

Empowering school boards and their leadership teams to make decisions that are right for each child and their local communities!

1900 Series COVID-19 Emergency Policies

The 1900 Series - COVID-19 Emergency Policies have been developed to support school boards who:

Return to an **in person instruction** model through the remainder of this year

Incorporate a **proficiency element** to either offsite or onsite learning plan

Continue offsite learning through completion of this school year

Once your district has considered what instruction models it intends to use through the end of the year including **onsite, offsite, online, proficiency-based** or a **blended model**, please utilize the color coded dots to help guide which policies and options from the MTSBA COVID-19 Emergency Policies your district will need to adopt in order to implement your identified model.

Policy 1901
Emergency Policy and Procedures

Policy 1902
Alternative Grading

Policy 1903
School District Meetings, Gatherings, Events, and Visitors

Policy 1904
Use of Transportation Funds

Policy 1905
Student, Staff and Community Health and Safety

Policy 1906
Student Instruction and Services

Policy 1907
School District Declaration of Emergency

Policy 1908
Family Engagement

Policy 1909
Human Resources and Personnel

Policy 1910
Personnel Use of Leave

Policy 1911
Budget Adoption Amendment and Audit

Policy 1912
Elections Rescheduled

_____ **SCHOOL DISTRICT**
1900 SERIES
COVID-19 EMERGENCY POLICIES

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1 _____ **School District**

2
3 COVID-19 Emergency Policies

1900

4
5 The board of trustees and its staff are operating under unusual, even unprecedented
6 circumstances by virtue of the declaration of a statewide emergency by the Governor and the
7 executive orders related to school closure to address concerns from the COVID-19 Virus and/or
8 the declaration of an unforeseen emergency (community disaster) made by the Board of
9 Trustees. In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to
10 adopt temporary policies related to emergency school closures, the ongoing provision of
11 educational services to students, meetings of the Board, gatherings on school property, health
12 and safety of students, staff and community members, human resource matters and budgetary
13 matters. To ensure clarity and transparency, the board has organized all emergency school
14 policies into a temporary chapter. The Board has also included this introductory section as a
15 heading for each policy to ensure understanding of the purpose and duration of each policy
16 adopted pursuant to this chapter.

17
18 Purpose(s) of Policies

- 19
20 1. Ensuring that locally-elected trustees charged with the supervision and control of their
21 local public schools, in collaboration with their staff leadership teams, make decisions
22 that are in the best interests of students, staff and the community served.
23 2. Ensuring measures to protect the health and safety of students, staff and community
24 members.
25 3. Addressing issues relating to student instruction and family engagement.
26 4. Addressing barriers to learning presented by distance.
27 5. Improvement of instruction in on-site, offsite, and/or on-line settings
28 6. Ensuring continuity of employment of school district staff and/or continuity of services
29 provided by contract transportation providers.
30 7. Ensuring accountability to families with children.

31
32 Term of COVID-19 Emergency Measures Policies

33
34 The term of School District Policies Numbered 1900-1999 shall run concurrent with any
35 emergency related to COVID-19 declared by the President, Congress, Montana Legislature,
36 Governor, Montana Department of Public Health and Human Services, county health department
37 or the board of trustees. These policies shall terminate, unless further extended, on the earlier of
38 June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply
39 to the district have lawfully expired or have been dissolved.

40
41 Cross Reference: Policy 2221 – 2221P – School Closure
42 Policy 1400 – Board Meetings
43 Policy 1310 – Policy and Procedure
44 Policy 1420 – Meeting Procedure
45

1 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and
2 accompanying Directives
3 Section 20-9-801-806, MCA – Emergency School Closure
4 Section 50-1-202-204, MCA – Public Health Laws
5 Section 10-3-104, MCA – General Authority of Governor
6 Article X, section 8 – Montana Constitution
7
8

9 Policy History:

10 Adopted on:

11 Reviewed on:

12 Revised on:

13 Terminated on:

COVID-19 Emergency Measures

1901

Emergency Policy and Procedures

Applicability of Emergency Policy Series

During a state of emergency declared by the Board of Trustees or other local, state or federal agency, official, or legislative body, the provisions in the emergency policies adopted by the Board of Trustees as codified at 1900-1999 in the district policy manual will govern in the event of any conflict or inconsistency between an emergency policy and other provision in the district policy manual. All other aspects of the district policy manual not affected by the provisions in the emergency policy series continue to be in full effect.

Legal References

In the absence of a legal reference on an emergency policy adopted by the Board of Trustees, the policy is specifically based on the Board of Trustees authority to supervise and control the schools within the District in accordance with Article X, section 8 of the Montana Constitution.

Adoption and Amendment of Policies

New or revised policies that are required or have required language changes based on State or Federal law or directive, required by administrative rule, or are required due to a declaration of emergency issued by the Board of Trustees or other state or federal agency official or legislative body may be adopted after the first (1st) reading if notice has been given through the board agenda provided to the trustees and public. All new or amended policies adopted as part of the emergency policy series shall become effective immediately upon adoption; unless a specific effective date is stated in the motion for adoption.

Suspension of Policies

Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of the trustees present. To suspend a policy, however, all trustees must have received written notice of the meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such proposed suspension.

Administrative Procedures

The Superintendent shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board of Trustees.

Legal References:	§ 20-3-323, MCA	District policy and record of acts
	10.55.701, ARM	Board of Trustees
	Title 20, Chapter 9 Part 8, MCA	

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1902

4
5 Alternative Grading

6
7 This policy is adopted as a temporary policy in accordance with the framework set by District
8 Policy 1900 – Temporary COVID-19 Policies and is intended to govern School District
9 operations for the period affected by the COVID-19 health and safety measures implemented by
10 the School District in response to federal, state or local authorities.

11
12 Teachers will grade students as usual in accordance with established classroom or course
13 practices during the grading period in accordance with District Policy 2420 and the Employee
14 Handbook.

15
16 The default option for students and parents/guardians is the grade typically assigned for students
17 in the grade level or class which may include an A-F letter grade. Students and parents/guardians
18 may choose to receive a Proficient/Fail or P/F grade in place of a grade typically assigned for the
19 student's courses. The P/F grade option can be requested by a student and parents/guardians no
20 later than ____ calendar days after report cards have been sent to the parents/guardians by
21 submitting a written request to _____ the School District's custodian of records.

22
23 For students or parents/guardians who request a P/F grade, the School District will record the P/F
24 designation using a rubric in which all grades of ____ or higher earn a Proficient in accordance
25 with District Policy 1005FE, the School District's COVID-19 Plan of Action as submitted to the
26 Office of the Governor and/or while emergency declarations relating to COVID-19 are in place.

