18 years of age or older or emancipated, the student may claim the exemption. The original copy of the religious exemption must be kept by the school as part of the student's school record.

If a student has contracted a disease or is exposed to a disease, the student may be excluded from school by the local health officer or the state department until the excluding authority feels that there is no longer a risk of contracting or transmitting that disease.

### **Protocol for Registering International Students: Immunizations**

The following information is provided to assist in the registration of students entering from countries outside of the United States.

- Before registering to attend a school in Helena School District #1, all students entering from countries outside of the United States must have their immunization records assessed and approved by a Public Health Nurse at the Lewis and Clark Public Health (LCPH). The Health Department is located at 1930 9<sup>th</sup> avenue and the phone number is 457-8900.
- Approved immunization documents must be included in the school registration process.
- If a student has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form (HES 103) should be completed by the Public Health Nurse and submitted by the parent or guardian to the school upon registration.
- Additional questions or concerns regarding the immunization status of entering students should be directed to the School Nurse assigned to each school.

## **Medication Policy and Procedures**

### **Medication Policy**

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 and parents believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication.

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

### **Administration of Medication**

In special cases the school nurse, doctor, and parents may agree on a plan for administration of medication during school hours. The physician shall then be requested by the parents to prescribe duplicate bottles of said medication if it is necessary that it be taken during school hours. One bottle will be kept at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification number, the name of the prescribing physician, and the name and dosage of the drug to the given.

Prior to any medication being given at school the following conditions must be met:

1. Prescription Medications- Medication administration by school staff will begin 24 hours after medication, parent authorizations, and HCP orders are received by the school.
  - All medications must come in an individual pharmacy-labeled container and must include: the student's name, medication name, route, dose, time of administration, Pharmacy name and number and the name of prescribing health care provider
  - Medication cannot be expired
  - A completed "Authorization for Medication to be Given at School" form for all prescription medications must be signed or verbally authorized by the parent or guardian.
  - A signed order from a health care provider with prescriptive authority is required or, per school nurse's discretion, the pharmacy labeled container is acceptable.
  - All new medications, changes in medications, changes in dosages, changes in timing or route of administration require a new Authorization for Medicine to be Given at School form, completed and signed by student's parent/guardian and a new order from the HCP. An updated medication pharmacy labeled bottle may be used per school nurse's discretion
  - Authorization granted to administer prescription medication shall be valid for the current school year only and must be renewed annually.

FOR ANY NEW MEDICATION FOR A STUDENT, CHANGE IN MEDICATION, CHANGE IN DOSING, TIMING, ROUTE: **CONTACT THE SCHOOL NURSE IMMEDIATELY.** \*\*\*

2. Over the Counter Medications:
  - Pre K- 8<sup>th</sup> grade students: A licensed health care provider must provide a written order for administration of over the counter medication and written or verbal authorization from the parent must be on file. The medication must be in the original container. Authorization granted to administer over the counter medication shall be valid for the current school year only and must be renewed annually. Expired medication will not be accepted nor administered.

- 9<sup>th</sup> grade -12<sup>th</sup> grade students: Parents who want the school to manage over the counter medication for their high school student must complete an Authorization for Medication to be Given at School form. Authorization granted to administer over the counter medication shall be valid for the current school year only and must be renewed annually.
  - 9<sup>th</sup> grade-12<sup>th</sup> grade students may keep a small quantity of non-prescribed, parent recommended medication with them and may self-administer, according to package directions.
  - Parents may be contacted by the School Nurse if concerns arise regarding health issues, need for medication, or inappropriate use.
3. Alternative Medications:
- Alternative medications including natural remedies, herbs, vitamins, dietary supplements, homeopathic medication, essential oils, or medications from other countries will not be administered without a licensed health care provider's authorization. Such medications must be provided to the School Nurse and be labeled by the health care provider or pharmacy with the following information: the student's name, medication name, route, dose, time of administration and name of prescribing health care provider.
4. School District Provided Emergency Medications
- In case of an anaphylactic reaction or risk of such a reaction, the School Nurse or delegate may administer emergency oral medication or injectable epinephrine to any student in need thereof on school grounds according to a standing order of a chief medical advisor. Prior to administration of emergency medications, designated staff members will complete training in the identification of signs and symptoms of anaphylaxis and allergic reactions and administration of emergency medications.
5. Self-Administration of Emergency Medications
- 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, 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 locations 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.

Authorization granted to a student to possess and self-administer medication for asthma, severe allergies or anaphylaxis episodes shall be valid for the current school year only and must be renewed annually.

Parents must notify the school if their student will be self-administering medication and acknowledge and agree to the liability provisions in MCA 20-5-420, for self-administration of medication. (The form may be obtained from the district web site <http://helenaschools.org/departments/health-services/> or the school nurse.

#### Medication Return/Disposal of Medication at the End of the Year

The parent/guardian is expected to pick up any unused, discontinued or expired medication upon notice to that parent/guardian. At the end of the school year, the parent/guardian is to pick up remaining

medication. If the parent does not pick up medication after school is out, any unused or discontinued medication will be destroyed.

## Allergies

The Helena School District makes every effort to decrease exposure to allergens, however we encourage parents of children with life threatening allergies to contact the School Nurse prior to the beginning of the school year to work together to develop an Allergy Action Plan.

## Head Lice

Head lice are wingless insects about the size of a sesame seed. They cannot fly, jump or swim. They are passed from person to person from direct head to head contact or, very **rarely**, by “hitching a ride” on a comb, brush or hat. While they are an anxiety-producing nuisance they do not carry disease. **Students with head lice or nits (louse eggs) will not be excluded from school as unnecessary absences directly affects school performance and a child’s opportunity to learn.**

If a parent or staff member believes a student has lice, s/he can contact the School Nurse who will arrange a time to assess the student privately. If live lice or nits are found, the student will return to class and the student’s parents will be contacted with information about effective treatment options. The student may remain at school until the end of the day.

Classroom wide screenings will not be done as studies indicate that it does not decrease the incidence of head lice, is disruptive to the learning process, and a violation of privacy and confidentiality of the student and his/her family.

The Helena School District School nurses educate students regarding lice and how to avoid transmission by decreasing head to head contact and not sharing hats, combs, brushes or hair accessories. Parents can help by routinely inspecting their child’s hair for lice. If you are unsure of this process, how to identify a louse, or how to treat an infestation please contact your School Nurse.

For a step-by-step guide for managing head lice at home, refer to:

<https://identify.us.com/idmybug/head-lice/head-lice-documents/lice-mgmt-chart-home.pdf>

## Health Screenings

Hearing - School Nurses and School Speech and Language Pathologists will screen students in grades K, 1, and 9 using an audiometer. Students in other grades may be screened upon referral or if they have a monitor status. The regional Audiologist will consult with the School Nurses regarding referrals and further management.

**Vision** – School Nurses will screen students in grades K, 1, 3, 5, 8, students new to Helena School District without screening documentation, students who are referred, and students who are being monitored.

**Scoliosis** – Girls in grades 5 and 7 and boys in grade 8 are screened by the School Nurses for scoliosis. Scoliosis is a side to side curvature of the spine. This often may be detected during a child's growth spur.

**Oral Health** – Students in grades 1 and 3 are screened by local dentists who volunteer to provide a visual inspection. The School Nurse coordinates the program in each elementary school.

