

# Back to School

## A Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies

Continue  
responsible  
financial and  
operational  
procedures

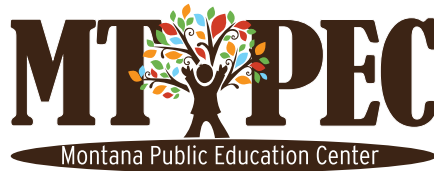
Provide  
needed support  
to staff, students,  
and parents

Provide  
quality  
instruction  
to students

Maintain  
a healthy and  
safe setting for  
students, staff,  
and the  
community

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## **BACK TO SCHOOL**

### **A Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies**

#### **S U M M A R Y**

The MT-PEC partners have developed guidance to accompany the MTSBA Model Emergency Policies to empower public school leadership teams and employees in their governance of Montana's local schools during a public health emergency. Montana's public school districts serve students with transparency and accountability ensuring the operations of a public school reflect the circumstances in a community. The policies will help boards of trustees and school leaders honor the following priorities: quality instruction to students; a healthy and safe setting for students, staff, and the community; needed support of teachers and staff; and responsible financial and operational procedures. The policies are intended to provide methods to plan for and complete the 2020-2021 school fiscal year in a manner that meets these priorities and secures district funding while providing an operational platform for considering long term innovations in the delivery of education services.

The Model Emergency Policies specifically address issues related to the authority to reopen schools and then operate schools once reopened during the 2020-2021 school fiscal year. The policies provide options for school districts to consider when the board of trustees, administrative team, employees, parents, students, health officials, and community all collaborate on making decisions about how instruction will be delivered to students; how gatherings and events will take place on school property; how the health and safety of staff and students will be protected and preserved while schools are open; and how financial and operational functions of the school district will continue during the period of public health emergency. School leaders should carefully consider each option and adopt the option that reflects the circumstances in the community. Each policy can be adjusted to reflect a district's specific needs.

The policies are intended to govern at any phase of a multi-level reopening process. The options within the policies can operate in compliance with guidance and best practices provided by federal, state, or local health officials. The policies can also be tailored to address a school district's specific situation or circumstance. To implement the policies in a customized manner, each policy in this particular manual is accompanied by a summary of the policy, options available within the policy, and questions to consider when adopting the policy or selecting options. These policy cover pages, along with the knowledge-based decision making process guidance included in the manual are designed to assist school districts in considering all possible perspectives and factors when making a decision about whether to adopt or adjust a policy, how to implement a policy, and which options or adjustments can best serve the students and staff in the school district.

The end of the document includes an appendix with guidance from various government agencies, healthcare professionals, and educational associations that can assist school leaders with providing a safe and secure learning and working setting.

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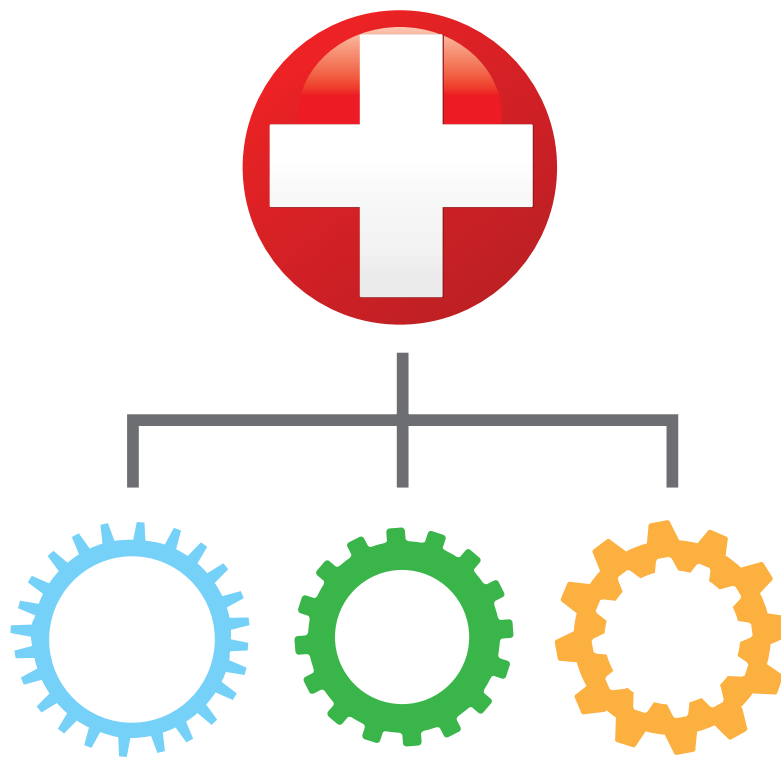
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## **Policy 1900**

### **Emergency Policy Framework**



## Policy 1900 - Emergency Policy Framework

### Overview

Policy 1900 sets the framework for the Emergency Policy Series. It outlines the basis, need, intent, and term of the policies. By adopting this policy, a school district is setting the structure for additional policies that are needed to govern operations during a public health emergency. The policies will not expire until the board of trustees votes to terminate them.

### Options

Policy 1900 does not require the board to consider or select any options prior to adoption.

### Procedures and Forms

Policy 1900 is accompanied by a set of administrative procedures and a form to assist with knowledge-based decision-making during a public health emergency. The procedures and form are designed to help school leaders when making significant decisions about school operations to prepare for the next school year. A knowledge based decision-making process is designed to consider as many perspectives and factors as possible on decisions related to a public health emergency. This process will be useful when school leaders determine how schools will operate next school year or when preparing for possible responses to another emergency.

Administrative procedures can be developed by the administrative team in order to implement a policy in accordance with Policy 1901. The procedures can then be amended, revised, or discontinued when necessary without a vote of the board. A new or updated administrative procedure can be provided to the board of trustees as an information item. A school district may also choose to adopt these procedures as Policy 1900P. If adopted as a board procedure, changes or amendments to the protocols could be adopted after one reading in accordance with Policy 1901.

## QUESTIONS TO CONSIDER on emergency policies when implementing Policy 1900

### School District Operations

- ☐ Will the school district need emergency policies during the 2020-2021 school fiscal year to address a possible public health emergency?
- ☐ Has the school district reviewed and adopted a knowledge-based decision-making process that will help secure the perspectives of necessary stakeholders when making major decisions about school district operations?
- ☐ Has the school district reviewed the statutory requirements and process to declare an emergency in accordance with Montana law?
- ☐ Has the school district reviewed the phased reopening guidance available from State of Montana officials and identified the appropriate phase that applies to the community in which the district's schools are located?
- ☐ Is the school district prepared to restructure or reschedule district and community "traditions" such as gatherings, dances, ceremonies, games, and contents that may exist during a school year to ensure school operations can be completed in a responsible manner?

### Community Engagement

- ☐ Has the school district engaged with public health officials to plan for and identify methods to manage and continue school operations in the event of a public health emergency?
- ☐ Has the school district engaged with staff to develop a schedule to plan for updating the school district's calendar, site of instruction, and other operational matters during the months of June, July, and August 2020 in anticipation of the 2020-2021 school year?
- ☐ Has the school district developed a communications and crisis plan to engage with parents, staff, and community members in the event of a public health emergency? Are school leaders considering these concepts in communications strategies with various stakeholders:
  - Communicating in an open, calm, and transparent manner
  - Remaining accessible to all stakeholders
  - Anticipating and preparing for emerging issues
  - Monitoring to ensure a healthy, safe, and effective education setting
  - Respecting all perspectives and recognizing uncertainty

*Continued on next page*

☐ Has the school leadership team weighed the economic and societal impacts the school district's possible responses to a public health emergency may have on the community and adjusted those possible responses to mitigate adverse impacts?

- Economic impacts may include but are not limited to lost income for families who do not have access to childcare and are unable to continue working at the same job or same level in the event of a school closure. This concern, in turn, affects local business who do not have access to employees.
- Societal impacts may include but are not limited to the widening of the student achievement gap among segments of the student body and long-term disadvantages for students without family resources due to lost time in the education setting.



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 School District Policies Numbered 1900-1999 are intended to govern during any emergency  
35 related to COVID-19 declared by the President, Congress, Montana Legislature, Governor,  
36 Montana Department of Public Health and Human Services, County Health Department or the  
37 Board of Trustees. The term of School District Policies Numbered 1900-1999 shall run until  
38 terminated by a vote of the board of trustees.