27
28 Students earning course grades converted to a Proficient grade in this temporary P/F option for
29 grading periods affected by COVID-19 health and safety measures will be granted credit for the
30 course and the credit will count towards promotion or graduation requirements and extra-
31 curricular eligibility. Students earning a Fail designation in a course will not earn credit, will be
32 subject to retention consideration, and, if applicable, will be subject to extra-curricular eligibility
33 consequences.

34
35 Grades converted to P/F will not be counted toward or against class honors or valedictorian
36 status as outlined in Policy 2410P for classes of students graduating during or after 2020.

37
38 The School District will include a designation on the students' transcripts indicating the
39 extraordinary circumstances for any grading period affected by COVID-19 health and safety
40 measures.

41
42 Cross Reference: Policy 1005FE – Proficiency Based Learning
43 Policy 2410-2410P – Graduation Requirements
44 Policy 2420 – Grading and Progress Reports
45 Policy 2168 – Distance Learning
46 Policy 2421 - Promotion and Retention

1
2 Legal Reference: Section 20-1-301, MCA School fiscal year
3 Section 20-9-311(4)(a)(b)(d), MCA Calculation of average number
4 belonging
5 Section 20-3-324, MCA Powers and duties
6 Section 20-7-1601. Transformational learning
7 10.55.906 ARM High School Credit
8
9

10 Policy History:

11 Adopted on:

12 Reviewed on:

13 Revised on:

14 Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1903

4
5 School District Meetings, Gatherings, Events, and Visitors

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to ensure individuals present at a school facility for events
9 or other operationally related reasons honor safety protocols. The supervising teacher, principal,
10 superintendent or designated personnel are authorized to implement this policy in coordination
11 with state and local health officials.
12

13
14 School District Events (Boards must select Option 1, Option 2, or Option 3)

15
16 Option 1

17
18 The School District shall not hold any physical meetings, gatherings, or events in or on school
19 property. The Board of Trustees may authorize meetings, gatherings, and events utilizing
20 electronic means when the meeting, gathering or event is essential to district operations.
21

22 Option 2

23
24 The Board of Trustees may authorize School District physical meetings, gatherings, and events
25 when the event is deemed essential to district operations. Physical meetings, gatherings, and
26 events shall not be held without prior authorization of the Board of Trustees.
27

28 Physical meetings, gatherings, and events held on school property shall be limited to outdoor
29 areas including the stadium, field, or other open areas designated by the Board of Trustees. All
30 attendees at a meeting, gathering, or event authorized by the Board of Trustees held outdoors are
31 required to honor the applicable health and safety protocols outlined in District Policy 1905
32 including but not limited to physical distancing. The School District shall provide suitable space
33 for physical distancing to occur and, if practicable, markings and walking routes in the area
34 where the event shall be held to preserve a safe event setting.
35

36 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
37 adoption as those age 65 or older or those with serious underlying health conditions, including
38 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
39 system is compromised such as by chemotherapy for cancer and other conditions requiring such
40 therapy) must not attend School District meetings, gatherings, or events held in accordance with
41 this policy. Precautions must be taken to isolate from vulnerable residents. The School District
42 shall accommodate vulnerable individuals so they may participate in the meeting gathering or
43 event via electronic means.
44
45
46

Option 3

The Board of Trustees may authorize School District physical meetings, gatherings, and events when the event is deemed essential to district operations. Physical meetings, gatherings, and events shall not be held without prior authorization of the Board of Trustees.

All attendees at physical meetings, gatherings, and events held on school property in an outdoor area including the stadium, field, or other open area designated by the Board of Trustees shall be required to honor the applicable health and safety protocols outlined in District Policy 1905 including, but not limited to, physical distancing. The School District shall provide suitable space for physical distancing to occur and, if practicable, markings and walking routes in the area where the event shall be held to preserve a safe event setting.

Physical meetings, gatherings, and events shall be limited to 50 people when held inside a school building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held inside the school facility are required to honor the health and safety protocols outlined in District Policy 1905.

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy) must not attend School District meetings, gatherings, or events held in accordance with this policy. Precautions must be taken to isolate from vulnerable residents. The School District shall accommodate vulnerable individuals so they may participate in the meeting gathering or event via electronic means.

Visitors to Schools

Visitors to the interior of any school building shall not be permitted without the express approval of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to be present in any school building must adhere to all health and safety guidelines outlined in District Policy 1905.

Volunteers

Volunteers utilized by the School District that have been approved in accordance with District Policy 5430 may enter the school building in accordance with the protocols outlined in District Policy 1905.

Facilities Use Agreements

The Board of Trustees suspends community use of District facilities. Unless an event is specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and other similar requests submitted in accordance with District Policy 4330 shall not be considered while this policy governs the period of a public health emergency.

Enforcement

Visitors to any school building or any attendee at a meeting, gathering, or event authorized by the Board of Trustees in accordance with this policy who fail to honor the requirements of District Policy or the directives of School District officials shall be asked to correct their conduct or leave the meeting, gathering, or event in accordance District Policy 4315.

Cross Reference: Policy 1901 – School District Policy and Procedures
 Policy 1905 – Student, Staff, and Community Health and Safety
 Policy 1400 – Board Meetings
 Policy 5430 – Volunteers
 Policy 4301 – Visitors to Schools
 Policy 4332 – Conduct on School Property
 Policy 4315 – Visitor and Spectator Conduct
 Policy 4330 – Community Use of School Facilities

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1904
Page 1 of 2

4
5
6 Use of Transportation Funds During Periods of Emergency Declaration

7
8 Pursuant to guidance issued from the Office of Public Instruction, the board of trustees
9 authorizes the following expenditures of its FY20 budgeted transportation funds that are in
10 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI
11 guidance, transportation services which provide instructional services to students.
12

13 **OPTIONS: [Add any or all from the list below]**

- 14 • Transportation of food and meals used in nutritional programs.
- 15 • Purchase of equipment to ensure food safety.
- 16 • Providing accessibility to student services for remote learning.
- 17 • Providing instructional materials to students, including but not limited to internet service
18 adequate to allow students to effectively access curriculum during periods of school
19 closure.
- 20 • Cost of instructional materials, supplies, and software licenses.
- 21 • Costs of technological equipment needed for offsite instruction/correspondence study
22 purchased by the school district and loaned to students without such equipment.
- 23 • Cost of correspondence study.
- 24 • Costs of providing services to students with an IEP or a plan adopted pursuant to section
25 504 of the 1973 Rehabilitation Act.
- 26 • Costs of time off or repurposed time for staff normally paid from the transportation fund.
- 27 • Costs to contractors of transportation services.