*\*\*Methods for screening may include checklists, observations, and formal instruments as indicated\*\**

*\*\*Parents are notified of any unusual performance or failed screening. Students may be referred for further evaluation by a health care provider.\*\**

### **Lost and Found**

Each school has a lost and found area. Throughout the year a large amount of hats, coats and gloves are often accumulated. If your child has lost an article of clothing, please ask him/her to check the lost and found area in the school office or to speak with his/her teacher. Lost and found items, which are not picked up, will be periodically donated to local charities. **Please remember write your child's name in their belongings so items that are left/lost can be returned to your child.**

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### **Montana Department of Justice Violent & Sexual Offenders Registry**

The Montana Department of Justice maintains a Sexual or Violent Offenders Registry that can be reviewed online at (<http://www.doj.mt.gov/svor/>). This website provides the last known residences for these individuals and supplemental information regarding the nature and dates of the crime(s) that caused them to be listed in this registry.

While the district does not track or monitor the individuals that may reside in the vicinity of schools or bus stops, it is our intent to make you aware that this registry information is available to the public. The Montana Department of Justice also provides on-line guidance and educational materials for both Parents and Educators on their website and we encourage parents and guardians to review this information and familiarize themselves with the resources that are available to help address these situations.

### **Nonresident Student Attendance Procedures**

Parents or guardians of any student who is seeking to enroll in the Helena Public Schools and who currently resides outside of the Helena Public Schools attendance area and/or is attending school in another District must complete a "K-12 Out-of-District Transfer Request" form. The form is available from all schools and the Assistant Superintendent's Office at the May Butler Center.

Upon receipt of the form and the requested records the Assistant Superintendent or designee will review the student's attendance, academic standing, behavior, etc. and approve or deny the request based upon the student's standing. Students who are not in good standing with their current district may not be accepted.



Boundary lines set by the Board of Trustees shall be observed unless an exception is granted through guidelines established by the Superintendent.

Approved transfer requests carry the following conditions:

1. The parent/guardian must provide transportation to and from school.
2. The District will determine the placement of any out-of-district student accepted for enrollment.
3. Out-of-District transfers will be subject to review each year in order to ensure that all students and policies are being met.
4. The District reserves the right to have students return to the school of residence if overcrowding results in the receiving school or there is need to balance enrollments.
5. The student who transfers is subject to the eligibility policies established by the Montana High School Association (grades 9-12 only).
6. A student requesting a transfer from outside the Helena School District must be in good standing in their current school. The criteria include, academic standing, behavior, attendance, etc.
7. Tuition fees will be applied based on Board Policy.

### **Outdoor Recess**



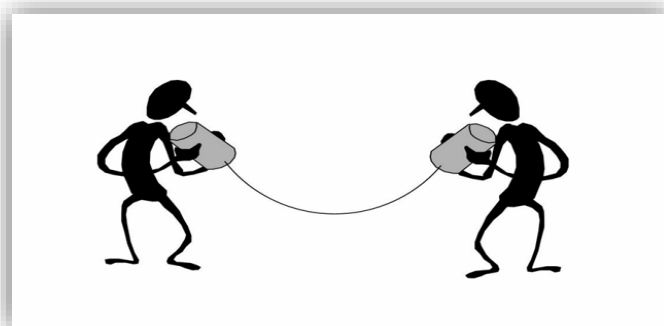
Outdoor recess is an important part of the elementary student's day. The much needed fresh air adds to student success in the classroom. Students need to dress appropriately for outdoor recess. During the winter months students should bring gloves or mittens, hats, snow boots and layered clothing in addition to a warm, winter coat. Students will go outside for recess when the temperature is above zero. Students will also go outside in light rain and/or snow and should be dressed for this type of weather. Schools do not send students outdoors in extreme temperatures, such as below-zero weather with the wind-chill factor taken into account. Also, if the county informs schools of "poor air quality," this factor is considered in regard to outside activities.

If a student is ill, home is the best place for him/her to be. We realize that, from time to time, students are not sick enough to stay home, but are too sick to go outdoors.

Unfortunately, we are not equipped or staffed to supervise students indoors at recess time. Because of this, we ask that, if a student is to be kept in at recess because of illness, parents should send a note each day the request is in effect up to a total of three consecutive days. If after three days the parent still requests that the student stay in, the parent should provide a written statement from a physician stating the reason the child should be excluded from outdoor activities.

### **Parent Portal: Automated Notification System Opt Out**

The Federal Communications Commission requires the Helena School District to allow you to opt out of receiving outreach messages to you via our automated system, School Messenger. Outreach messages can include information about schedule changes, school events, parent reminders, cancelled activities, and other non-emergency messages.



The District wants to keep you informed in multiple ways. Our system allows us to send messages to you through different mediums – phone calls, texts, emails – regarding important school information. If you do not want to receive non-emergency messages from School Messenger please copy and complete the form below and return it to your school office. You will still continue to receive emergency calls even if you do not consent. You can also revoke your consent to receive messages from our system at any time by contacting your child’s school office.

## Automated System Notifications Opt Out Form

**Student Name:** \_\_\_\_\_

**Student’s School:** \_\_\_\_\_

**Parent / Guardian Name:** \_\_\_\_\_  
(Please print)

**Date:** \_\_\_\_\_

**I do not give the District and my child’s school consent to send me automated outreach messages through the District’s notification system.**

**I understand emergency messages are excluded from this opt out request.**

**Please copy this form, complete it, and return it to your child’s school if you do NOT wish to receive automated information messages.**

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### Parent Volunteers



Parent volunteers are encouraged to take an active part in their child’s school. Volunteers work as tutors, mentors, special event organizers, Parent council members, guest speakers, classroom assistants, playground monitors, and much more! Whatever your talents, whatever your interests, your school welcomes your time and support. If you are interested in volunteering you can contact your school principal or fill out the Volunteer Registration Form available either in this handbook or online at <http://helenaschools.org>. A Volunteer Application Form is included in this handbook. If you are interested in volunteering please complete the form and return it to your child’s school. Volunteers who will be working with students and who aren’t under the direct supervision of a District employee must undergo a background check. Background checks are conducted by the Human Resources Department.

### Policy Dealing With School Overcrowding

**District Placement Grades K- 5:** The district will strive to equalize classroom enrollments based on the state standards established by the Office of Public Instruction and the guidelines established by the Helena Board of Trustees. When a parent seeks to enroll a child in a grade level that has reached

maximum enrollment allowed under state/district guidelines at any east side elementary school (Bryant, Central, Jefferson, Smith, Warren), the district will determine the placement of the student in a different east side elementary school based on space availability. Transportation will be provided for students to the new school of attendance when they are eligible according to district policy.

When a parent seeks to enroll a child in a grade level that has reached maximum enrollment allowed under state/district guidelines at any west side elementary school (Jim Darcy, Four Georgians, Rossiter, Broadwater, Hawthorne, Kessler), the district will determine the placement of the student either on the west side or east side depending on space availability. Transportation will be provided for students to the new school of attendance when they are eligible according to district policy.

Remember, in the event that the grade level you are seeking to enroll your child in is at maximum capacity the District will locate a classroom in another school that has capacity and will provide transportation.

**Parent Choice Grades K- 5:** The district will allow parents living within the east side elementary attendance area to request enrollment of their child in any of the east side elementary schools, depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

The district will allow parents living within the west side elementary attendance area to request enrollment of their child in any of the east or west side elementary schools, depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

**Out-of-District Parent Choice Grades K- 5:** The placement of out-of-district K-5 students who enroll in the Helena Public Schools will be made to east side elementary schools, depending on space availability based on state/district standards. Transportation of the student is not the district's responsibility.

Students attending a school on either an in-district or out-of-district Parent Choice request must adhere to all school rules and attendance requirements. The District reserves the right to have students return to the school of residence if school rules and attendance requirements are not met.