39  
40 Cross Reference: Policy 2221 – 2221P – School Closure  
41 Policy 1400 – Board Meetings  
42 Policy 1310 – Policy and Procedure  
43 Policy 1420 – Meeting Procedure  
44

45 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and  
46 accompanying Directives

Section 20-9-801-806, MCA – Emergency School Closure  
Section 50-1-202-204, MCA – Public Health Laws  
Section 10-3-104, MCA – General Authority of Governor  
Article X, section 8 – Montana Constitution

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

1 \_\_\_\_\_ School District

2  
3 **COVID-19 Emergency Measures**

1900P

4  
5 Knowledge Based Decision Making

6  
7 The Board of Trustees is committed to utilizing a knowledge based decision making process to  
8 assist in guiding the discussions of the trustees and school leaders on topics that will have a  
9 significant impact on School District operations, students, parents, staff, and community  
10 members as a result of COVID-19. A knowledge based decision making process is designed to  
11 create dialogue before deliberation while integrating strategic thinking and visionary governance.  
12 By considering as many perspectives and factors as possible on decisions related to a public  
13 health emergency, the Board of Trustees can make knowledge based decisions to enhance school  
14 operations while supporting students, families, staff, and the community.

15  
16 The following provides the framework for the School District's leadership to engage in dialogue  
17 by gathering data and knowledge before making decisions through deliberations.

18  
19  
20 Step 1: What is the issue the School District is facing?

21  
22 How can \_\_\_\_\_ School District \_\_\_\_\_?

23  
24 *Example Issue: How can \_\_\_\_\_ School District ensure our students receive a quality,*  
25 *personalized educational experience given the public health emergency related to COVID-19*  
26 *and its continuing impacts on teaching and learning?*

27  
28  
29 Step 2: Determine what is known about the issue.

30  
31 What does the Board of Trustees know about our stakeholders' wants, needs, and preferences  
32 that is relevant to this issue?

33  
34 *Make a list of stakeholders and others who may have information about the topic*  
35 *including but not limited to students, employees, parents, taxpayers and identify what*  
36 *school leaders KNOW about each groups' wants, needs, and preferences.*

37  
38 What does the Board of Trustees know about the current realities and evolving dynamics of our  
39 environment relevant to this issue?

40  
41 *Review the current conditions by asking and answering, "What is going on now?"*

42  
43 *Review the current trends by asking and answering, "Has there been a change in*  
44 *progress toward District goals and what is the direction of the change?"*

*Review the assumption about the future by asking and answering, “Is there something in the foreseeable future that will be an anticipated driver or anticipated barrier to our success?”*

What does the Board of Trustees know about the capacity (internal) and strategic position (external) of the District that is relevant to this issue?

*Review the capacity of the District by identifying and listing its tangible and intangible assets and resources.*

*Review the strategic position of the District by identifying and listing factors that weigh on the District’s reputation for success.*

What does the Board of Trustees wish it knew but doesn’t?

Step 3: Determine what choices of strategy the knowledge identified in Step 2 suggests.

What high-level strategic choices could the School District consider to address this issue based on the information school leaders have reviewed and stakeholders have provided?

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_

Choice 4: \_\_\_\_\_

(continue list if needed)

What are the ethical implications related to the choices available to the District?

*Review ethical issues and implications by listing stakeholder groups that would feel enfranchised or disenfranchised and identify methods to address inequities. Next, identify efficacy or credibility issues that may emerge when specific options are implemented.*

Step 4: Assess the relative advantages and disadvantages of the choices.

Assess the Strategic Potential of the available choice(s).

*Impact: How many other things will be affected?*

*Consequence: How good or bad will doing it or not doing it be?*

1  
2  
3  
4 *Immediacy: How much time does the School District have before the opportunity*  
5 *disappears; what has to be done before the choice can be implemented?*  
6

7 *Likelihood of Success: What is the probability of accomplishing it in a way that achieves*  
8 *the School District's goals and objectives?*  
9

10 Assess the Strategic Value of the available choice(s).  
11

12 *Necessity: Is this choice(s) essential to accomplish the District's goals?*  
13

14 *Feasible: Can the School District implement this choice(s) well?*  
15

16 *Appropriate: Is this choice(s) consistent with the School District's mission, vision and*  
17 *values?*  
18

19 *Sufficient: If the School District implements this choice(s) reasonably well, will it make*  
20 *satisfactory progress toward the District's goals?*  
21  
22

23 Step 5: Determine Consensus and Reach a Decision.  
24

25 Are there any choices the Board of Trustees wants to eliminate?  
26

27 Are there any choices that can be combined with others?  
28

29 What choices are the Board of Trustees prepared to commit to now?  
30

31 Are there choices the Board of Trustees are still interested in but need more information about  
32 before deciding?  
33  
34

35 Step 6: Craft a Motion, Deliberate and Vote.  
36

37 "I move the Board of Trustees of \_\_\_\_\_ School District address the issue of  
38 \_\_\_\_\_ by taking the following action \_\_\_\_\_ and authorizing the  
39 administration and staff to implement \_\_\_\_\_ in accordance Montana law and  
40 School District Policy."  
41

\_\_\_\_\_ School District  
Knowledge Based Decision Making Process Form - 1900F

Background Paper Developed by the Board of Trustees and Staff Leadership Team

Step 1: State Issue

Issue: How can \_\_\_\_\_ School District . . .

Step 2: Determine what is known about the issue.

What does the Board of Trustees know about our stakeholders' wants, needs, and preferences that is relevant to this issue?

- 
- 
- 
- 

What does the Board of Trustees know about the current realities and evolving dynamics of our environment relevant to this issue?

- 
- 
- 
- 

What does the Board of Trustees know about the capacity (internal) and strategic position (external) of the District that is relevant to this issue?

- 
- 
- 
- 

Step 3: Determine what choices of strategy the knowledge identified in Step 2 suggests.

What high-level strategic choices could the School District consider to address this issue based on the information school leaders have reviewed and stakeholders have provided?

Choice 1: ○ Ethical Implications:

Choice 2: ○ Ethical Implications:

Choice 3: ○ Ethical Implications:

Step 4: Assess the relative advantages and disadvantages of the choices.

Assessment of the Strategic Potential of the available choice(s)

- Impacts
- Consequences
- Immediacy
- Likelihood of Success

Assessment of the Strategic Value of the available choice(s)

- Necessity
- Feasibility
- Appropriateness
- Sufficiency

Step 5: Determine Consensus and Reach a Decision.

Combine and eliminate identified choices:

Commit to a choice:

Step 6: Craft a Motion, Deliberate and Vote.

“I move the Board of Trustees of \_\_\_\_\_ School District address the issue of \_\_\_\_\_ by taking the following action \_\_\_\_\_ and authorizing the administration and staff to implement \_\_\_\_\_ in accordance Montana law and School District Policy.”

# Policy 1901

## School District Policy and Procedures





## Policy 1901 – School District Policy and Procedures

### Overview

Policy 1901 outlines the applicability of the Emergency Policy Series and provides a process for boards of trustees to adopt policies after one reading during a declared state of emergency. The policy sets the codification process for emergency policies to be numbered. The policies set out to resolve inconsistency between existing policy and revised practice developed to respond to a public health emergency. The policy also outlines methods to adopt and implement procedures to support emergency policies.

### Options

Policy 1901 does not require the board to consider or select any options prior to adoption.

### Procedures and Forms

Policy 1901 does not have any accompanying procedures or forms.

## QUESTIONS TO CONSIDER on policies and procedures when implementing Policy 1901

### School District Policy

- ☐ Will the school district need emergency policies during the 2020-2021 school fiscal year to address a possible public health emergency?
- ☐ Has the school district reviewed the MTSBA Model Emergency Policy Series and accompanying guidance to select and adopt appropriate policies and options that will enhance and support school district operations?
- ☐ Has the school district reviewed existing district policies cross referenced in the emergency policy series to ensure those policies are in place and workable during a public health emergency?

### Community Engagement

- ☐ Has the school district heard and reviewed perspectives from all stakeholders prior to adopting emergency policies in order to make a knowledge-based decision on important aspects of school district policy during a public health emergency?
- ☐ Has the school district developed a mechanism to hear public comment on policies in accordance with the Montana open meeting law even if a board or community meeting is held via electronic means under Policy 1903?

1 \_\_\_\_\_ **School District**

2  
3 **COVID-19 Emergency Measures**

1901

4  
5 Emergency Policy and Procedures

6  
7 Applicability of Emergency Policy Series

8  
9 During a state of emergency declared by the Board of Trustees or other local, state or federal agency,  
10 official, or legislative body, the provisions in the emergency policies adopted by the Board of Trustees as  
11 codified at 1900-1999 in the district policy manual will govern in the event of any conflict or  
12 inconsistency between an emergency policy and other provision in the district policy manual. All other  
13 aspects of the district policy manual not affected by the provisions in the emergency policy series  
14 continue to be in full effect.