28
29 Cost Guidelines

30
31 The board of trustees authorizes the Superintendent to exercise his/her professional judgment and
32 discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate
33 costs of items below are to remain within the budget limits adopted by the board of trustees for
34 the FY20 transportation budget, including any budget amendments adopted by the board of
35 trustees prior to the completion of FY20.

- 36
37 • Any costs consistent with costs under normal operation, including costs referenced in any
38 contract to which the district is a party.
- 39 • Actual costs of delivering meals to students at locations authorized by any and all waivers
40 of regular rules for school nutrition programs that have been adopted by the United States
41 Department of Agriculture or the Office of Public Instruction.
- 42 • Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- 43 • Actual costs of equipment, software and service necessary to bridge digital divides or
44 provide a quality learning environment for students, including:
45
46

- Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
- Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
 - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.
 - Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.
- Software to ensure a safe and appropriate online learning experience by students of the district.
- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
 - If there are multiple internet service providers in the community, the board authorizes the superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

Cross Reference: Policy 3612 – District-Provided Access to Electronic Information, Services, and Networks
Policy 3612P - District-Provided Access to Electronic Information, Services, and Networks Procedure
Policy 3612F – Internet Access Agreement
Policy 3650 – Montana Pupil Online Personal Information Protection Act
Policy 3650F – Montana Model Data Privacy Agreement
Policy 2168.- Distance Learning
Policy 2170 – Montana Digital Academy
Policy 2170P – Montana Digital Academy Procedures

Legal Reference: Section 20-10-101(5), MCA – Transportation

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1905

4
5 Student, Staff, and Community Health and Safety

6
7 The School District has adopted the protocols outlined in this policy during the term of the
8 declared public health emergency to ensure the safe and healthy delivery of education services
9 provided to students on school property in accordance with Policy 1906, and a safe workplace
10 when staff are present on school property in accordance with Policy 1909, and the safety, health
11 and well-being of parents and community members. The supervising teacher, principal,
12 superintendent or designated personnel are authorized to implement the protocols in coordination
13 with state and local health officials.
14

15 Symptoms of Illness

16
17 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
18 of illness must not come to school or work. Students who have a fever or are exhibiting other
19 signs of illness must be isolated in a designated area until such time as parents or caregiver may
20 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
21 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in
22 accordance with state and/or local health standards as applicable. Students may engage in
23 alternative delivery of education services during the period of illness or be permitted to make up
24 work in accordance with District Policy 1906. Staff members will be provided access to leave in
25 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of
26 Understanding.
27

28 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise
29 demonstrating symptoms of illness must not be present at the school for any reason including but
30 not limited events or gatherings or to drop off or pick up students excepted as provided by this
31 policy. To avoid exposing others to illness, parents or caregivers who are ill must make
32 arrangements with others to transport students to school or events, if at all practicable. If not
33 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop
34 off and must arrange with District staff to supervise students in accordance with physical
35 distancing guidelines in this Policy.
36
37

38 Physical Distancing (Boards must select option 1 or option 2)

39
40 Option 1

41 Students, staff, volunteers, and visitors will maintain a six-foot distance between themselves and
42 their colleagues and peers throughout the school day inside any school build, on school t-
43 provided transportation and on school property before and after school. Staff members will
44 arrange classrooms and restructure courses, transportation services, and food service to meet this
45 standard.
46

Recess will continue as scheduled in accordance with physical distancing guidance without the use of playground equipment. Any other use of school playgrounds is strictly prohibited.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adheres to social distancing expectations around the exterior of the school building while on school property.

Option 2

To the extent possible, elementary school courses will be delivered to the same group of students each day, and the same teachers will remain with the same group in the same separate and designated room each day. Meal service and courses delivered in a separate areas such as library, gymnasium, and music room will be delivered in the designated classroom for each group of students. Recess and use of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate student groupings. Transportation services will be provided in accordance with cleaning and disinfection procedures outlined in this policy.

Secondary school courses will be delivered using a restructured bell system to minimize student interaction in common areas. Upon arriving in a classroom, secondary school students will be provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean their learning area or desk. Meal service for secondary students will be provided through a grab and go lunch that will be eaten in designated areas.

Parent arrival times to drop-off and pick up students riding with parents and caregivers will be staggered in designated intervals by grade level through a schedule set by the supervising teacher or building administrator.

Drop off and pick up of students will be completed in a manner that limits direct contact between parents and staff members and adhere to social distancing recommendations in the exterior of the building.

Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance between themselves and others. This distancing requirement does not apply to individuals who are a part of the visitor's regular household isolation group when the group is authorized to present at the school facility.

Masks as Personal Protective Equipment (Boards must select either Option 1 or Option 2)

Option 1

The School District requires all staff and students to wear cotton-based masks to protect colleagues and peers while present in any school building. The School District will provide masks to students and staff and expect that the masks be washed on a regular basis to ensure maximum protection. The Board of Trustees' decision to require and provide masks is based on a

review of the circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of masks.

Option 2

Staff and students may wear a mask while present in any school building. The School District does not require the use of masks and will not provide masks except in cases required by this policy or at the discretion of the administration. The Board of Trustees' decision to not require or provide masks is based on a review of the circumstances in the community and consultation with local health officials on issues including but not limited to the possibility of exposure and availability of masks.

Cleaning and Disinfecting

School district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

Personnel will clean with the cleaners typically used and will use all cleaning products according to the directions on the label. Personnel will disinfect with common EPA-registered household disinfectants. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available from the supervising teacher or administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products.

The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and disinfection practices.

Student Arrival

Hand hygiene stations will be available at the entrance of any school building, so that children can clean their hands before they enter. If a sink with soap and water is not available, the School District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and student use will be supervised by staff.

A District employee will greet children outside the school as they arrive to ensure orderly compliance with the provisions of this policy.

Temperature Screening

Designated School District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area.

When administering a temperature check on a possibly ill student, designated staff members will utilize available physical barriers and personal protective equipment to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Healthy Hand Hygiene Behavior

All students, staff, and others present in the any school building will engage in hand hygiene at the following times, which include but are not limited to:

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid
- After recess
- After handling garbage
- After assisting students with handwashing
- After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

Staff members will place grade level appropriate posters describing handwashing steps near sinks.

Vulnerable Individuals

Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as those age 65 or older or those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such

therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if they should telework during the period of declared public health emergency.

Employees who have documented high risk designation from a medical provider are entitled to reasonable accommodation within the meaning of that term in accordance with the Americans with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

Food Preparation and Meal Service

Facilities must comply with all applicable federal, state, and local regulations and guidance related to safe preparation of food.