**District Programs Grades K-5:** Parents, who enroll a child in a district program which is not provided at all elementary schools, will be permitted to enroll any siblings in that school. Transportation will be provided to students who attend district programs when they are eligible according to district policy. Students in district programs will be allowed to enroll in the middle and high school of their choice.

### **School Age Child Care Program Information (SACC)**

#### ***SACC Information for Parents***

The School-Age Child Care Program is available for elementary school-age children (grades K-5) who are currently enrolled as students in the Helena School District.

#### ***Schedule 2019-2020***

The School-Age Child Care Program will serve children during scheduled school days and most major breaks and holidays. Separate registration and prepayments are required for each school break or holiday care. For information, contact Kirstan Roush 324-1260. Or visit <http://www.helenaschools.org/departments/school-age-child-care>

**Payments should be mailed to:  
Helena School District #1/SACC Program  
55 South Rodney  
Helena, MT 59601**

**Do not send payments to the school site**

Information may be obtained by calling SACC office (324-1260) or the program located at your child's school (Ask for the SACC site manager):

Broadwater SACC.....	324-1129
Central SACC .....	324-1280
Four Georgians SACC.....	324-1328
Hawthorne SACC.....	324-1382
Jefferson SACC.....	324-2077
Jim Darcy (main school number).....	324-1428
Kessler SACC.....	431-8382
Rossiter SACC.....	324-1494
Smith SACC.....	324-1556
Warren SACC (main school number).....	324-1626

Billing Information.....324-1260 or email Kirstan Roush: kroush@helenaschools.org  
Payment Information.....324-2044 or email Donna Burrell: dburrell@helenaschools.org  
Business Office fax..... 324-2045

### ***2019 – 2020 SACC Fees***

In order to maintain a sustainable and quality program, the district requires families who believe they may qualify for scholarships to initially contact Child Care Connections (CCC) at (406) 587-7786 and start an application. CCC will determine eligibility and will determine financial assistance for their funding. The parent is responsible for the full amount of the bill until all paperwork is completed and coverage has been approved by CCC. Scholarship families are required to report change of sites for full days to their case worker or risk being billed the daily rate.

Registration Fee: \$20.00 per child for school year.

### ***Monthly Fees***

Combined care: 7:00 to 8:15 A.M. & 3:25 to 6:00 P.M.

3 days per week – \$145.00

4-5 days per week – \$215.00

(Discount for sibling – \$194.00)

After school only: 3:15 to 6:00 P.M.

3 days per week – \$115.00

4-5 days per week – \$173.00

(Discount for sibling – \$156.00)

Before only: 7:00 to 8:15 A.M.

3 days per week – \$74.00

4-5 days per week – \$80.00

#### Full Day Program

\$32.00 per day per child

(Full Day hours: 7:30 A.M. to 5:30 P.M.)

Available October 17-18, December 23, 26-31, January 2-3, March 30-April 3.

#### **School Bus Transportation/District Bus Services**

Helena Public Schools has elected to provide student transportation services as allowed by the Montana Codes Annotated (MCA 20-10-121). The District's Transportation Department strives to provide safe, reliable and professional transportation services to its students. The primary mode of transportation offered is on school busses that are operated by First Student, a private vendor under a contract managed by the District's Transportation Department. This section of the Student Handbook is designed to provide an overview and reference information for the bus services offered. For information regarding bus behavior conduct guidelines and consequences please refer to the section of the handbook entitled "Student Responsibility and Codes of Conduct – Section 9.0". Do not hesitate to contact the District's Transportation Department if you have questions or require additional information. Our contact information is:

Transportation Department/Helena Public Schools

3020 Big Sky Loop Helena, Montana 59602

Phone: 324-2100

Email: [transportation@helenaschools.org](mailto:transportation@helenaschools.org)

Web Site: <https://helenaschools.org/departments/transportation/>

#### ***Bussing Eligibility***

A student is eligible for district-provided transportation if she/he:

1. Resides in an attendance area and the student's residence is greater than 3 miles from the school for high school students or outside the established walk zone for K-8 students as defined for each individual school's attendance area. Bussing eligibility walk zone information may be reviewed on the district's website (<https://helenaschools.org/departments/transportation/>)
2. Has an Individual Education Plan (IEP – Special Needs) that includes transportation as a related service in the IEP.

A student is ineligible for district-provided transportation is she/he\*:

1. Lives less than 3 miles from the school of attendance for high school students or within a K-8 walk zone.
2. Resides in a District that does not have an applicable transportation agreement with the Helena Public Schools.
3. Resides beyond his/her school's attendance boundary as the result of a Parent Choice Boundary Exception, regardless of mileage to the school of attendance.
4. Has been temporarily placed in a District program less than 15 days.
5. Loses riding privileges for discipline reasons.

As defined by MCA 20-10-101(5) 2015:

"Transportation" means:

- (a) a district's conveyance of a pupil by a school bus between the pupil's legal residence or an

officially designated bus stop and the school designated by the trustees for the pupil's attendance;  
or

(b) "individual transportation" by which a district is relieved of actually conveying a pupil. Individual transportation may include paying the parent or guardian for conveying the pupil, reimbursing the parent or guardian for the pupil's board and room, or providing supervised correspondence study or supervised home study.

### ***Inclement Weather and Bus Delays or Cancellations***

In case of severe weather or other emergencies, official information about school closings will be broadcast on the local radio stations. Information will also be posted on the district web site (<https://helenaschools.org/>), the Transportation department's webpage <https://helenaschools.org/departments/transportation/>, Facebook page (<https://www.facebook.com/HSD1Transportation/>), via School Messenger and via the Parent Portal app.

If there are inclement weather delays or canceled bus routes, information will be announced on media outlets through the May Butler Administration Office.

### ***Bus Registration***

Bus registration should be completed online each school year. Students are not rolled over from one year to the next. The form is available online at <https://helenaschools.org/departments/transportation/2019-20-school-bus-registration-2/> and can be completed anytime during the school year. High School students who reside under the 3 mile limit and Elementary/Middle School students residing within the walk zones prepared for each K-5 and Middle School may register to ride; however eligibility is determined upon the availability of an established bus route and bus capacity Bussing for students that do not live within the designated transportation areas shall be provided on a first come - first served basis and are only granted on a case by case basis. Please call the Transportation Department for more information.

Bus photo identification cards are strongly recommended for parents with children in kindergarten or first grade. The time/location for kindergarten and first grade student bus photo identification card pictures will be posted on the website (<https://helenaschools.org/departments/transportation/>), Facebook (<https://www.facebook.com/HSD1Transportation/>) and via School Messenger.

### ***Guest Pass***

Students who are not registered riders may ride a bus with a registered bus student as a guest. Students will need to get a 1 day pass from the school of their attendance. Students must have a note from a guardian that states who they will be riding with, the bus number and the location of the bus stop. The note must be verified by the school and signed off by the principal or designated school official. Students who do not follow the guest pass procedures will not be allowed to ride the school bus.

### ***Bus Routes, Stops and Schedules***

The bus stops are created with safety taking precedence over convenience. Bus routes are developed with safety and efficiency as top priorities. Roads must be county or city maintained for busses to traverse them. The district recognizes the travel time on buses extends the day for students. The district strives to minimize the time students must ride the bus. Transfer buses are used to minimize ride times for students given the geographic locations and numbers of school sites the district operates. Bus routes, stops and schedules are approved by the Lewis and Clark County Transportation Committee in June of each year.