15  
16 Legal References

17  
18 In the absence of a legal reference on an emergency policy adopted by the Board of Trustees, the policy is  
19 specifically based on the Board of Trustees authority to supervise and control the schools within the  
20 District in accordance with Article X, section 8 of the Montana Constitution.

21  
22 Adoption and Amendment of Policies

23  
24 New or revised policies that are required or have required language changes based on State or Federal law  
25 or directive, required by administrative rule, or are required due to a declaration of emergency issued by  
26 the Board of Trustees or other state or federal agency official or legislative body may be adopted after the  
27 first (1<sup>st</sup>) reading if notice has been given through the board agenda provided to the trustees and public.  
28 All new or amended policies adopted as part of the emergency policy series shall become effective  
29 immediately upon adoption; unless a specific effective date is stated in the motion for adoption.

30  
31 Suspension of Policies

32  
33 Under circumstances that require waiver of a policy, the policy may be suspended by a majority vote of  
34 the trustees present. To suspend a policy, however, all trustees must have received written notice of the  
35 meeting, which includes the proposal to suspend a policy and an explanation of the purpose of such  
36 proposed suspension.

37  
38 Administrative Procedures

39  
40 The Superintendent shall develop such administrative procedures as are necessary to ensure consistent  
41 implementation of policies adopted by the Board of Trustees.

42  
43  
44 Legal References:      § 20-3-323, MCA      District policy and record of acts  
45                              10.55.701, ARM      Board of Trustees  
46                              Title 20, Chapter 9 Part 8, MCA

47 Policy History:

48 Adopted on:

49 Reviewed on:

50 Revised on:

51 Terminated on:

## **Policy 1902 Alternative Grading**



## 1902 – Alternative Grading

### Overview

Policy 1902 establishes a process for students and parents/guardians to select a proficiency-based grade rather than a traditional letter grade during periods of public health emergency. The policy can be tailored to meet a district's specific grading procedures.

### Options

Policy 1902 does not require the board to consider or select any options prior to adoption.

### Procedures and Forms

Policy 1902 does not have any accompanying procedures or forms.

### QUESTIONS TO CONSIDER on alternative grading when implementing Policy 1902

#### Student Grading

- ☐ Will the school district need to accommodate students who will be learning offsite or through other remote instruction during the 2020-2021 school fiscal year due to a possible public health emergency?
- ☐ Does the school district want to provide an alternative grading process to all grade levels?
- ☐ Has the school district engaged with certified staff to ensure their perspectives on grading procedures are heard prior to offering alternative grading?

#### Proficiency Based Learning

- ☐ Does the school district want to provide students an option to adjust their letter grade to a designation of proficiency to recognize the difficulty associated with offsite or other remote instruction?
- ☐ Has the school district adopted a proficiency-based grading process or policy and does this provision include a definition of proficiency?
- ☐ Does this definition of proficiency reflect a student's mastery of the coursework in a manner that is not based on seat time?
- ☐ Does this definition of proficiency provide a sufficient basis to adjust a grade in accordance with the terms of the policy?

\_\_\_\_\_ **School District**

## **COVID-19 Emergency Measures**

1902

### Alternative Grading

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

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

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

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

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

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

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

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

## **Policy 1903**

### **School District Meetings and Gatherings**



## Policy 1903 – School District Meetings and Gatherings

### Overview

Policy 1903 details the types of meetings the board of trustees may permit in school buildings or on school property. It also outlines methods to ensure these events are held appropriately while recognizing health impacts to vulnerable individuals. The policy suspends community use of facilities and limits visitors to the school building. The policy can be tailored to meet a district's specific facility and property circumstances.

### Options

Policy 1903 includes three options for the school district to consider:

- Option 1: This option states no gatherings are permitted on school property.
- Option 2: This option states the board of trustees may authorize outdoor gatherings on school property.
- Option 3: The board of trustees may authorize indoor or outdoor gatherings on school property and in school facilities.

The board of trustees may also designate the superintendent to make a determination about authorizing events and gatherings on school property or in school facilities.

### Procedures and Forms

Policy 1903 is accompanied by Policy 1903F which provides a public notice to those present in the school facility or on school property about the responsibility to honor health and safety protocols during a gathering or event. This notice can be posted at the entrance to any facility or gathering.

## QUESTIONS TO CONSIDER on school events and meetings when implementing Policy 1903

### School District Meetings, Gatherings, and Events

- ☐ Will the school district need to have events at the school building or on school property during the 2020-2021 school year?
- ☐ Has the school district reviewed the size and type of events that may be held at a school facility and identified how to implement various guidelines based on number of attendees, location, and arrangement of facilities?
- ☐ Has the school district reviewed capacity for virtual events and participation to minimize the number of required attendees while complying with the Montana open meeting laws?
- ☐ Has the school district reviewed the National Federation of High Schools guidance for student activities provided as Additional Resources section of this document?

- ☐ Has the school district's activities department implemented district specific activities guidance based on NFHS protocols on topics related to temperature screenings, face coverings, size of groups in gymnasiums and weight rooms, time limits on a weekly and daily basis for practice sessions at the school, disinfecting procedures for specific sports, limitations on sharing equipment and personal items, and coach training on these and other topics?

### Health and Safety Protocols

- ☐ Can the events held at the school be conducted in a safe and healthy manner consistent with the latest guidance from government health officials?
- ☐ Does the school district have the supplies and staff needed to clean and disinfect the facility following events and gatherings held at the school facility?
- ☐ Does the school district have supplies to provide hand sanitizer and disinfection substances to visitors?

*Continued on next page*



### **Community Engagement**

- ☐ Can the school district accommodate vulnerable individuals who may not be able to attend events and gatherings at the school facility?
- ☐ Has the board developed a plan for electronic meetings and ensuring compliance with public notice, public comment, and public observation of those meetings?
- ☐ Has the board developed a plan for social distancing at board and other public meetings held in person?
- ☐ Has the school district engaged with public health officials to plan for and identify methods to manage and continue school operations in the event of public health emergency?

### **Community Use of Facilities**

- ☐ Is the school district prepared to deny access to the school facility to citizens, students or community groups seeking to use the facility?
- ☐ If the school district will permit access to the facility, is the board going to approve each gathering or event or will the administration be authorized to approve gatherings and events?
- ☐ If the school district will permit access to the facility, has the district provided sufficient notice to people entering the facility through Policy 1903F?
- ☐ If the school district will permit access to the facility, has the district executed a facility use agreement with groups or individuals that require users to honor all district policies and protocols and applicable county health standards?

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**

1903F

4  
5 School Event and Facility Notice

6  
7 The Board of Trustees has adopted the following notice to be posted at the entrance to school  
8 buildings and facilities that are holding an event or allowing visitors as authorized by the Board  
9 of Trustees in accordance with Policy 1903.

10  
11 SCHOOL EVENT AND FACILITY NOTICE

12  
13 \_\_\_\_\_ School District has taken the precautionary measures adopted by the Board of  
14 Trustees, provided by the Governor of Montana, and directed by the \_\_\_\_\_ County Health  
15 Department to protect against the possible spread of COVID-19 and related illnesses.  
16 These measures include but are not limited to cleaning and disinfecting protocols,  
17 physical distancing guidance, limitations on the number of people present for events, and  
18 use of personal protective equipment. There are no assurances these measures will  
19 prevent the spread of COVID-19 or related illnesses at this event or at this facility. By  
20 voluntarily entering this event or facility, attendees are acknowledging their specific  
21 awareness and knowledge that there are inherent risks of exposure at public gatherings  
22 and public facilities. These inherent risks that attendees specifically acknowledge include  
23 but are not limited to: injury; illness; hospitalization, chronic health issues arising out of  
24 COVID-19, quarantines of an unknown duration to be determined by governing  
25 authorities and death. Attendees acknowledge vulnerable individuals as defined by the  
26 Centers for Disease Control are at greater risk of serious complications from  
27 exposure. Attendees are advised to comply with physical distancing limits consisting of a  
28 minimum of 6 feet of distance from others at all times and are further advised to consider  
29 the use of masks/face coverings while on school property and to use personal hand  
30 sanitizer before, during and after an event. Attendees confirm that they have reviewed,  
31 thoroughly understand and agree to comply with all guidance for the phased reopening of  
32 Montana issued by the Montana Governor's Office. All School District Policies are in  
33 effect when attending this school event or otherwise accessing this facility. Any  
34 negligence arising out of your access to this facility or attendance at a school event shall  
35 be attributed to you as comparative negligence within the meaning of Section 27-1-702,  
36 MCA.