Sinks used for food preparation must not be used for any other purposes.

Staff and students will wash their hands in accordance with this policy.

Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation director and school bus drivers will clean and disinfect each seat on each bus after each use.

Public Awareness

The School District will communicate with parents, citizens, and other necessary stakeholders about the protocols established in this policy and the steps taken to implement the protocols through all available and reasonable means.

Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook provision governing confidentiality of student and staff medical information remain in full effect.

Transfer of Funds for Safety Purposes

The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security to implement this policy in accordance with District Policy 1006FE.

Cross Reference: Policy 1901 – School District Policy and Procedures
Policy 1906 - Student Services and Instructional Delivery
Policy 1907 – Transportation Services
Policy 1006FE – Transfer of Funds for Safety Purposes
Policy 3410 – Student examination and screenings
Policy 3417 – Communicable Diseases
Policy 3431 – Emergency Treatment
Policy 1911 - Personnel Use of Leave
Policy 1910 – Human Resources and Personnel
Policy 4120 - Public Relations
Policy 5002 – Accommodating Individuals with Disabilities
Policy 5130 – Staff Health
Policy 5230 - Prevention of Disease Transmission
Policy 6110 – Superintendent Authority
Policy 6122 - Delegation of Authority

Policy History:
Adopted on:
Reviewed on:
Revised on:
Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1906

4
5 Student Instruction and Services

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to ensure the delivery of education services to students
9 onsite at the school, offsite at other locations using available resources including but limited to
10 online methods. The supervising teacher, principal, superintendent or designated personnel are
11 authorized to implement this policy.
12

13 As outlined in District Policy 2100, and except for students determined by the School District to
14 be proficient using School District assessments, the adopted calendar has a minimum number of
15 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
16 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.
17

18 The School District may satisfy the aggregate number of hours through any combination of
19 onsite, offsite, and online instruction. The District administration is directed to ensure that all
20 students are offered access to the complete range of educational programs and services for the
21 education program required by the accreditation standards adopted by the Montana Board of
22 Public Education.
23

24 For the purposes of this policy and the School District's calculation of ANB and "aggregate
25 hours of instruction" within the meaning of that term in Montana law, teaching strategies which
26 are innovative or transformational and focus on student engagement for the purposes of
27 developing a students' interests, passions, and strengths, instruction shall be construed as being
28 synonymous with the terms "learning" and "education." The term shall include any directed,
29 distributive, collaborative and/or experiential learning activity provided, facilitated or
30 coordinated by the teacher of record in a given course that is done purposely to facilitate the
31 learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full
32 educational potential of students.
33

34 Staff shall calculate the number of hours students have received instruction as defined in this
35 policy through a combined calculation of services received onsite at the school or services
36 provided or accessed at offsite or online instructional settings including, but not limited to, any
37 combination of physical instructional packets, virtual or electronic based course meetings and
38 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
39 undertaken by the staff and students that can be given for grade or credit. Staff shall report
40 completed hours of instruction as defined in this policy to the supervising teacher, building
41 principal, or district administrator for final calculation.
42

43 Students shall receive grades for completed coursework in accordance with the grading scale for
44 the individual staff member or the alternative grading procedures outlined in District Policy
45 1902.
46

The Board of Trustees may revise the school calendar to adjust the completion of the school year for particular grade levels and groups once students have satisfied the required number of applicable aggregate hours.

In order to comply with the requirements of the calendar, District Policy and Section 20-1-301, MCA, the District shall implement the instructional schedules and methods identified in this policy.

NOTE: Select all of the Options the Board decides to implement in the School District.

Option 1: School Facility as Instructional Setting

The Board of Trustees authorizes instruction of students at the school facility in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the 2019-2020 school year.

All educational and related services provided at the school facility shall be completed in accordance with the health and safety protocols outlined in District Policy 1905.

Option 2: Offsite and Online Instructional Setting

The Board of Trustees authorizes offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

The Board of Trustees authorizes the supervising teacher or district administrator to permit students to utilize an offsite or online instructional setting at parental request if onsite instruction is offered in the School District in accordance with Policy 1908.

Students receiving offsite delivery of education services may be eligible for assistance with accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

Option 3: Proficiency-Based Learning

The Board of Trustees authorizes proficiency-based ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using

district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of the 2019-2020 school year.

The Board of Trustees waives the minimum number of instructional hours for students who demonstrate proficiency in a course area using district assessments that include, but are not limited to, the course or class teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be based on a review of the student's completed coursework, participation in course delivery, and other methods applicable to the specific course or class. The Board of Trustees authorizes the use of the proficiency determination process for students who have selected this method of delivery, students for whom the School District is unable to document satisfaction of the required minimum aggregate number of hours through the offsite or onsite methods outlined in this policy, or other students whom School District personnel determine satisfy the definition of proficient or meeting proficiency.

This provision is based in the declaration by the Montana Legislature that any regulation discriminating against a student who has participated in proficiency-based learning is inconsistent with the Montana Constitution.

Special Education and Accommodation of Disabilities or Diagnoses

Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. The supervising teacher or building administrator shall coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

Student Attendance

The Board of Trustees authorizes the supervising teacher, building principal or district administration to set an attendance policy for students that takes into account the location of instructional services, the applicability of proficiency-based instruction, the student's grade level, and the health and safety of the student and their household. Students are expected to complete assigned work. If a student is not present for the instructional day, the student shall be permitted to complete all work assigned by the teacher if not present for instruction within a reasonable period of time determined by the teacher. Students shall not lose credit or incur a grade reduction for reasons related to attendance without good reason as determined by the Board of Trustees.

Student Safety and Counseling

Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

Homeless Students and Students in Foster Care

This policy in no way limits or adjusts the School Districts obligations to homeless students or students in foster care. Applicable District policies serving these students or this population of students remain in full effect.

Student Discipline

This policy in no way limits or adjusts the School District's expectations for student conduct. All applicable district policies and handbook provisions governing student conduct remain in full effect.