Students are recommended to be at the bus stops 5 minutes prior to the scheduled time of arrival. Buses can arrive up to 2 minutes prior to their scheduled-pickup time. If the bus does not arrive as scheduled (up to 15 minutes late), please call the First Student dispatcher at 227-7400. Afternoon routes may arrive early at their designated stop due to a wide range of circumstances; Monday early outs, lack of student loads, district early releases, etc. The individual students, and their parents, are responsible for the student's behavior and conduct until the student has boarded or departed the bus.

### ***Parent Portal Program***

The Helena Public Schools Transportation Department is implementing bus identification cards (ID cards) for all students who ride a District bus. Students will be expected to have and to use the ID card when they enter and exit the bus. Students who misplace or lose their card will not be denied transportation. Drivers have the ability to manually enter students as they exit or enter the bus. However, this manual entry slows the process of recording the entry and exit of students.

The ID cards will enable parents to access live transportation data regarding their student's bus including bus delay information and other problems. The system will also provide bus drivers with an added layer of safety by providing instant, up-to-date student bus stop data.

Parents will also be able to sign up for push notifications alerting them when their student enters or exits the bus.

The Transportation Department is strongly urging parents to sign up for the free Transportation app so they can have up-to-date information regarding their student.

For more information or to download the app go to: <https://helenaschools.org/departments/transportation/parent-portal/>

If parents have any questions about Parent Portal, they should contact the Helena Public Schools Transportation Office at 324-2100.

### ***Required Parent Pickup Program***

Parents of kindergarten and first grade students are required by the Helena Public Schools Transportation Department to meet the bus in the afternoons. The program was created to ensure the safe delivery of our most vulnerable student population. A parent or a designated individual is required to escort all kindergarten and first grade students' home. An example of a designated

individual would be a grandparent, an older brother or sister, a neighbor, etc. If the individual is someone other than a parent, the parent is required to send in an escort form designating who will be escorting their child home. Kindergarten and first grade students who are not met at their bus stop will be delivered back to the nearest school site SACC program. Parents will be contacted for pickup locations. The school district does provide an opt out letter for the program, but strongly recommends against the use of it. The escort/opt-out permission form is available online at <https://helenaschools.org/departments/transportation/kindergarten-and-1st-grade/> or it can be submitted manually via email or regular mail.

### ***Transportation of School Related and Non-School Related Items***

Contraband, weapons, flammable liquids, animals or other dangerous, objectionable or non-school related items shall not be transported on a school bus. School related items transported on the bus shall be small enough to be transported on the student's lap, adjacent seat or under the seat of the bus. School related items that would block exit isles or extend above the back of the seat will not be transported on the school bus. If you are unsure if an item is allowed, please contact the Transportation Department **prior to the day your child plans on transporting the material or object.**

### ***Bus Behavior Conduct Guidelines and Consequences***

Each transported student has the right to a safe and enjoyable ride to and from school that is free from intimidation, threat or harassment. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is primary for a safe and enjoyable ride for all students.

The district has a video that explains transportation safe riding practices that may be viewed on the Helena School District Transportation website or will be made available upon request.

The School District has established student behavior procedures that apply to all transported students while on the school bus and while in school bus loading or unloading areas. The bus and the bus stop are extensions of the school day. Each individual student, as well as his/her parents, or guardians, is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted by the district to eligible students and their parents or guardians that is contingent upon proper behavior according to established district policies, rules and standards. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct rules and standards, or for violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school, however unacceptable conduct on the school bus may result in suspension or expulsion from school. It shall be the responsibility of the parent or guardian to transport students to and from school when bus riding privileges are revoked. The district will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked. (\*Decisions regarding special education students will take into account related disabilities and individual education requirements pertaining to transportation).



Suspension or expulsion from school may also result in suspension from district sponsored transportation services.

It is important to note that students may also be suspended or expelled from riding any district sponsored transportation services for conduct violations occurring on school district busses even if they are still being allowed to attend school.

### ***Corrective Disciplinary Action***

**Minimum Corrective Action:** Driver identifies the unacceptable behavior and informs the student of the intent to complete a conduct report if the behavior continues.

**Maximum Corrective Action:** Unlimited transportation services suspension, school suspension, expulsion, and/or police notification.

### ***Bus Re-Entry Program***

Students who are suspended from the bus may be required to successfully complete a transportation re-entry program.

### ***Bus Seatbelt Procedures***

It is the goal of the Helena Public Schools Transportation Dept. to provide the safest student transportation system available. The District requires that all students riding the school district buses comply with state law regarding the use of seatbelts. **Students 6 years old or younger that are less than 60 pounds are required to utilize child seats and wear 5 point safety harnesses.** Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seatbelts fastened. Students refusing to use seatbelts in a legal and safe manner will be subject to school district disciplinary actions. Repeated refusal to wear seatbelts will result in suspended riding privileges from the bus.

### ***Helena Public Schools Transportation Video and Audio***

All buses are equipped with audio and video capabilities. The school district will only retain approximately 2 weeks audio and video storage history. The Helena School District does not guarantee the working operation of the surveillance system and therefore cannot guarantee the storage of up to 2 weeks of surveillance storage. Individuals who would like to view information pertaining to their child should make an appointment with the School District Transportation Department. Copies of bus video will not be released except under the request of court ordered subpoena.

### ***Transportation Questions***

Parents having any questions or requiring additional information are encouraged to contact the Helena School District Transportation Department at 324-2100.

## **School Safety**

The personal safety of its students is of great importance to the Helena Public Schools. Thus, every possible consideration will be taken to manage and enhance conditions within the schools so that each student can feel secure, safe and unthreatened. To this end, standard safety precautions will be taken in all arenas of the school program and school facility.

## **Service Animals**

The District complies with all state and federal laws, regulations, and rules regarding the use of service animals by students, staff, or community members when the service animal is required because the individual has a disability and the service animal is individually trained to do work or perform tasks for the benefit of that individual.



Please contact the school office or the District Administration Office for more information and / or procedure related to the use of service animals in schools. **See Board Policy: 4035 Service Animals.**

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## **Student Insurance**

Neither the Helena School District, nor individual schools, provide accident or medical insurance coverage for students. Insurance coverage for students is made available through a private company for a minimum fee. If you do not have insurance, this is an excellent opportunity to obtain low cost coverage while your child is at school.

Insurance information is distributed at the beginning of the school year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions.

## **Tuition**

The Helena School District Board of Trustees establishes tuition rates for non-resident students. These rates impact students who do not reside within the Helena School District boundaries but who wish to attend school in the Helena School District.

All tuition payments must be paid at the Helena School District Business Office located at 55 South Rodney, between 8:00 a.m. and 4:00 p.m., Monday through Friday. Payment of tuition is due on or before the first day of attendance.

Questions regarding tuition may be directed to the District Business Manager at 324-2040.

## **Visitor Procedure**

### ***General Guidance***

In the past several years national attention surrounding school tragedies has raised our level of concern for the safety of our students. However, at the same time, we are encouraging parents and other volunteers to come into our buildings and work in our classrooms and other learning spaces. As a safety measure, we are asking that ALL visitors to the building stop at the office and make your presence known to staff. You will be issued an identification badge when you check in.

Please note the following:

- If you are picking up a student before school is dismissed please come to the office and ask the office staff to call the child from his/her classroom. Please do not go directly to the classroom.
- Each morning all outside doors will be locked except the main entrance. Parents and others must enter through the main entrance.
- We are teaching students not to open locked doors for anyone during the school day. Please help us by using the main entrance doors even at dismissal.
- It will be our practice to question anyone in our school that we do not know.