37  
38 OPTIONAL: To accommodate those that may not want to risk exposure during a public  
39 event, the School District is broadcasting the event at the \_\_\_\_\_. Spectators  
40 may visit this site to watch the event without visiting the school facility.

41  
42 Policy History:

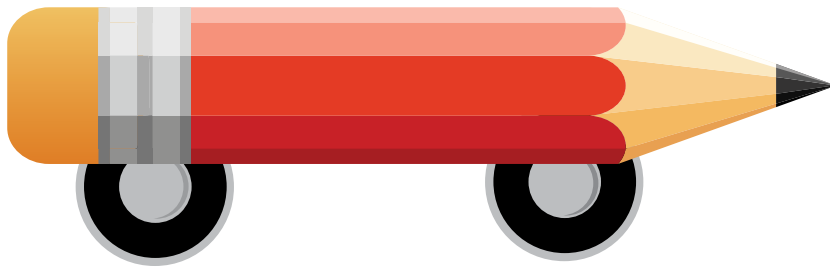
43 Adopted on:

44 Reviewed on:

45 Revised on:

46 Terminated on:

**Policy 1904**  
**Use of Transportation Funds**  
**for Offsite Instruction**



## 1904 – Use of Transportation Funds for Offsite Instruction

### Overview

Policy 1904 outlines how the school district authorizes the use of the district's transportation funds to provide instructional materials including Internet access and technology resources to students in an offsite learning setting to ensure high quality offsite learning.

### Options

Policy 1904 includes several options for school districts to select when deciding how to best utilize the flexibility in the transportation fund to pay for transportation services which provide instructional services to students.

- Costs of providing nutritional programs, which would include transportation of food, not the food costs.
- Costs of providing accessibility to student services for remote learning.
- Costs of providing instructional materials to students which can include items such Internet service to ensure that students without Internet access are provided such access during periods of school closure.
- Costs of instructional materials, supplies, and software licenses.
- Costs of technological equipment needed for correspondence study purchased by the school district and loaned to students without such equipment.
- Costs of correspondence study.
- Costs of providing services to students with an IEP.
- Costs of time off or re-purposed time for staff normally paid from the transportation fund.
- Costs to contractors of transportation services.

### Procedures and Forms

Policy 1904 is not accompanied by any procedures or forms.

## QUESTIONS TO CONSIDER on offsite learning when implementing Policy 1904

### Offsite Instruction

- ☐ Will the school district need to accommodate students who will be learning offsite or through other remote instruction during the 2020-2021 school fiscal year due to a possible public health emergency?
- ☐ Has the school district developed a plan to distribute learning materials and technology devices to students receiving offsite instruction?
- ☐ Does the school district have staff trained to serve students with offsite instruction?
- ☐ Has the school district reviewed its authority to bring relief to the general fund budget by having individual transportation contracts with students learning offsite that reimburses the family for meals and pays for the costs of correspondence courses with transportation funds through Section 20-10-101(5), MCA?

### Internet and Technology Access

- ☐ Will the school district provide students with learning materials, Internet access, and technology resources during a period of offsite instruction?
- ☐ Is the school district committed to addressing any digital divide that may exist within the community or student body to ensure equitable access to instruction?
- ☐ Does the school district have sufficient communication protocols to assist parents and students with offsite learning?
- ☐ Has the school district communicated with staff about the available resources to complete a transition to offsite instruction and received feedback about how to best use those resources?

1 \_\_\_\_\_ **School District**

2  
3 **COVID-19 Emergency Measures**

1904

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 FY21 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 safety in food transportation.
- 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  
32 and discretion as to the necessity, quality and amount of all expenses referenced below.

33 Aggregate costs of items below are to remain within the budget limits adopted by the board of  
34 trustees for the FY21 transportation budget, including any budget amendments adopted by the  
35 board of trustees prior to the completion of FY21.

- 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:

**Policy 1905**  
**Student, Staff, and Community**  
**Health and Safety**



## 1905 – Student, Staff, and Community Health and Safety

### Overview

Policy 1905 outlines the health and safety protocols the board of trustees has identified as necessary to permit instruction and other operations at school buildings. The policy includes specific options the school district will have to select on issues related to physical distancing and masks that are based on the guidance for school operations from the Centers for Disease Control. The policy can be tailored to meet a district's specific strategies to implement public health recommendations on issues related to physical distancing, facility layout, and methods of cleaning and disinfecting.

### Options

Policy 1905 has options for boards of trustees to consider in two areas.

#### Physical Distancing

- Option 1: This option states the school district will ensure those present in the school maintain a six-foot distance from colleagues and peers during the school day.
- Option 2: This option states the school district will ensure those present in the school are kept in a like group throughout the day while keeping a safe distance when possible.

#### Masks and Personal Protective Equipment

- Option 1: This option states the school district will require masks for those present in the school building and will provide the masks to students and staff.
- Option 2: This option states the students and staff have the option to wear masks in the school building but those choosing to wear masks will provide their own mask.

#### Procedures and Forms

Policy 1905 is accompanied by a set of administrative procedures for providing a safe and healthy school setting. These procedures offer additional detail on topics such as cleaning and disinfecting, physical distancing, water systems, ventilation.

Administrative procedures can be developed by the administrative team in order to implement a policy in accordance with Policy 1901. The procedures can then be amended, revised, or discontinued when necessary without a vote of the board. A new or updated administrative procedure will be provided to the board of trustees as an information item. A board of trustees may also choose to adopt these procedures as Policy 1905P. If adopted as a board procedure, changes or amendments to the protocols could be adopted after one reading in accordance with Policy 1901.

### QUESTIONS TO CONSIDER on maintaining a health school setting when implementing Policy 1905

#### Health and Safety Protocols

- ☐ Did the school district review the four Cs of COVID-19: contact, confined spaces, choices, and crowds when assessing its ability to implement a safe and effective working and learning setting during the public health emergency?
- ☐ Will students, staff members, trustees or any member of the community be present at a school building or on school property during a public health emergency?
- ☐ Can the school district meet the increased need for masks, disinfection supplies, and other materials identified by staff and health officials to preserve a safe school setting?
- ☐ Does the school district participate in a cooperative purchasing program such as Montana Cooperative Services to ensure an adequate supply chain as outlined in MTSBA Model Policy 1011FE?

*Continued on next page*

*Policy 1905 – Student, Staff, and Community Health and Safety considerations - continued*

- ☐ Does the district have the ability to implement distancing, comply with county orders, and provide sufficient equipment and supplies for staff to use the supplies effectively?
  - ☐ Does the school district have a school facility of suitable size to implement distancing guidelines?
  - ☐ Is the school district able to accommodate vulnerable individuals during school operations?
  - ☐ Does the school district have signs and staff to assist students with hand hygiene?
  - ☐ Does the school district have a sufficient supply of thermometers to conduct student and staff screening?
  - ☐ Can the school district schedule for effectively cleaning and disinfecting buildings and facilities?
  - ☐ Can the school district install physical barriers and guidance in areas of high traffic where distancing cannot be implemented?
  - ☐ Has the school district developed protocols for food preparation and service to provide hand sanitizer, disinfecting solution, gloves and masks to staff; minimize contact between students and food service staff; limit the congregation of students in or near service and dining areas; use protective guards; prepare grab and go meals; provide hand sanitizer to students and other necessary measures?
  - ☐ Does the school district have areas to isolate staff and students demonstrating symptoms of illness during the school day until such time as they can return home?
  - ☐ Has the school district established age-specific rules for limiting sharable items in classrooms and established guides on floors for moving between classrooms or learning settings?
  - ☐ Has the school district reviewed and developed a schedule that allows for responsibly distanced instruction?
  - ☐ Has the school district adjusted schedules for registration or other high congregation situations to ensure distancing can be honored during school operations?
  - ☐ Has the school district reviewed methods to deliver food service in a safe and responsible manner?
  - ☐ Has the school district reviewed playground protocols and ability to clean and disinfect playground equipment?
  - ☐ Does the district have hand sanitizer in all classrooms and at all entrances and reception areas?
  - ☐ Has the school district secured spacers and mouthpieces for students using the school district's stock inhaler and identified steps to clean and disinfect the inhaler in accordance with manufacturers guidelines? Has the school district taken steps to communicate with parents of students diagnosed with asthma regarding the use of inhalers and ensure students have access to personal inhalers?
- Diagnosis and Confidentiality**
- ☐ Has the school district developed a plan to adjust the method of instruction and other operations in the event of an outbreak in the community?
  - ☐ Has the school district developed a response plan to handle an outbreak among the student body or staff?
  - ☐ Does the school district's response plan include methods to address continuation of school operations in accordance with the emergency policies while protecting the health and safety of students and staff?
  - ☐ Has the school district established lines of communication with local and state health officials in the event of an outbreak in the school or community?
  - ☐ Has the school district reviewed applicable HIPPA and FERPA standards to protect student and staff confidentiality in the event of an outbreak?
- School Facility and Staff Capacity**
- ☐ Is distancing necessary or feasible given the number of students, number of certified staff, and number of classified staff?
  - ☐ Has the school district calculated the square footage of the available school facility to ensure responsible distancing?
  - ☐ Has the school district calculated student to staff ratio to ensure supervision in a distanced setting?