Optional: Summer School

The Board of Trustees authorizes a summer program of instructional offerings for the purpose of remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet minimum state requirements for accreditation and may be delivered at the school or at another offsite location. Remediation credit courses shall be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees

Legal Reference: Section 20-1-101, MCA – Definitions
 Section 20-1-301, MCA – School Fiscal Year
 Section 20-9-311, MCA – Calculation of Average Number Belonging
 Section 20-7-118, MCA - Offsite Provision of Educational Services
 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
 ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 1005FE – Proficiency-Based Learning
 Policy 1902 – Alternative Grading
 Policy 1905 - Staff, Student, and Community Health and Safety
 Policy 2100 – School Calendar
 Policy 2140 – Guidance and Counseling

Policy 2161 – Special Education
Policy 2168 – Distance Learning
Policy 2410 – Graduation
Policy 2420 – Grading and Progress Reports
Policy 2421 – Promotion and Retention
Policy 2150 – Suicide Training and Awareness
Policy 3125 – Homeless Students
Policy 3122 - Attendance Policy
Policy 3310 - Student Discipline

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1906P

4
5 Student Instruction Resources and Best Practices

6
7 In accordance with Policy 1005FE – Proficiency Based Learning and Section 20-9-311(4)(d),
8 MCA, “a school district may include in its calculation of ANB a pupil who is enrolled in a
9 program providing fewer than the required aggregate hours of pupil instruction under subsection
10 (4)(a) or (4)(b) if the pupil has demonstrated proficiency in the content ordinarily covered by the
11 instruction as determined by the school board using district assessments. The ANB of a pupil
12 under this subsection (4)(d) must be converted to an hourly equivalent based on the hours of
13 instruction ordinarily provided for the content over which the student has demonstrated
14 proficiency.”

15
16 Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-
17 site, or blended learning model as outlined in Policy 1906.

18
19 Best practices, including but not limited to those outlined below, will assist districts in
20 facilitating quality learning for each student regardless of background or circumstance.

21
22 Planning & Communication

- 23 • Providing tools for virtual learning will help ensure equity in access to learning
24 opportunities. With Policy 1904, districts may utilize transportation funds to facilitate
25 internet and device access to students currently without.
26 • Provide weekly learning agendas communicated to students and parents.
27 • Set student meetings, teacher office hours, assignment expectations, and grades available
28 on an established schedule. Districts may consider Policy 1902 – Alternative Grading.
29 • Establish whole group virtual “class time” and/or opportunities for small group learning
30 ○ Post assignments online early and for the entire week.
31 ■ During this time of challenge, providing structure and certainty will
32 support academic, mental and emotional health.
33 ○ Students should receive some form of communication from the school community
34 at least once per day.

35 Set Expectations

- 36 • With students and parents/guardians set expectations and acknowledgment of the
37 importance for ownership of student learning.
38 • Expectations can outline due dates for assessments.
39 • Outline how much online participation is required of students.
40 • Include expectation for daily submission of work or review of accomplishments toward
41 goals.
42 • Survey students and parents/guardians to make adjustments to lessons. Remember to be
43 flexible—time learning software, apps, etc. should be considered part of learning.
44

Differentiated Instruction & Learning Models

- Embed experiential learning that fosters a learning environment that promotes connections. Districts participating in Transformational Learning funding can utilize their Strategic Plan as a guiding document and adapt to a virtual environment.
- Social Emotional Learning and connections.
 - Begin the day by connecting with students—a Brain Teaser or an exercise for students to share a topic of interest or something from home with others.
- Record lessons
 - Lessons should come with visual substance and multiple types of instruction to facilitate learning—downloads, PowerPoints, videos, readings, audio recordings, etc.
- Honor students interests and passions through experiential learning opportunities.
- Project based learning.
 - Engage the students to do the work through research, developing, and creating a product which encompasses a variety of subject areas.
 - Encourage creativity.
 - Consider pointing students to the right resources (videos, websites, files) and allow them to be contributors to their own learning-- Creation of a science project—writing, demonstration of items needed, YouTube video with the end result being submitted to the teacher and classmates.
 - Wax Museum example: reading about character, writing about individual, dress up and record via YouTube or creation of a Power Point with pictures
 - Project based learning presents opportunities for cross-subject collaboration and flexibility in ways to show student learning.

Demonstrating Learning

- Provide video meeting and messaging capabilities to engage students in multiple mediums to show learning.
- Provide daily feedback to address academic growth and monitor and improve social emotional wellness.
 - Clearly communicate to ensure students and parents are aware of the importance of this mutual feedback.
- Opportunity for MAP testing/Unit testing for subject areas
- Formative assessments can guide instruction and provide multiple opportunities for feedback and identifying gaps in student learning and instruction through a low-stress medium.

Legal Reference: Section 20-1-101, MCA – Definitions
Section 20-1-301, MCA – School Fiscal Year
Section 20-9-311, MCA – Calculation of Average Number Belonging
Section 20-7-118, MCA - Offsite Provision of Educational Services
Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
ARM 10.55.906(4)) – High School Credit

Cross Reference: Policy 1005FE – Proficiency-Based Learning
Policy 1902 – Alternative Grading
Policy 1905 - Staff, Student, and Community Health and Safety
Policy 2100 – School Calendar
Policy 2140 – Guidance and Counseling
Policy 2161 – Special Education
Policy 2168 – Distance Learning
Policy 2410 – Graduation
Policy 2420 – Grading and Progress Reports
Policy 2421 – Promotion and Retention
Policy 2150 – Suicide Training and Awareness
Policy 3125 – Homeless Students
Policy 3122 - Attendance Policy
Policy 3310 - Student Discipline

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

School District

COVID-19 Emergency Measures

1907

School District Declaration of Emergency

The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities. An emergency declaration issued by the Board of Trustees authorizes the School District to take extraordinary measures to protect students and staff while delivering education services in a manner authorized by law. The method and location of instruction and related educational services shall be implemented in a manner that serves the needs of students, their families, and staff and preserves the School Districts full entitlement of funding.

Legal Reference:	Section 20-9-801 - 802, MCA	Emergency School Closure
	Section 20-9-806, MCA	School closure by declaration of emergency
	Section 20-9-805.	Rate of reduction in annual apportionment entitlement.

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1908

4
5 Family Engagement

6
7 The Board of Trustees authorizes the supervising teacher or district administrator to provide
8 Policy 1908F to families requesting to opt-out of onsite instruction at the school facility for the
9 duration of the declared public health emergency.

10
11 Students of families opting out of onsite instruction at the school facility for the remainder of the
12 2019-2020 school fiscal year shall receive offsite, online, and proficiency-based instruction, or
13 any combination of the foregoing at the discretion of the School District in accordance with
14 District Policy 1906. School District staff shall arrange for any combination of physical
15 instructional packets, virtual or electronic based course meetings and assignments, self-directed
16 or parent/guardian-assisted learning opportunities, and other educational efforts available to staff
17 and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate
18 number of hours or determination of proficiency for the requesting student. Students determined
19 to be proficient in one or more courses of the district shall be incorporated in the School
20 District's calculation of ANB, with such ANB fraction to be converted to an hourly equivalent
21 based on the hours of instruction ordinarily provided for the content over which the student has
22 demonstrated proficiency.