### ***Student Procedures***

Students who want to have out-of-town visitors (school age students) accompany them to school must have prior permission from the building principal.

Students who are not regularly enrolled in school are not permitted to visit or join classes during school hours except when a written request has been submitted to the principal and the principal authorizes the visit.

### ***Volunteer Procedures***

Volunteers are asked to stop in the office and sign the “Volunteer Sign-In” book and obtain an identification badge. The sign-in book information helps us keep track of time donated to the school.

### ***Pet Procedures***

Students who wish to bring a pet to school must have prior permission from the building principal. All pets that visit the school must be up-to-date on all required vaccinations.



## **Weapons**

### ***Gun Free Schools***

The Board is obligated to expel any student who uses, possesses, controls, or transfers a firearm for a definite period of time of at least one (1) calendar year, except that the Board may permit the Superintendent to modify the disciplinary action. The Board hereby authorizes the Superintendent to modify the disciplinary action on a case-by-case basis.

### ***Possession of a Weapon in a School Building***

The District will refer to law enforcement any person who possesses, carries, or stores a weapon in a school building, except as provided below. For the purposes of this section only, “school building” means all buildings owned or leased by the District that are used for instruction or for student activities; “weapon” means any type of firearm, a knife of any length, a sword, a straight razor, a throwing star, nunchucks, brass or other metal knuckles or any other article or instrument possessed with the purpose to commit a criminal offense.

The Board may grant persons advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission of the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building. **Board Policy: 3050 Student Discipline**

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## **Academic Program**

### **Curriculum and Instruction**

Curriculum and instruction are of central importance in developing policy and determining goals for Helena School District No. 1. Curriculum and instruction are the core of the educational program of the Helena School District and exist for the sole purpose of preparing students for life. Questions regarding curriculum may be directed to your child's teacher, the building principal, or the District Curriculum Administrator at 324-2002.

### **Gifted and Talented Services**

The Helena Public Schools gifted and talented program provides an array of comprehensive services for identified GT students (PreK-12).

Identified students receive a specialized intervention curriculum in the following curriculum areas: critical thinking, problem solving, logical reasoning, communication skills, leadership, research, technology, creativity, intrapersonal skills, and interpersonal skills. Various pullout activities are specially designed for gifted students to team with other gifted students from the district as they develop lifelong learning skills.

Specialized GT services include:

- Consultations to parents and faculty
- Identification for pull-out services through multi-factored assessments
- Weekly thematic pull-out intervention services for identified students in grades 3-5
- Twice-weekly lunch labs for identified students in grades 6-8
- Monthly intensive seminar pull-out services for identified students in grades 6-8
- Weekly meetings for identified students in grades 9-12
- Multi-day symposiums for identified students in grades 9-12
- Online classroom for identified students in grades 6-10
- Parenting initiatives: speakers series, discussion groups, and conferences
- Academic acceleration through a Referral Team Process
- Leadership Conference (grades 3 - high school) each spring
- College Credit opportunities for students in grades 9 – 12

For more information contact the GT Office at 406-324-2900.

### **Kindergarten Entry Requirements**

Montana State law states a child must be five years old on or before September 10 of the current school year in which they enter Kindergarten. A **birth certificate** is required at the time of registration as is a **record of completed immunizations**. Physical and dental examinations are recommended for children entering the Helena Schools for the first time, as well as students entering seventh grade. Health forms, available in the doctor's office, should be completed and presented to the school at the time of registration.

A kindergarten program that is designated as a full-time program must allow a parent, guardian, or other person who is responsible for the enrollment of a child in school, as provided in MCA 20-5-102, to enroll the child half-time.

## **Libraries**

The library is an integral part of the educational program of each elementary student. School Libraries are staffed by certified professional librarians who provide instruction in information research skills and serve as a resource person for the educational program. In each library, circulation procedures follow standard library practices.

All school library collections are accessible via the District web site at the following address:



[https://hsd1.follettdestiny.com/common/welcome.jsp?context=saas32\\_2532340](https://hsd1.follettdestiny.com/common/welcome.jsp?context=saas32_2532340).

Additionally, you can access periodical databases, World Book Online Encyclopedia, and Tumblebook Talking Book Library via the District web site.

Drop by your school library and check out what your library can do for you!

## **Limited English Proficient (LEP) Students**

Helena Public Schools has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. The District will ensure opportunities are provided for parents to meet with building principals and teachers, provide information how parents can be involved in their child's education, and how parents can help their child attain English proficiency and succeed in school. The District works hard to provide information to parents in a format and language that they can understand.

Each year, within 30 days of the start of the school year or the student's enrollment if after the start, the District will notify parents of a student identified as limited English proficient of the reasons their child has so been identified, the child's level of English proficiency and how it was assessed, the methods of instruction used in its programs and others, how its program will help their child, and when the child is expected to gain English proficiency.

The District will provide notice to parents of limited English proficient students when the child fails to make progress on annual achievement objectives within 30 days of learning of such status.

Parents seeking more information about the District's identification of and programs for students with limited English proficiency should contact Mr. Josh McKay (406-324-2006).

## **Montessori Program**

The Montessori Program is provided as an alternative instructional delivery model for students in grades one to five enrolled in the boundaries of the Helena Public Schools. The Montessori curriculum is an instructional program that is designed to "follow the child". To allow each child to develop emotionally, intellectually, and physically at the child's own pace, the Montessori classroom is organized to provide freedom of movement and selection of activities. Within a framework of respect for the rights of others, the child learns to take responsibility for his/her own actions and learning. The teacher's job is to observe the child, to prepare the environment to meet each child's needs, to guide the child in the use of learning materials, and to be a positive role model in interpersonal relationships. Parents are strongly encouraged to participate extensively in a support system both within and outside of the classroom.

Montessori classrooms are located at Broadwater, Central and Smith Schools. Selection for enrollment in the Montessori Program is determined by lottery drawing. The lottery is held annually in the spring to determine first grade enrollment. Waiting lists are also maintained for parents interested in Montessori enrollment in grades two, three and four.

### **Special Education Services**

Helena Public School District #1 is committed to the rights of ALL children and to providing specially designed programming to meet their individual needs.

A child's educational future depends on active parent participation and commitment to this important educational process. It is important to take an active role to ensure that your child fully benefits from the many Special Education services available in Helena. If you are concerned with your child's progress in school, please contact the appropriate school staff and share your concerns. Refer to Procedural Safeguards in Special Education for students identified as having a disability under IDEA.

<http://www.opi.mt.gov/pdf/speced/guides/procsafegrdsspedbooklet.pdf>

### ***PreK -12<sup>th</sup> Grade Child Find***

The Individuals with Disabilities Education Act (IDEA) requires Helena Public School District #1 to have a practical method to locate, evaluate, and identify all children who have a disability and need special education and related services.

#### **Child find includes:**

- Preschool transition from the IDEA Part C Early Intervention Program;
- Preschool screening activities that reach out to the community at large, including private and home schools, as well as local Head Start programs; and
- School-based pre-referral activities for school-age students (K – 12<sup>th</sup> grade).

Preschool Child Find Clinics, for children aged 3 to 5, are scheduled 8 times a year to identify, locate, and evaluate all children suspected of having a disability. Screening is by appointment only and can be made by calling 324-2900.

### ***Trailhead Program for Students with Autism – Ages 3-8 years***

Beginning with the 2019-2020 school year, the district will implement early intervention programming for students ages 3-8 who have an autism diagnosis, average to high cognition, present with significant behavioral challenges, and meet other established criteria. The program, entitled **Trailhead**, will serve as a first step for students to receive behavioral and academic supports that will prepare them for a successful journey through school and in life. As part of the programming, children will be taught skills that will allow them to develop friendships, communicate with others, meet classroom expectations and access the curriculum. Students who have been referred by their IEP teams and who meet the entry criteria will begin this Fall and the program will be housed for one year at Ray Bjork Learning Center.