*Continued on next page*

- ☐ Has the school district reviewed the possibility of split schedules during each school day or week based on grade level or cohort to maximize use of the facility while minimizing risk of exposure to staff and students?
- ☐ Has the school district reviewed the possibility of hybrid onsite and offsite instruction models to minimize risk of exposure to students and staff?
- ☐ Has the school district met and conferred with collective bargaining units on topics related to health and safety?
- ☐ Has the school district reviewed the parking areas and streets near school buildings to ensure student drop off and pick up are completed in a responsible manner?
- ☐ Has the school district inspected all buildings to determine readiness for re-entry and obtain other legal and appropriate safety inspections?
- ☐ Can the school district's buildings be thoroughly ventilated, cleaned and then disinfected in a rapid manner?
- ☐ Has the school district reviewed implementation of staggered student arrival times to minimize crowding near the school entrance?
- ☐ Does the school district have lockers in hallways that can be cleaned on a daily basis? Does the school district have shared lockers? Will the district have to suspend use of lockers? Will the school district have to suspend use of playgrounds during the school day or by the public during non-school hours?
- ☐ Has the school district reviewed water systems to ensure they are clean and functioning? Will the school district have to suspend use of water fountains? Can the district provide other sources of water in the school building?
- ☐ Has the school district relied on its authority to 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 in order to respond to the impacts of the public health emergency as outlined in MTSBA Model Policy 1006FE?

### **Community Engagement**

- ☐ Does the district have communication plans in place to coordinate with staff, parents, community leaders, and health officials regarding public health matters?
- ☐ Has the school district developed a method to communicate with parents, staff, volunteers, and students about protocols implemented under the policy?

### **Transportation Services**

- ☐ Has the school district reviewed bus routes to determine if modified or additional routes are necessary to accommodate adjusted or split school schedules and physical distancing protocols?
- ☐ Has the school district coordinated with the county transportation committee to secure approval for modified or multiple school bus routes in order to secure reimbursement for all routes that are completed?
- ☐ Has the school district developed protocols for seating on school buses and cleaning buses after completion of each route based on Policy 1905/1905P? Has the school district trained district staff or advised the district contractor of these protocols? Does the school district have paraprofessionals to assist with distancing and other protocols on buses?

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 building, on school  
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

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

3  
4 Drop off and pick up of students will be completed in a manner that limits direct contact between  
5 parents and staff members and adheres to social distancing expectations around the exterior of  
6 the school building while on school property.

#### 7 8 Option 2

9 To the extent possible, elementary school courses will be delivered to the same group of students  
10 each day, and the same teachers will remain with the same group in the same separate and  
11 designated room each day. If physical distancing is not possible during meal service and courses  
12 delivered in a separate area such as the library, gymnasium, and music room, the service or  
13 course will be delivered in the designated classroom for each group of students. Recess and use  
14 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate  
15 student groupings. Transportation services will be provided in accordance with cleaning and  
16 disinfection procedures outlined in this policy.

17  
18 Secondary school courses will be delivered using a restructured bell system to minimize student  
19 interaction in common areas. Upon arriving in a classroom, secondary school students will be  
20 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean  
21 their learning area or desk. Meal service for secondary students will be provided through a grab  
22 and go lunch that will be eaten in designated areas.

23  
24 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be  
25 staggered in designated intervals by grade level through a schedule set by the supervising teacher  
26 or building administrator.

27  
28 Drop off and pick up of students will be completed in a manner that limits direct contact between  
29 parents and staff members and adhere to social distancing recommendations in the exterior of the  
30 building.

31  
32 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance  
33 between themselves and others. This distancing requirement does not apply to individuals who  
34 are a part of the visitor's regular household isolation group when the group is authorized to  
35 present at the school facility.

#### 36 37 38 Face Coverings as Personal Protective Equipment (Boards must select option 1 or option 2)

##### 39 40 Option 1- Required Face Coverings

41  
42 This provision is required due to the COVID-19 state of emergency declared by the Board of  
43 Trustees or other local, state or federal agency, official, or legislative body. This policy is  
44 adopted, implemented, and enforced in accordance with the supervisory authority vested with the  
45 Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution and



1 related statues and regulations. The Board of Trustees authorizes the Superintendent to develop  
2 and implement procedures to enforce this policy.

3  
4 The School District requires all staff, volunteers, visitors, and school-aged students to wear  
5 a face covering, mask, or face shield while present in any school building, regardless of  
6 vaccination status. The School District also requires all staff, volunteers, visitors, and school-  
7 aged students to wear a face covering, mask, or face shield while present at any outdoor school  
8 activity with fifty (50) or more people where physical distancing is not possible or is not  
9 observed. Face covering, mask, or face shield means disposable or reusable covering that cover  
10 the nose and mouth. The School District will provide masks to students, volunteers, and staff, if  
11 needed. If a student or staff member wears a reusable mask, the School District expects that  
12 the masks be will washed on a regular basis to ensure maximum protection.

13  
14 Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face  
15 shield under this provision when:

- 16 1. consuming food or drink;
- 17 2. engaged in strenuous physical activity;
- 18 3. giving a speech, lecture, class presentation, course lesson, or performance when separated  
19 by at least six feet of distance from the gathering, class, or audience;
- 20 4. communicating with someone who is hearing impaired;
- 21 5. identifying themselves;
- 22 6. receiving medical attention; or
- 23 7. precluded from safely using a face covering, mask, or face shield due to a medical or  
24 developmental condition. The superintendent, building principal, or their designee shall  
25 request documentation from a care provider when considering an exception to this  
26 provision for medical or developmental reasons. The School District will comply with all  
27 applicable disability and discrimination laws when implementing this provision.

28  
29 When students and members of the public are not present, staff may remove their face covering,  
30 mask, or face shield if they are at their individual workstation and six feet of distance is strictly  
31 maintained between individuals. If students are working in small groups, the students must be  
32 wearing face covering, mask, or face shield

33  
34 All points of entry to any school building or facility open to the public shall have a clearly visible  
35 sign posted stating the face covering, mask, or face shield requirement.

36  
37 Allegations of harassment of any person wearing or not wearing a face covering, mask, or face  
38 shield requirement will be promptly investigated in accordance with District policy. Failure or  
39 refusal to wear a face covering, mask, or face shield by a staff member or student not subject to  
40 an exception noted above may result in redirection or discipline in accordance with District  
41 policy and codes of conduct, as applicable.

42  
43 Option 2 – Optional Face Coverings  
44



1 Staff, students, and visitors may wear a face covering, mask, or face shield while present in any  
2 school building. The School District does not require the use of masks and will not provide  
3 masks except in cases required by this policy or at the discretion of the administration.  
4

5 Allegations of harassment of any person wearing or not wearing a face covering, mask or face  
6 shield shall be promptly investigated in accordance with District policy. A student, staff member,  
7 or visitor who, after an investigation, is found to have engaged in behavior that violates District  
8 policy is subject to redirection or discipline.  
9

#### 10 11 Cleaning and Disinfecting 12

13 School district personnel will routinely both clean by removing germs, dirt and impurities and  
14 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and  
15 on school property that are frequently touched. This process shall include cleaning  
16 objects/surfaces not ordinarily cleaned daily.  
17

18 Personnel will clean with the cleaners typically used and will use all cleaning products according  
19 to the directions on the label. Personnel will disinfect with common EPA-registered household  
20 disinfectants. A list of products that are EPA-approved for use against the virus that causes  
21 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the  
22 manufacturer's instructions for all cleaning and disinfection products.  
23

24 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary  
25 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped  
26 down before use. Supervising teacher or administrators are required to ensure adequate supplies  
27 to support cleaning and disinfection practices.  
28  
29

#### 30 Student Arrival 31

32 Hand hygiene stations will be available at the entrance of any school building, so that children  
33 can clean their hands before they enter. If a sink with soap and water is not available, the School  
34 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of  
35 elementary students' reach and student use will be supervised by staff.  
36

37 A District employee will greet children outside the school as they arrive to ensure orderly  
38 compliance with the provisions of this policy.  
39  
40

#### 41 Temperature Screening 42

43 Designated School District staff are authorized to test the temperature of students with an  
44 approved non-contact or touchless temperature reader. Students who have a fever or are  
45 exhibiting other signs of illness must be isolated in a designated area until such time as parents or  
46 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 by staff utilizing safety measures in accordance with state and/or local health standards as applicable.