23
24 Students of families opting out of onsite delivery shall be treated the same as students instructed
25 at the school facility for purposes of grading, discipline, and other educational rights.

26
27 Legal Reference: Section 20-1-101, MCA – Definitions
28 Section 20-1-301, MCA – School Fiscal Year
29 Section 20-9-311, MCA – Calculation of Average Number Belonging
30 Section 20-7-118, MCA - Offsite Provision of Educational Services
31 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
32 ARM 10.55.906(4)) – High School Credit

33
34 Cross Reference: Policy 1906 – Student Instruction and Services
35 Policy 1908F – Family Onsite Opt-Out Form

36
37 Policy History:

38 Adopted on:

39 Reviewed on:

40 Revised on:

41 Terminated on:

1 _____ School District

2
3 **COVID-19 Emergency Measures**

1908F

4
5
6 Family Onsite Instruction Opt-Out Form

7
8
9 A family who does not want their student to receive instruction and educational services onsite at the
10 school may request to have instruction completed offsite and/or online by completing this form.

11
12 Students of families opting out of onsite instruction at the school facility for the remainder of the 2019-
13 2020 school fiscal year shall receive offsite, online, and proficiency-based instruction, or any combination
14 of the foregoing at the discretion of the School District in accordance with District Policy 1906. School
15 District staff shall arrange for any combination of physical instructional packets, virtual or electronic
16 based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities,
17 and other educational efforts available to staff and students that can be relied upon for grade or credit in
18 order to satisfy the minimum aggregate number of hours or determination of proficiency for the
19 requesting student. Students determined to be proficient in one or more courses of the district shall be
20 incorporated in the School District's calculation of ANB, with such ANB fraction to be converted to an
21 hourly equivalent based on the hours of instruction ordinarily provided for the content over which the
22 student has demonstrated proficiency.

23
24
25 I, _____, Parent or Guardian of, _____ a student enrolled at _____ School
26 District, requests my student receive educational services and instruction at an offsite location and/or for
27 the duration of the declared public health emergency in a manner consistent with the methods identified
28 by the School District.

29
30 I understand my student is expected to complete all assigned work and return it to the teacher in order to
31 receive credit toward a grade to be considered for promotion or credit and in accordance with Policy
32 1902, if applicable. I further understand that failure to complete work assigned may result in a
33 determination that my student will be retained or otherwise not earn credit.

34
35
36
37
38 _____
39 Parent

Date

40 Legal Reference: Section 20-1-101, MCA – Definitions
41 Section 20-1-301, MCA – School Fiscal Year
42 Section 20-9-311, MCA – Calculation of Average Number Belonging
43 Section 20-7-118, MCA - Offsite Provision of Educational Services
44 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
45 ARM 10.55.906(4)) – High School Credit

46
47 Policy History:

48 Adopted on:

49 Reviewed on:

50 Revised on:

51 Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1909

4
5 Human Resources and Personnel

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to ensure clear expectations for District staff while
9 completing their duties in a safe and healthy workplace. The supervising teacher, principal,
10 superintendent or designated personnel are authorized to implement this policy.
11

12
13 Work Schedule and Assignment for Certified Staff

14
15 The working conditions for the certified staff shall be governed by a Collective Bargaining
16 Agreement and any applicable Memorandum of Understanding between the Unit and the School
17 District or the individual employment contracts between the employee and the School District.
18 Certified staff shall comply with the emergency policies adopted by the Board of Trustees and
19 related directives from the administration unless there is a provision of a Collective Bargaining
20 Agreement or an applicable Memorandum of Understanding that specifically governs instead of
21 the policy.
22

23
24 Work Schedule and Assignment of Duties for Classified Staff (Select the Option(s) below that
25 are applicable to your District.)
26

27 Option 1

28 In accordance with the individual employment contracts issued to classified staff, the District
29 reserves the right to change employment conditions affecting an employee's duties, schedule,
30 assignment, or supervisor. The District shall notify the employee in writing of any change in
31 their workday or duties. Classified staff shall comply with the emergency policies adopted by the
32 Board of Trustees and related directives from the administration.
33

34 Option 2

35 The working conditions for classified staff are governed by a Collective Bargaining Agreement
36 or any applicable Memorandum of Understanding between the Unit and the School District.
37 Classified staff shall comply with the emergency policies adopted by the Board of Trustees and
38 related directives from the administration unless there is a provision of a Collective Bargaining
39 Agreement or an applicable Memorandum of Understanding that that specifically governs
40 instead of policy.
41

42
43 Personal Conduct

44
45 This policy in no way limits or adjusts the School District's expectations for staff conduct. All
46 applicable district policies and handbook provision governing staff conduct remain in full effect

Student Services

Students shall have access to regular instructional services whether their instruction is provided in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of School District Policy or concern about student health, well-being, or safety to their supervisor for review and referral. Students receiving instruction in an offsite or online setting are governed by all applicable laws, including the staff obligation to report suspected child abuse or neglect.

Compensation and Benefits

Staff shall continue to earn regular compensation and benefits during the period of declared public health emergency. Payroll dates and schedules are not affected by an applicable public health emergency.

Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar for the remainder of the 2019-2020 school year unless there is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

Cross Reference: Policy 1905 - Student, Staff and Community Health and Safety
Policy 1906 – Student Instruction
Policy 5140 – Classified Assignment
Policy 5210 – Assignments and Transfers
Policy 5221 – Work Day
Policy 5232 – Abused and Neglected Child Reporting
Policy 5255 – Disciplinary Action
Policy 5223 – Personal Conduct
Policy 5012 – Sexual Harassment
Policy 5015- Bullying and Intimidation
Policy 5130 – Staff Health
Policy 5230 – Prevention of Disease Transmission
Policy 5222 – Evaluation of Certified and Classified Staff

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1910

4
5 Personnel Use of Leave

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to inform School District staff about leave options. The
9 supervising teacher, principal, superintendent or designated personnel are authorized to
10 implement this policy.

11
12
13 District Leave

14
15 School District staff may utilize accumulated leave granted in accordance with Montana law,
16 District policy, a Collective Bargaining Agreement, or applicable Memorandum of
17 Understanding through the regular procedures governing the type of leave requested.