### ***Day Treatment Program for Students in Need of a Therapeutic Setting***

Beginning this school year, Helena Public Schools are partnering with Shodair to provide Day Treatment services to Helena elementary school students who are in need of a therapeutic school setting. Students with emotional disturbance who are identified by their IEP teams as needing a higher level of support than their current setting can provide are referred to the district Special Education department. The department then gives the students' families a Day Treatment

referral packet and delivers the packet to Shodair so they may determine clinical appropriateness of the child. Once a child is accepted into the program, they will receive academic instruction that is aligned with HPS curriculum and they will participate in social-emotional learning throughout their school day. The goal of the program is to provide a therapeutic setting that gives students the tools they will need to be successful when they transition back to their home school.

### ***Special Education K – 12<sup>th</sup> Grade Programs***

Helena Public School District #1 offers a continuum of special education services in each of our elementary, middle and high schools for children who have been identified with a disability and are eligible for special education and related service under the Individuals with Disabilities Education Act (IDEA). If you are concerned with your child's progress in school, please contact the appropriate school staff and share your concerns.

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### **Screening Services for Helena Students**

**Speech & Language** - Kindergarten students may be screened for speech and language problems based on consultation between the educator and the speech language pathologist.

**Vision & Hearing** – PreK – 12<sup>th</sup> Grade students may be screened for vision & hearing concerns based on consultation between the educator, school nurse and/or speech language pathologist (hearing).

**Academic** - Students K - 12 will be screened through the referral process for any academic difficulties.

Methods of screening may include checklists, observations, and formal instruments. Parents will be notified of any unusual performance and recommendations will be offered for further evaluation.

**For further information contact the Special Education Office at 324-2005.**

### **Student Assessment**

Student assessment is recognized as a fundamental approach to providing information about individual differences, scholastic aptitude, readiness, interests and achievement as well as curriculum development and program evaluation.

Under the federal Every Student Succeeds Act (ESSA), each school is required to teach challenging state academic standards and ensure a high quality education for all students through a system of assessment and accountability. The results of both district and state assessments inform instructional decisions at the classroom and building level. Ongoing classroom assessments are also utilized to further inform instructional decisions.

Our schools administer the following District benchmark assessments:

**STAR Early Literacy** is given to students in kindergarten and first grade, to measure PR, percentile ranking, and SGP, student growth percentile in the fall, winter, and spring of each year

**CogAT** is given to students in grade 2 each March, to screen student for Helena Public Schools' Gifted and Talented program

**STAR Reading** is given to students in grades 2-8 to measure PR, percentile ranking, and SGP, student growth percentile in the fall, winter, and spring of each year

**STAR Math** is given to students in grades 1-12, to measure PR, percentile ranking, and SGP, student growth percentile in the fall, winter, and spring of each year

The results of these assessments inform instructional decisions at the classroom and building level. Ongoing classroom assessments are also utilized to further inform instructional decisions.

### **Student Support: Multi-Disciplinary Team Model**

The Helena Public Schools provide a comprehensive student support program which includes proactive, preventative, and developmental lessons, while promoting a positive climate and environment for learning. Partnerships between support team members, students, families, educators, and the community benefit the well-being of each student in the following ways:

- Supports personal/social, academic, and career development to increase student success;
- Ensures equitable access to educational opportunities and school and community resources;
- Promotes and increases collaboration between teachers and the support team to ensure student needs and educational goals are being met;
- Enhances student transition to middle school.

### **Title I**

Title I is a federally funded aid program for elementary and secondary schools reauthorized under the Elementary and Secondary Education Act, as amended (ESEA). Title I funds are used to pay for extra educational services for children who are behind in school and at risk of not being successful learners. The purpose of Title I is to help at risk students meet the states' challenging academic standards. The following schools will offer Title One services in Helena Public Schools for the 2018-2019 school year: Broadwater Elementary, Bryant Elementary, Central Elementary, Smith Elementary, Rossiter Elementary, Kessler Elementary, and Warren Elementary. The District's Title One allocations are determined by the socio-economic status of its students, which is based on Free/Reduced lunch participation.

In Targeted Assistance schools, students are chosen to receive services based on sound academic indicators and or teacher recommendations. In School-wide Title I programs, all students in the school are eligible to receive Title I services, and select students are provided additional services based on need. All Title I schools in Helena are School-Wide programs, except for Smith Elementary and Kessler Elementary, which are Targeted assistance programs.

We invite you to visit our Title I schools and classrooms. If your child attends a Title I school, please consider getting involved with the formal Title I Parent Involvement process. Parents are actively engaged in reviewing student data, making suggestions from their perspective and guiding the School Improvement process. We also want to encourage you to volunteer in your child's school. If you wish to be a volunteer, you may complete the Volunteer Registration included in this handbook, or it is available online at <http://helenaschools.org>.

### **Helena School District #1 2019-2020** **Technology Use Agreement for Students in Grades K-5**

Helena Public Schools uses voice, data, and video electronic communication systems, including but not limited to: devices, networks, servers, and hosted services, that allow educational opportunities for students and staff to communicate, collaborate, learn, and publish information. These system resources must be used to support education and/or research, and all student use must adhere to the educational goals and objectives of the District. Communications using the District systems are not private. Systems



support and maintenance may require review and inspection of network activity, to include but not limited to student files and email.

21<sup>st</sup> Century Learning Skills require that students collaborate, think critically, communicate, create and innovate. There are many technology tools that support the development of 21<sup>st</sup> century skills (e.g. blogs, wikis, social networking sites, etc.). The District supports the use of these tools to enhance and enrich the learning and teaching environment. However, these tools must be used in support of education and not interfere with other student use of the systems.

***Internet Filtering Statement:***

To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter as defined by law. Filtering is by no means meant to supersede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Use Agreement.

***Appropriate Use of the Internet, systems, and technology equipment:***

Students are responsible for appropriate behavior when using District technology systems and work areas. The lists below do not cover every possible situation. If you have any question about appropriate behavior, ask your teacher, librarian, or technology teacher.

**DO:**

- Use district and school technologies for educational pursuits.
- Practice internet safety.
- Immediately back out of any questionable site and notify an adult immediately.
- Remember your username and password.
- Follow instructions of teachers, librarians, technology teachers and computer lab assistants.
- Cite your digital sources correctly.
- Ask for help with equipment or software problems and report any equipment or software malfunctions.
- Take care of equipment.
- Return all borrowed technology equipment promptly and in the same condition as you received it.
- Conserve: Only print what is necessary or assigned.

**DO NOT:**

- Eat or drink at any school computer.
- Share passwords.
- Share or reveal your name, personal information, or phone numbers of yourself or others.
- Access or download any illegal, pornographic, abusive, obscene or harassing materials.
- Be a cyber-bully (A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see.)
- Access or alter other people's files.
- Download or install software, shareware or freeware.
- Violate copyright laws.
- Create or spread computer viruses.
- Attempt to gain unauthorized or illegal access to district technology resources.
- Physically connect personal laptops to the network.

**Unless you have a teacher's approval or supervision do not:**

- Access, download, or play games; visit game sites, access game cheat codes or participate in simulations.
- Change any computer settings or alter hardware and/or cables.
- Create or manage a personal web page on school computers.