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.

1  
2 Food Preparation and Meal Service  
3

4 Facilities must comply with all applicable federal, state, and local regulations and guidance  
5 related to safe preparation of food.  
6

7 Sinks used for food preparation must not be used for any other purposes.  
8

9 Staff and students will wash their hands in accordance with this policy.  
10

11  
12 Transportation Services  
13

14 The Board of Trustees authorizes the transportation of eligible transportees to and from the  
15 school facility in a manner consistent with the protocols established in this policy. The  
16 transportation director and school bus drivers will clean and disinfect each seat on each bus after  
17 each use.  
18

19  
20 Public Awareness  
21

22 The School District will communicate with parents, citizens, and other necessary stakeholders  
23 about the protocols established in this policy and the steps taken to implement the protocols  
24 through all available and reasonable means.  
25

26  
27 Confidentiality  
28

29 This policy in no way limits or adjusts the School District's obligations to honor staff and student  
30 privacy rights. All applicable district policies and handbook provision governing confidentiality  
31 of student and staff medical information remain in full effect.  
32

33  
34 Transfer of Funds for Safety Purposes  
35

36 The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted  
37 fund, other than the debt service fund or retirement fund, to its building reserve fund in an  
38 amount not to exceed the school district's estimated costs of improvements to school and student  
39 safety and security to implement this policy in accordance with District Policy 1006FE.  
40

41 Legal Reference      Governor's Directive Implementing Executive Order 2-2021 – February  
42                              12, 2021  
43                              Correspondence clarifying Governor's Directive – February 11, 2021  
44                              Article X, section 8                      Montana Constitution  
45                              Section 20-3-324, MCA                  Powers and Duties

Section 20-9-806, MCA      School Closure by Declaration of  
Emergency  
10.55.701(2)(d)(s)      Board of Trustees  
*State, ex rel., Bartmess v. Helena Board of Trustees*, 726 P.2d 801

Cross Reference:

Policy 1901 – School District Policy and Procedures  
Policy 1903 – School District Events and Meetings  
Policy 1903F – School Events Notice  
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 3226 – Bullying and Harassment  
Policy 3417 – Communicable Diseases  
Policy 3431 – Emergency Treatment  
Policy 5015 – Bullying and Harassment  
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**

1905P

4  
5 Administrative Procedures for Student, Staff, and Community Health and Safety

6  
7 The administrative team of the School District has adopted these procedures in accordance with  
8 Policy 1310 in order to implement Policy 1905 during the term of the declared public health  
9 emergency to ensure a safe and healthy work and instructional setting. These procedures were  
10 developed in accordance with the latest available guidance from the Centers for Disease Control  
11 and in coordination with applicable state, tribal, and local health officials. These procedures  
12 supplement Policy 1905. All provisions in Policy 1905 remain in effect.  
13

14  
15 Personnel Cleaning and Disinfecting

16  
17 Personnel will evaluate and identify surfaces and objects to be cleaned and disinfected in  
18 accordance with their knowledge, experience, and the latest available guidance from the Centers  
19 for Disease Control, state, tribal, and local health officials. Personnel will have access to or the  
20 opportunity to access the latest available guidance upon request to their supervisor.  
21

22 Personnel will coordinate with colleagues and supervisors to develop a plan, schedule, and  
23 routine to regularly clean and disinfect identified surfaces and objects. Personnel will honor this  
24 plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not  
25 limited to change in school schedule, absence of colleagues, availability of equipment and  
26 supplies, and federal, state, tribal or local health directives and guidance. If adjustment is  
27 necessary, personnel will again coordinate with colleagues and supervisors to improve the plan,  
28 schedule, and routine. Personnel will solicit and accept perspectives from colleagues and other  
29 school officials when considering improvements to the plan.  
30

31 Personnel will prioritize disinfecting frequently touched and indoor surfaces. Hard and non-  
32 porous surfaces and objects that are touched daily will be the top priority for disinfection on a  
33 daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been  
34 occupied for seven days will be routinely cleaned. Personnel will first clean visibly dirty  
35 surfaces and objects prior to disinfection by using the appropriate cleaning or disinfecting  
36 product for the identified surface, object, or task. Personnel will always use chemicals, products,  
37 and substances authorized by Policy 1905 in a manner consistent with the applicable instructions.  
38

39 Personnel will thoroughly clean or launder soft, porous, or fabric-based materials as permitted by  
40 location and substance. During evaluation and identification of surfaces, personnel will consider  
41 removing soft and porous materials in high traffic areas that may increase risk of exposure.  
42

43 Personnel will establish and maintain safe work practices in accordance with these procedures  
44 and School District policy in order to reduce the risk of exposure.  
45  
46

Symptoms of Illness

Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Personnel who have a fever or are exhibiting other signs of illness while at work will be authorized to return home. All affected surfaces and areas should be thoroughly cleaned and disinfected once the staff member has vacated the area by staff utilizing safety measures in this procedure in accordance with available standards as applicable. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable master contract, collective bargaining agreement, or memorandum of understanding.

Physical Distancing and Work Areas

Staff members working in the school when no students are present will maintain appropriate physical distance from their colleagues as permitted by their duties and work setting to minimize contact and risk of exposure. Staff members will have access to disinfecting wipes or disinfecting spray and disposable paper towels and time to clean their desk, office, work area or classroom when needed.

Physical Barriers and Guides

Personnel will review school buildings and identify areas where installation of physical barriers, such as sneeze guards and partitions, will assist students and staff when unable to remain at a safe distance from their colleagues and peers. Personnel will coordinate with building or district administrators to complete or install any identified physical barrier. In areas where physical distancing is implemented, personnel are authorized to provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet apart in lines and at other times.

Ventilation

Personnel will review and ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible. Classroom staff are authorized to open windows and doors to increase air flow in a manner that does not pose a safety or health risk to students and staff. Risks to consider include but are not limited to weather, risk of falling, and triggering asthma symptoms.

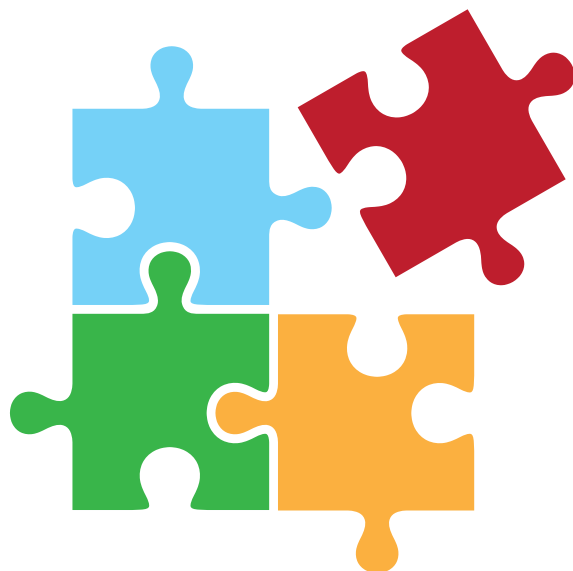
Water Systems

Personnel will review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure. The administration may provide alternative water sources if available. Staff are students are authorized to bring their own water to minimize use and touching of water fountains.

Report and Revision

These administrative procedures will be reported to the board of trustees upon adoption and implementation by the administration in accordance with Policy 1310. The board of trustees retains the authority to amend policy and procedures. Any revision to these procedures will be reported to the board of trustees.

**Policy 1906**  
**Student Instruction**  
**and Education Services**





## 1906 – Student Instruction and Education Services

### Overview

Policy 1906 lays out how the school district is going to authorize instruction for the period of the public health emergency. It provides boards with specific options to select regarding onsite, offsite, online, proficiency-based or any combination of these methods in a manner that educates students while securing district funding as provided by law. These options ensure the school district secures funding during any period of public health emergency under Montana law. Offsite learning is specifically authorized as a means of meeting the aggregate hours of instruction and generating ANB.

The options are based on a definition of instruction that references the Montana Constitution and authorizes innovative methods to address any public health emergency during the 2020-2021 school year. The policy also provides an optional provision for boards to adopt summer school and an extended school calendar that starts the school year earlier and ends it later than usual in order to maximize the opportunity to satisfy the aggregate number of hours.