18
19
20 Federal Law Controls Federal Leave Provisions

21
22 The Board of Trustees has adopted this policy and related forms on the referenced date based on
23 the law and available federal and state guidance as of the date of such adoption. Federal and
24 state guidance can change following adoption of this policy and forms. To the extent that any
25 subsequently adopted guidance or federal regulation or other controlling interpretation of the law
26 results in a conflict between such guidance, regulation or controlling interpretation and this
27 policy or forms, the provisions of the guidance, regulation or controlling interpretation controls
28 to the extent of any such conflict. The School District shall take reasonable steps to ensure that
29 staff are notified of any change in guidance or federal regulation or other controlling
30 interpretation of the law that creates a conflict with any provision of this policy of forms.

31
32
33 Emergency Paid Sick Leave

34
35 In accordance with Federal law, employees may be eligible for two weeks of paid sick leave
36 capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to
37 work because the employee is quarantined in accordance with a Federal, State, or local
38 government order or advice of a health care provider, and/or experiencing COVID-19 symptoms
39 and seeking a medical diagnosis.

40
41 Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-
42 thirds the employee's regular rate of pay because the employee is unable to work because of a
43 bona fide need to care for an individual subject to quarantine in accordance with a Federal, State,
44 or local government order or advice of a health care provider, or to care for a child under 18
45 years of age whose school or child care provider is closed or unavailable for reasons related to
46 COVID-19, and/or the employee is experiencing a substantially similar condition as specified by

the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F1 – Emergency Paid Sick Leave

Emergency Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Eligible employees may request leave available under the Families First Coronavirus Response Act by completing Policy 1910F2 – Emergency Family Medical Leave.

Legal Reference: Families First Coronavirus Response Act

Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form
Policy 1910F2 - Emergency Family Medical Leave Form
Policy 1909 – Human Resources and Personnel
Policy 5321 – Leaves of Absence
Policy 5328 – Family Medical Leave Act
Policy 5329 – Long Term Illness
Policy 5330 – Maternity and Paternity Leave
Policy 5334 - Vacations

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY PAID SICK LEAVE

Employees may be entitled to Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA) if the employee satisfies eligibility standards. Employees can complete this form and submit it or any questions to _____ at _____.

Employee Name: _____

Mailing Address: _____ E-mail: _____

Home Phone Number: _____ Alternate Phone Number: _____

Anticipated Begin Date of Leave: _____ Expected Return to Work Date: _____

EMPLOYEE REQUEST FOR LEAVE AT FULL PAY

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the employee's full regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the related instructions.

I am unable to work or telework for the following reasons:

- ☐ I am quarantined pursuant to Federal, State, or local government order.
- ☐ I am quarantined on the advice of a health care provider.
- ☐ I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected.

EMPLOYEE REQUEST FOR LEAVE AT 2/3 PAY

Employees satisfying one of the three standards noted below are eligible for two weeks of leave capped at 80 hours paid at the 2/3 of the employee's regular compensation rate. For a part-time employee it is the number of hours equal to the average number of hours that the employee works over a typical two-week period. Please select the applicable reason and follow the applicable instructions.

I am unable to work or telework for the following reasons:

- ☐ I need to care for an individual subject to quarantine pursuant to Federal, State, or local government order or advice of a health care provider. I represent that no other person will be providing care for the individual during the period for which the I am receiving Emergency Paid Sick Leave.

Name(s) of the individual(s) being cared for: _____

- ☐ I am experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Please attach the applicable government order or documentation from medical provider corresponding to the item(s) selected.

- ☐ I am unable to work or telework because I need to care for my child under age 18 because my child's elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to a public health emergency. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving Emergency Paid Sick Leave.

Section Continued from previous page

Name(s) and Age(s) of Child or Children: _____

If the age of one or more of the child is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours: _____

Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The School District reserves the right to request confirmation regarding the nature of the closure or unavailability.

If you are requesting 2/3 paid leave in conjunction with Emergency FMLA to care for a child under the age of 18 affected by school or care closure due to public health emergency, please complete an EFMLA form to submit with this form.

SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE

An employee on Emergency Paid Sick Leave at 2/3 pay as noted above, may choose to supplement the 2/3 pay provided through Emergency Paid Sick Leave with accrued District leave to earn full compensation. Please indicate if you would like to use paid leave during your EFMLA absence to supplement your 2/3 Emergency Paid Sick Leave compensation. Requested leave is subject to availability based on confirmation by the School District.

☐ Vacation: _____ Hours ☐ Sick Leave: _____ Hours ☐ Personal: _____ Hours

EMPLOYEE CERTIFICATION AND SIGNATURE

I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to communicate changes in the schedule with my supervisor, I may be subject to discipline in accordance with School District Policy.

Employee Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Request Received By: _____ Date: _____

Leave Approved By: _____ Date: _____

Period of Leave: _____

Duration and Type of Supplemental Leave to Earn Full Pay Approved: _____

The School District will retain all records related to this leave request for at least 4 years for auditing purposes.

SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY FMLA

Employees may be entitled to Emergency FMLA (EFMLA) in accordance with the Families First Coronavirus Response Act (FFCRA) if the employee satisfies eligibility standards. Employees can complete this form and submit it or any questions to _____ at _____.

Employee Name: _____

Mailing Address: _____ E-mail: _____

Home Phone Number: _____ Alternate Phone Number: _____

Employment Start Date: _____ Employees must have worked for School District for 30 days to be eligible for EFMLA.

Expected Begin Date of Leave: _____ Expected Return to Work Date: _____

REASON FOR LEAVE

Employees satisfying the standards noted below are eligible for 12 weeks* of leave. The first two weeks of the leave are unpaid unless the employee selects available options in the next box. The remaining 10 weeks of leave are paid at 2/3 of the employee's regular compensation rate unless other options are selected on this form. Please select the applicable reason and follow the applicable instructions.

☐ I am unable to work or telework because I need to care for my child under age 18 because my child's elementary or secondary school, childcare provider, or child's place of care has been closed or is unavailable due to a public health emergency. During this period of unavailability or closure, I represent that no other person will be providing care for my child during the period for which I am receiving EFMLA.

Name(s) and Age(s) of Child or Children: _____

If the age of one or more of the child is between 14 and 18, the following special circumstances exist requiring me to care for the child during daylight hours: _____

Please attach notice or documentation related to the unavailability of the school, daycare, place of care or person providing care to the child. The School District reserves the right to request confirmation regarding the nature of the closure or unavailability.