- Download music, programs or access streaming video or audio.
- Participate in any online for-profit activities.
- 

#### ***Open or Guest Wireless Access***

Helena Public Schools provides wireless “internet only” network access available to students, staff and guests who wish to use their personal devices while in District owned facilities. The following will apply:

- All Helena Public Schools policies concerning legal and acceptable use of District systems, devices, and the Internet apply, as well as any other applicable Helena Public Schools appropriate conduct policies.
- Wireless access is available within District owned facilities
- The guest wireless network is a public network and as such there should not be expectation of privacy or secure communications.
- Guest wireless is provided as a best effort service and there are no guarantees of service.
- Users are responsible for maintaining up-to-date antivirus software, firewalls, etc. on their personal devices.
- Only those District systems that are publicly accessible via the Internet will be accessible from the guest wireless network.
- Helena Public Schools technical staff will not provide technical support for users’ personal devices on the wireless network.

#### ***Consequences for disregarding the rules of this Technology Use Agreement:***

Depending upon the age of the student and the severity and frequency of the misuse or abuse, one or more of the following consequences may occur:

- A warning, followed by re-clarification of the rules
- Notification of parents and administrators by phone, personal conference, or discipline referral
- For Internet misuse/abuse, loss of Internet access privileges for not less than 45 school days
- For technology equipment misuse/abuse, loss of access to district technology resources
- For technology equipment misuse/abuse, development of a plan for restitution
- Referral to proper authorities for disciplinary and/or legal action

Note: Students who have lost District system or Internet privileges may not use personal device in lieu of district devices.

"The District/School may choose to refer severe infractions to the proper authorities for prosecution as per MCA 45-6-311, “Unlawful use of a computer”.

#### ***45-6-311. Unlawful use of a computer.***

- (1) A person commits the offense of unlawful use of a computer if the person knowingly or purposely:
  - (a) obtains the use of any computer, computer system, or computer network without consent of the owner;
  - (b) alters or destroys or causes another to alter or destroy a computer program or computer software without consent of the owner; or
  - (c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.
- (2) A person convicted of the offense of unlawful use of a computer involving property not exceeding \$1,000 in value shall be fined not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both. A person convicted of the offense of unlawful use of a computer involving property exceeding \$1,000 in value shall be fined not more than 2 1/2 times the value of the property

used, altered, destroyed, or obtained or be imprisoned in the state prison for a term not to exceed 10 years, or both.

**History:** En. Sec. 3, Ch. 485, L. 1981; amd. Sec. 4, Ch. 581, L. 1983; amd. Sec. 5, Ch. 616, L. 1993; amd. Sec. 7, Ch. 397, L. 1999.

### ***Conclusion***

Helena School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The Helena School District makes no guarantee that the functions or the services provided by, or through the District systems will be error-free or without defect.

Updates to this agreement will be posted on the School and District web pages and in the student handbook.

Students will be held liable for violations of this agreement. It is understood that the District's systems and technology resources are intended for educational purposes. It is further understood that while the District employs an Internet filtering system, it is impossible for the school to restrict access to all controversial materials. The District will not be held responsible for materials acquired on the network. The District will not be responsible for any damage a user may suffer including, but not limited to, loss of data, or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the systems. (Revised: June 2014)

### **Use of Web-Based Tools and Applications**

Helena Public Schools have identified web-based tools and applications for learning that it has found to be most effective for student learning. The District utilizes several computer software applications and web-based services operated by third parties for this purpose. A complete list of the programs with the privacy policy for each can be found on the District's website: [helenaschools.org](http://helenaschools.org).

In order for students to use these programs and services, certain personal identifying information -- generally the student's name and school email address -- must be provided to the website or application operator. The Children's Online Privacy Protection Act (COPPA) requires these websites to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information for non-commercial purposes on behalf of all of its students, which eliminates the need for individual parental consent given directly to the web site or application operator. COPPA requires that access to approved websites and applications seeking to collect personal information for a child under 13 years of age must obtain consent directly from the parent or guardian. **PLEASE COMPLETE THE 2019-2020 HPS PARENT PERMISSION FORM at the end of this handbook and return it to your child's school.**

You do have the right to "opt-out" of your child's use of such approved websites and applications and can indicate that by marking "opt out" below.

By signing this form and indicating "opt-in," you consent to the District providing personal identifying information regarding your child for non-commercial purposes. You may revoke this consent at any time, upon providing written notice to the District. Unless revoked in writing, this consent shall remain in effect.

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## **Board of Trustees**

### ***School Board Meetings***

Regular monthly meetings are held the second Tuesday of each month at 5:30 p.m. The regular monthly meetings are generally held at the Ray Bjork Learning Center in the Board Meeting room.

Special meetings are called through regularly adopted procedure with legal action restricted to those items listed in the notice of the meetings.

Executive Sessions are the only type of Board meetings not open to the public. These sessions are confined to consideration of matters involving or affecting national or state security, disciplining, hearing of complaints against an employee, etc.

### ***Getting an Item Placed on the School Board Agenda***

In order for the Board to properly consider any matter you may bring before it, the Superintendent or Chairman should be notified in writing not later than the Wednesday preceding the Tuesday meeting date. The request to be on the agenda should include the topic and details of the problem to be resolved.

### ***Role of the Board of Trustees***

The Board of Trustees Represents the Community in:

- Establishing a sound philosophy for all educational programs and activities.
- Adopting policies for operation of the school program.
- Providing leadership for educational progress through logical goals and objectives.
- Implementing adequate methods of evaluation of existing programs.
- Developing sound financial plans consistent with the school needs and community resources.

### ***Board of Trustees - Elected Trustees***

- Luke Muszkiewicz, Chair
- Terry Beaver, Vice Chair
- Libby Goldes
- Siobhan Hathhorn
- Jeff Hindoen
- John McEwen
- Sarah Sullivan
- Jennifer Walsh

### ***Student Board Representatives***

- Zyanne Cervantes, CHS
- Hannan Muszkiewicz, HHS

# 2019 District



# Calendar 2020

## July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August 26 & 27

August 28

August 29

Staff Orientation

First Day of School

Grades 1-5, Grade 6 CRA & HMS, Grades 10-12 PAL, Grade 9 CHS & HHS

First Day of School

Grades 7-8 CRA & HMS, Grades 10-12 CHS & HHS

## August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2

September 3

October 17 & 18

November 4

November 27-29

November 28-29

December 23-January 3

December 24, 25 & January 1

Labor Day - No School - District Closed

First Day of School for Kindergarten

State Conventions - No School

2nd Quarter Begins

Thanksgiving Break - No School

District Closed

Winter Break - No School

District Closed

## September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 20

January 21-23

January 23

January 24

January 27

Martin Luther King Day - No School

High School Semester Testing

K-8 12:00 p.m. Early Dismissal

HS Staff in Service Records Day, No School K-12

3rd Quarter Begins

February 17

March 30 - April 3

President's Day - No School - District Closed

Spring Break - No School

## October 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 6

April 13

May 1

May 25

June 6

June 8-10

June 10

4th Quarter Begins

No School (make-up snow day if needed)

Vigilante Parade - No School Grades 9-12/11:00 a.m. Dismissal K-8

Memorial Day - No School - District Closed

High School Graduation

High School Semester Testing

Last Day & 12:00 p.m. Early Dismissal Students K-8

P.M. K-8 Staff Records Day

Last Day for Staff K-8

Last Day for Students 9-11

High School Staff In-Service-Records Day

Last Day for Staff 9-12

## November 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 10

June 11

## December 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Every Monday are Professional Release days for Helena School District staff. School will dismiss early. Please see below for your school's Professional Release schedule.