### Options

Policy 1906 provides three options for boards of trustees to adopt when outlining how instruction may be delivered at any time during the 2020-2021 school year. All three options may be adopted and implemented in accordance with Montana law but the best course for the school district is to adopt all three options to maximize flexibility in the event of a public health emergency:

Option 1: This option authorizes the school district to provide onsite instruction at the district's schools.

Option 2: This option authorizes the school district to provide offsite instruction to students using remote, online, or other distance delivery methods.

Option 3: This option authorizes the school district to provide proficiency-based learning to enhance student instruction.

### Procedures and Forms

Policy 1906 includes the optional 1906P to help districts implement best practices for different learning models.

### QUESTIONS TO CONSIDER on student instruction when implementing Policy 1906

#### Location and Method of Student Instruction

- |  |  |
|--|--|
| <input type="checkbox"/> Will the school district provide instruction to students in the 2020-2021 school fiscal year during a possible public health emergency?                             | <input type="checkbox"/> Has the school district review the possibility of hybrid onsite and offsite instruction models to minimize risk of exposure to students and staff?  |
| <input type="checkbox"/> Does the school district have a school facility of suitable size to implement distancing guidelines while providing onsite instruction?                             | <input type="checkbox"/> Has the school district prepared for a seamless switch from onsite to offsite through professional development and flexible student and staff schedules?  |
| <input type="checkbox"/> Is distancing necessary or feasible given the number of students, number of certified staff, and number of classified staff?  | <input type="checkbox"/> Has the school district taken steps to limit student and staff congregation in hallways, workrooms, foyers, and other communal spaces by staggering release and break times, moving furniture and installing signs? |
| <input type="checkbox"/> Will the school district be required to switch to offsite instruction after starting onsite in the 2020-2021 school year due to a possible public health emergency? | <input type="checkbox"/> Has the school district reviewed options for instructional services using transportation funds under Policy 1904?   |

*Continued on next page*

- ☐ Has the school district coordinated with the professional development committee to implement trainings for staff to enhance student instruction during a public health emergency as noted in Policy 1909?

### **Student Services**

- ☐ Has the school district implemented its authority to enroll and admit children under the age of 5 and generate ANB when there are exceptional circumstances at the discretion of the trustees that merit waiver of the age requirement in accordance with MTSBA Model Policy 1010FE?
- ☐ Has the school district identified the public health emergency related to COVID-19 as a district-wide exceptional circumstance warranting the enrollment of all students under the age of 5 in a non-preschool kindergarten preparation or extension program within a school in the district?
- ☐ As part of its analysis of societal and economic impacts in Policy 1900, did the school district identify an early childhood education as a method to advance the learning of children, equip children with skills to thrive during a public health emergency, secure funding for the school district, and provide families who have lost childcare options a path to return to work?
- ☐ Has the school district reviewed and updated student discipline procedures to address possible offsite instruction or adjusted school day and extended school year?
- ☐ Has the school district reviewed unique courses and instruction settings such as music, career and technical, physical education, and art to ensure health and safety protocols can be implemented in these areas?
- ☐ Has the school district secured data privacy agreements with all vendors providing remote learning platforms as required by the Montana Pupil Online Personal Information Protection Act?
- ☐ Has the school district reviewed and updated student attendance procedures to address possible offsite instruction or adjusted school day and extended school year?
- ☐ Has the school district reviewed student transfer procedures to address situations where students may have recently lived in an area with a risk for exposure?

- ☐ Has the school district identified the causes of learning achievement gaps among segments of the student population and developed a plan to address achievement gaps that may widen or worsen during a public health emergency?
- ☐ Has the school district relied on its authority to continue to serve and generate ANB from a student who has graduated but who has not yet reached the age of 19 by September 10 of the year of enrollment without any exceptional circumstances as outlined in MTSBA Model Policy 1013FE?
- ☐ Has the school district provide Class of 2020 graduates who are weighing their options in light of the public health emergency the option to remain students of the school district for a productive educational "gap year" where the school district uses the ANB payment to help students while institutions of higher education resolve operational challenges and students avoid incurring educational debt during the emergency?
- ☐ Has the school district used its authority to enroll graduated students who are not 19 in order to provide dual credit courses in the entire senior year of a student, or to cover the costs of career certification?

### **Special Education and Section 504**

- ☐ Is the school district prepared to meet the applicable requirements under Section 504 and IDEA for students regardless of onsite or offsite instruction?
- ☐ Has the school district accounted for all financial and personnel resources required and available to ensure IDEA qualified students receive a free appropriate public education despite disruptions due to a public health emergency?
- ☐ Has the school district identified Section 504 and IDEA requirements that may be met using offsite or remote platforms and those requirements that require in person delivery?

*Continued on next page*

*Policy 1906 - Student Instruction and Education Services considerations - continued*

- ☐ Has the school district utilized its authority to use the tuition fund to cover the full costs of IDEA students that are not funded by state and federal special education payment as outlined in MTSBA Model Policy 1012FE?
- ☐ Has the school district identified options for offsite delivery including telework, viable learning platforms, teletherapy, student schedules, grading, and access to internet for all eligible students?
- ☐ Has the school district coordinated with special education staff to ensure IEP teams, including parents, review and update Individualized Education Plans for special education students and address educational and health services in a manner that can be implemented both offsite and onsite?
- ☐ Has the school district authorized IEP and 504 teams to develop and implement protocols or alternatives for vulnerable students who require contact-based therapy?
- ☐ Has the school district reviewed options for compensatory education to assist students served by IEPs or 504 teams in maintaining progress toward educational and related goals?
- ☐ Has the school district enrolled 3 and 4 year old children eligible for IDEA services to begin the process of educating and delivering services to students and generate ANB when there are exceptional circumstances at the discretion of the trustees that merit waiver of the age requirement in accordance with MTSBA Model Policy 1010FE?
- ☐ Has the school district implemented specific health and safety protocols for special education learning settings to assist staff and students?
- ☐ Has the district given itself flexibility by adopting all options to be prepared for return/rebound of emergency?
- ☐ Has the School District adopted and implemented MTSBA Model Policies 1005FE and 1015FE to address personalized/proficiency-based learning both for individual students and district-wide as an alternative to aggregate hours of instruction?
- ☐ Did the school district study utilizing proficiency determinations and declarations to reinvent the calendar through a shortened or split school week?
- ☐ Did the school district review utilizing proficiency determinations and declarations to focus on the outcome of learning rather than the output of instruction?
- ☐ Has the school district adopted an extended school calendar for the 2020-2021 to maximize the opportunity to satisfy the aggregate number of hours?
- ☐ Has the school district adopted a school calendar that recognizes the possibility of a winter rebound of emergency with an extended winter break?
- ☐ Has the school district implemented a student and staff instruction schedule to provide all necessary services including but not limited to academic support, cleaning and disinfection, passing time, testing, and emotional support?
- ☐ Has the school district developed a plan to ensure physical distancing is honored before and after school and during recess for student interaction?
- ☐ Has the school district established grade-specific guidance for students to wear masks during passing time?

**School Day, Week and Year**

- ☐ Has the school district reviewed the possibility of split schedules during each school day or week based on grade level or cohort to maximize use of the facility while minimizing risk of exposure to staff and student?
- ☐ Has the school district engaged with staff and collective bargaining units about issues related to working conditions that include but are not limited to the school calendar, the school day, preparation periods, class size, classroom assignment, and cleaning protocols?

**Community Engagement**

- ☐ Has the school district established procedures for staff to meet with parents and do those procedures allow for both in person and remote meetings?
- ☐ Has the school district established a technology support process for students, parents, and staff when teaching and learning offsite using district technology?

*Continued on next page*

*Policy 1906 - Student Instruction and Education Services considerations - continued*

- ☐ Has the school district developed and implemented a parent communication and engagement plan to assist parents of students receiving instruction remotely?
- ☐ Is the school district prepared to accommodate the request of families who do not want to attend onsite services by offering alternative offsite options under Policy 1908?
- ☐ Has the school district reviewed its crisis plan and developed a method to assist students and staff demonstrating a need for mental health services?

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 not limited  
10 to 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, the term "instruction"  
26 shall be construed as being synonymous with and in support of the broader goals of "learning"  
27 and full development of educational potential as set forth in Article X, section 1 of the Montana  
28 Constitution. Instruction includes innovative teaching strategies that focus on student  
29 engagement for the purposes of developing a students' interests, passions, and strengths. The  
30 term instruction shall include any directed, distributive, collaborative and/or experiential learning  
31 activity provided, supervised, guided, facilitated or coordinated by the teacher of record in a  
32 given course that is done purposely to achieve content proficiency and facilitate the learning of,  
33 acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational  
34 potential of each child.