** An employee who qualifies for and utilizes the Emergency Paid Sick Leave provisions of the FFCRA, is entitled to an additional 10 weeks of Emergency FMLA. Direct questions about or requests for this leave to the staff member noted above.*

SUBSTITUTION OF PAID LEAVE FOR FIRST TEN DAYS OF EFMLA

In accordance with the FFCRA, the first ten days of EFMLA is unpaid, however you may be eligible to use Emergency Paid Sick Leave provided through the FFCRA to cover this period at 2/3 of full pay. In the event you have already used Emergency Paid Sick Leave, you are permitted to use available District-provided paid leave to cover this period at full pay. Please indicate if you would like to use paid leave during the first 10 days of your absence and how many hours you plan to use. Requested leave is subject to availability based on confirmation by the School District. If requesting Emergency Paid Sick Leave, please complete and submit an Emergency Paid Sick Leave form.

☐ Vacation: _____ Hours ☐ Sick Leave: _____ Hours ☐ Personal: _____ Hours ☐ FFCRA: _____ Hours

SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE

An employee may choose to supplement the 2/3 pay provided through EFMLA with accrued District leave to earn full compensation. Please indicate if you would like to use paid leave during your EFMLA absence to supplement your 2/3 EFMLA compensation. Requested leave is subject to availability based on confirmation by the School District.

☐ Vacation: _____ Hours ☐ Sick Leave: _____ Hours ☐ Personal: _____ Hours

CONTINUOUS OR INTERMITTENT LEAVE

After completing the first ten days of EFMLA, an employee may choose to take 10 weeks of continuous leave under EFMLA for the reason indicated above. Continuous leave means the employee will not complete any District duties during this period but will be compensated based on the options selected above.

An employee may also choose to take 10 weeks of intermittent leave. Intermittent leave means an employee will complete some District duties on a modified schedule as approved by the employee's supervisor. When using intermittent leave, the employee will receive full regular pay for hours worked and 2/3 of regular pay during periods on EFMLA unless supplemented in a manner noted above.

I am requesting (choose one): ☐ Continuous leave ☐ Intermittent leave

If your need for leave is intermittent, please describe the requested schedule for your intermittent leave: _____

EMPLOYEE CERTIFICATION AND SIGNATURE

I certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to honor the intermittent EFMLA schedule I may be subject to discipline in accordance with School District Policy.

Employee Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Request Received By: _____ Date: _____

Leave Approved By: _____ Date: _____

Period of Leave: _____

Intermittent Leave Schedule if applicable: _____

Duration and Type of Substituted Leave for First Ten Days Approved: _____

Duration and Type of Supplemental Leave to Earn Full Pay Approved: _____

The School District will retain all records related to this leave request for at least 4 years for auditing purposes.

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1911

4
5 School District Budget Adoption, Amendment and Audit

6
7 The period of the school fiscal year affected by the declared public health emergency shall be the
8 longer of the portion of the school fiscal year covered by an emergency declared by the
9 President, Congress, Governor, Montana Legislature, State or County Health Department or the
10 portion of the school fiscal year identified in the board's declaration of an emergency. The
11 School District shall avail itself of all flexibilities allowed by law, rule, or regulation and shall be
12 otherwise governed by the school finance laws and rules of the state of Montana. The School
13 District shall comply with auditing requirements and reserves the authority to assert its rights to
14 manage school district funds or seek state and federal funds in a manner consistent with the full
15 flexibility available under all applicable laws.

16
17 Legal Reference: Article X, section 8 Montana Constitution
18 Title 20, Chapter 9, Part 8, Montana Code Annotated
19

20 Policy History:

21 Adopted on:

22 Reviewed on:

23 Revised on:

24 Terminated on:

1 _____ **School District**

2
3 **COVID-19 Emergency Measures**

1912

4
5 School District Elections Rescheduled Due to Emergency

6
7 The County Superintendent may cancel the School District's election due to an emergency
8 declared by the Governor. As soon as convenient after the declaration of a state of emergency or
9 disaster is terminated, the trustees of the district shall set a new date for the election. Notice of
10 such election shall be published for 7 consecutive days in a newspaper of general circulation in
11 the district and posted for 7 days at district polling places. All applicable deadlines governing
12 school election procedures in Montana law shall be reset and calculated based on the date of
13 rescheduled election.

14
15 Legal Reference: Section 20-20-108, MCA - Rescheduling Of School Election Canceled
16 Due To Declaration Of State Of Emergency Or Disaster
17 Title 20, Chapter 20, MCA
18
19

20 Policy History:

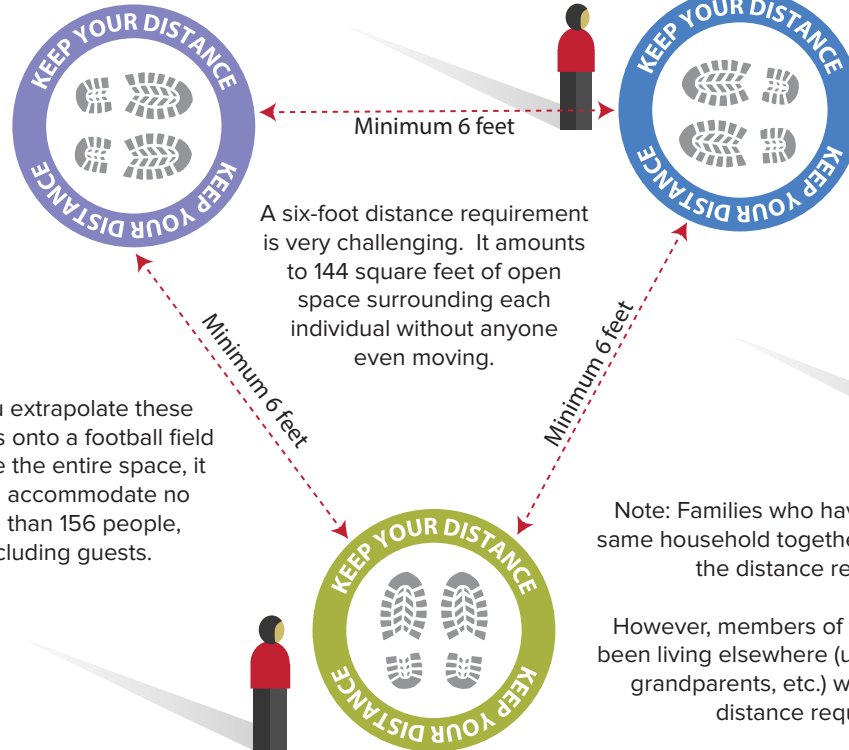
21 Adopted on:

22 Reviewed on:

23 Revised on:

24 Terminated on:

Event/Graduation Planning during COVID-19



If you extrapolate these numbers onto a football field and use the entire space, it would accommodate no more than 156 people, including guests.

Note: Families who have been living in the same household together may gather without the distance requirements.

However, members of the family who have been living elsewhere (uncles, aunts, cousins, grandparents, etc.) would have to meet distance requirements.