\*Elementary: 8:30 a.m. - 2:30 p.m.

\*Middle School: 8:05 a.m. - 2:15 p.m.

\*High School: 8:20 a.m. - 2:30 p.m.

\*\*Buses will run according to the above schedule on Mondays.



Holiday/Break - No School - All Grades



Staff Orientation



Last Day of School 9-11 Students



High School Semester Testing



Early Dismissal Students K-8 Records Day



HS Staff in-service- records day - No School K-12



Vigilante Day - K-8 released 11:00 a.m./High School -No School

## January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Board Approval:  
January 22, 2019

### **Helena Public Schools Central Administration**

Superintendent	Dr. Tyler Ream	406-324-2000
Assistant Superintendent	Josh McKay	406-324-2004
Chief of Staff	Barbara Ridgway	406-324-2006
Human Resource Admin	Stacy Collette	406-324-2014
Curriculum Admin	Joslyn Davidson	406-324-2037
K-5 Special Education	Sean Morrison	406-324-2024
Business Services	Janelle Mickelson	406-324-2040

### **Helena Public School Elementary Principals**

Broadwater	Laura Conwell	406-324-1130
Bryant	Trish Klock	406-324-1200
Central	John Stilson	406-324-1230
Four Georgians	Nick Radley	406-324-1300
Hawthorne	Dr. Deb Jacobsen	406-324-1370
Jefferson	Lona Carter	406-324-2060
Jim Darcy	Brian Cummings	406-324-1410
Kessler	Lisa Lowney	406-324-1700
Rossiter	Doug Baker	406-324-1500
Smith	Jill Nyman	406-324-1530
Warren	Letitia Wilkins	406-324-1600

### **Ray Bjork Learning Center**

- PEAK/Gifted and Talented
- Special Education Preschool  
Erin Maxwell 406-324-2900

### **Middle School and High School Principals**

C.R. Anderson	Dave Thennis	406-324-2800
Helena Middle	Cal Boyle	406-324-1000
Capital High	Brett Zanto	406-324-2500
Helena High	Steve Thennis	406-324-2200
PAL	Dr. Wynn Randall	406-324-1630



**2019-2020 Helena Public School Parent Permission Form  
K-5 Elementary Students**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

This form will be signed and will be in effect for the 2019-2020 academic year in the Helena School District. If at any time you would like to make changes please contact your child's school.

**Parents:** Please read the Handbook information related to the topics below before completing this form. Once you have read the information provided please mark your choices, sign the form and return to the school.

\_\_\_\_ Yes \_\_\_\_ No      I have read, understand, and give permission for my child to attend and participate in field trips.

\_\_\_\_ Yes \_\_\_\_ No      I have read and understand the information regarding weapons in school.

\_\_\_\_ Yes \_\_\_\_ No      I have read and understand the Technology Use Agreement and I give permission for my child to use the Internet and the Microsoft Office 365 collaboration tools to include email access.

\_\_\_\_ Yes \_\_\_\_ No      I have read and understand the policy regarding cell phone, personal listening devices and tablets.

\_\_\_\_ Yes \_\_\_\_ No      I give permission for photographs and/or filming by the news media or the District.

\_\_\_\_ Yes \_\_\_\_ No      I give permission for my child's work to be published on the District and/or School web site.

\_\_\_\_ Yes \_\_\_\_ No      I give permission for my child's picture to be published in the school year book if applicable.

\_\_\_\_ Yes \_\_\_\_ No      I give permission for the release of directory information as defined by FERPA. Directory information includes name, address, telephone number, gender, grade level, birth date & place, parent/guardian name and address, academic awards or honors, student photograph, school activities and period of school attendance.

\_\_\_\_ Yes \_\_\_\_ No      The School District has identified web-based tools and applications for learning. A complete list can be found on the District web site ([helenaschools.org](http://helenaschools.org)). Some tools require the student's school email address and name prior to approval for use. If you object to your child's use of approved web sites please indicate by checking **NO** to the left.

\_\_\_\_ Yes \_\_\_\_ No      I have read and understand the Student/Parent Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Community Volunteer Registration Form

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Available Start date: \_\_\_\_\_ Certified in First Aid/CPR? YES NO

1.) Experience: Please list any previous paid/volunteer experience with students and in the community.

2.) Grade/School/Program Preference (circle all that apply):

*PRIMARY (pre-K-3)*

*INTERMEDIATE (4-5)*

*MIDDLE (6-8)*

*HS (9-12)*

Broadwater Bryant Central Four Georgians

Helena MS

CHS

Hawthorne Jefferson

Jim Darcy

Kessler

CR Anderson

HHS

Ray Bjork Learning Center Rossiter Smith Warren

PAL

*Activities (Athletics, Music, Theatre, Speech/Debate) Instructional Materials Center PEAK/Gifted and Talented*

*School Age Child Care*

*Front Street Learning Center*

*May Butler Center*

3.) Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before School							
Morning							
Lunch							
Afternoon							
After School							
Special Events							

4.) Areas of Interest (circle all that apply):

Classroom/small group assistance

Mentoring

Tutoring

Special Events

Sporting Events

Speech/Debate

Guest Speaker

Music

Theatre

Clerical/Library

Greeter

Other: \_\_\_\_\_

I understand I will be working as a volunteer with preK-12 students and know of no reason why I should not work in this capacity.

I affirm the information I have provided is accurate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

My School Contact will be: \_\_\_\_\_

*To be completed by School Personnel.*





## Montana Authorization to Carry and Self-Administer Asthma Medication

For this student to carry and self-administer asthma medication on school grounds or for school sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent or legal guardian.

**Student's Name:** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Sex: (Please circle) Female/Male** **City/Town:** \_\_\_\_\_  
**Birthdate:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **School Year:** \_\_\_\_ (Renew each year)

### Physician's Authorization:

The above named student has my authorization to carry and self administer the following medication:

Medication: (1) \_\_\_\_\_ Dosage: (1) \_\_\_\_\_  
(2) \_\_\_\_\_ (2) \_\_\_\_\_

Reason for

Prescription(s): \_\_\_\_\_

Medication(s) to be used under the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication on his own with out school personnel supervision. I have provided a written treatment plan for managing asthma or anaphylaxis episodes and for medication use by this student during school hours and school activities.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Physician's Phone Number

\_\_\_\_\_  
Date

*Backup Medication – The law provides that if the child's health care provider prescribes "backup" medication to be kept at the school, it must be kept in a predetermined location, known to the child, parent and school staff.*

The following backup medication has been provided for this student: \_\_\_\_\_

### For Completion by Parent or Guardian

As the parent/guardian of the above-named student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally and behaviorally capable to assume this responsibility. He/she has my permission to self-medicate as listed above if needed. If he/she has used an auto-injectable epinephrine, he/she understands the need to alert an adult that emergency medical personnel need to be called. If he/she has used his/her asthma inhaler as prescribed and does not have relief from an asthma attack, he/she understands to alert an adult.

I also acknowledge that the school district or nonpublic school may not incur liability as a result of any injury arising from the self-administration of medication by the pupil and that I shall indemnify and hold harmless the school district or nonpublic school and its employees and agents against any claims, except a claim based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to also work with the school in establishing a plan for use and storage of backup medication if prescribed, as above, by my child's physician. This will include a predetermined location to keep back up medication to which my child has access in the event of an asthma or anaphylaxis emergency. Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

I understand in the event that the medication dosage is altered, a new "self-administration form" must be completed, or the physician may re-write the order on his prescription pad and I, the parent/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and that medication that is not picked up will be disposed of.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)

06/05