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

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

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 in reference to the manner in which educational services will be provided to students of the School District. Option 3 should be selected to accompany Option 1 and Option 2. Using proficiency-based learning in combination with onsite and offsite instruction protects funding if an audit determines that aggregate hours have not been provided. Proficiency determinations should not be used to cease instruction, only to backup and enhance instruction.

#### 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 a school year affected by a public health emergency.

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 a school year affected by a public health emergency. 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 a school year affected by a public health emergency.

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.

#### 2020/2021 School Schedule and Calendar

It is the objective of the Board of Trustees to ensure the proactive operations of the School District during a public health emergency by: (1) meeting the educational needs of the students; (2) complying with all applicable statutes and rules pertaining to the aggregate hours of instruction; and 3) identifying and implementing innovative methods to meet educational and other needs of each student in the School District.

NOTE: Select all of the Options the Board decides to implement when providing educational services to the students of the School District.

#### 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

**Optional: Extended School Year**

In accordance with District Policy 2011, Section 20-1-301, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the Board of Trustees may establish a school calendar with an earlier start date and a later end date from non-emergency school years to ensure students receive the minimum number aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the School District in the event of school closures or other impacts to School District operations due to a public health emergency. When setting an extended school year, the School District will collaborate with students, parents, employees and other community stakeholders. When proposing to adopt changes to a previously adopted school term the Board of Trustees will follow the procedures outlined in Policy 2100.

**Legal Reference:** Article X, Section 1, Montana Constitution  
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:

**Policy 1907  
School District  
Declaration of Emergency**



## 1907 – School District Declaration of Emergency

### Overview

Policy 1907 specifies that the Board of Trustees may declare an emergency exists in the school district to authorize specific measures to modify district operations while securing district funding as provided by law.

### Options

Policy 1907 does not require the board to consider or select any options prior to adoption.

### Procedures and Forms

Policy 1907 does not have any accompanying procedures or forms.

### QUESTIONS TO CONSIDER on declaring an emergency when implementing Policy 1907

#### Declaring an Emergency

- ☐ Will the school district need to declare an emergency during the 2020-2021 school fiscal year to address a possible public health emergency?
- ☐ Has the school district reviewed the statutory requirements and process to declare an emergency in accordance with Montana law?

#### Community Engagement

- ☐ Has the board developed a plan for communication with public health officials?
- ☐ Has the board reviewed and adjusted its community engagement and communications plan to respond to public health emergencies in the community by engaging with staff, students, parents, and community members?

**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 District's 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:

## **Policy 1908**

### **Family Engagement**





## 1908 – Family Engagement

### Overview

Policy 1908 permits families to request offsite or online learning if the board of trustees has authorized onsite learning at the school in Policy 1906. Families who request this option will be provided offsite or online learning in the manner noted in Policy 1906.

### Options

Policy 1908 does not require the board to consider or select any options prior to adoption.

### Procedures and Forms

1908F is the form for families to use when making this request.

## QUESTIONS TO CONSIDER on family engagement when implementing Policy 1908

### Community Engagement

- ☐ Is the school district prepared to accommodate the request of families who do not want to attend onsite services by offering alternative offsite options?
- ☐ Has the school district developed a communications plan to engage with parents during a public health emergency?
- ☐ Has the school district engaged with staff on matters related to offsite instruction and provided support to meet the obligations presented by this policy and form?

### Technology and Offsite Instruction

- ☐ Does the school district have the staff and technological resources to provide alternative offsite options for students who may request offsite learning?
- ☐ If technological resources are not available, can the district equitably provide services to offsite students through learning packets or other methods?
- ☐ Has the school district implemented a technology troubleshooting hotline for parents and students to access when encountering difficulty with available resources?
- ☐ Has the school district reviewed options for instructional services using transportation funds under Policy 1904?

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

22  
23 Students of families opting out of onsite delivery shall be treated the same as students instructed  
24 at the school facility for purposes of grading, discipline, and other educational rights.

25  
26 Legal Reference:      Section 20-1-101, MCA – Definitions  
27                              Section 20-1-301, MCA – School Fiscal Year  
28                              Section 20-9-311, MCA – Calculation of Average Number Belonging  
29                              Section 20-7-118, MCA - Offsite Provision of Educational Services  
30                              Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
31                              ARM 10.55.906(4)) – High School Credit

32  
33 Cross Reference:      Policy 1906 – Student Instruction and Services  
34                              Policy 1908F – Family Onsite Opt-Out Form

35  
36 Policy History:

37 Adopted on:

38 Reviewed on:

39 Revised on:

40 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 shall receive offsite, online, and  
13 proficiency-based instruction, or any combination of the foregoing at the discretion of the School District  
14 in accordance with District Policy 1906. School District staff shall arrange for any combination of  
15 physical 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 and  
17 students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of  
18 hours or determination of proficiency for the requesting student. Students determined to be proficient in  
19 one or more courses of the district shall be incorporated in the School District's calculation of ANB, with  
20 such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily  
21 provided for the content over which the student has demonstrated proficiency.

22  
23  
24 I, \_\_\_\_\_, Parent or Guardian of, \_\_\_\_\_ a student enrolled at \_\_\_\_\_ School  
25 District, request my student receive educational services and instruction at an offsite location and/or for  
26 the duration of the declared public health emergency in a manner consistent with the methods identified  
27 by the School District.

28  
29 I understand my student is expected to complete all assigned work and return it to the teacher in order to  
30 receive credit toward a grade to be considered for promotion or credit and in accordance with Policy  
31 1902, if applicable. I further understand that failure to complete work assigned may result in a  
32 determination that my student will be retained or otherwise not earn credit.

33  
34  
35  
36  
37 \_\_\_\_\_  
38 Parent

\_\_\_\_\_  
Date

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

45  
46 Policy History:

47 Adopted on:

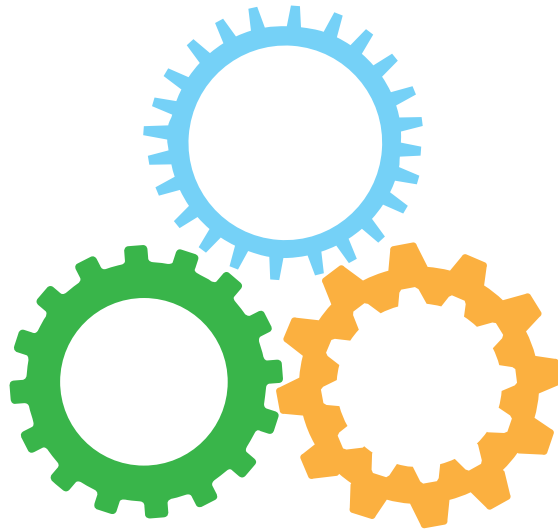
48 Reviewed on:

49 Revised on:

50 Terminated on:

## **Policy 1909**

### **Human Resources and Personnel**



## Policy 1909 – Human Resources and Personnel

### Overview

Policy 1909 governs personnel matters related to leave, compensation, payroll, evaluation, discipline, and assignment of duties during the public health emergency while recognizing the rights of collective bargaining units.

### Options

Policy 1909 has an option to select based on whether classified staff are covered by a collective bargaining agreement.

### Procedures and Forms

MTSBA has prepared sample Administrative Procedures for Employee Telework to assist school districts in developing teleworking plans when an employee requests to complete their duties at a location other than their regular workplace.

Administrative procedures can be developed by the administrative team in order to implement a policy in accordance with Policy 1901. The procedures can then be amended, revised, or discontinued when necessary without a vote of the board. A new or updated administrative procedure will be provided to the board of trustees as an information item. A board of trustees may also choose to adopt these procedures as Policy 1909P. If adopted as a board procedure, changes or amendments to the protocols could be adopted after one reading in accordance with Policy 1901.

### QUESTIONS TO CONSIDER on personnel matters when implementing Policy 1909

#### School Operations and Facilities

- ☐ Will the school district provide instruction to students in the 2020-2021 school fiscal year during a possible public health emergency?
- ☐ Does the school district have a school facility of suitable size to implement distancing guidelines while providing onsite instruction?
- ☐ Is distancing necessary or feasible given the number of students, number of certified staff, and number of classified staff?
- ☐ Will the school district be required to switch to offsite instruction after starting onsite in the 2020-2021 school year due to a possible public health emergency?
- ☐ Has the school district implemented a student and staff instruction schedule to provide all necessary services including but not limited to academic support, cleaning and disinfection, passing time, testing, and emotional support?
- ☐ Has the district reviewed the applicable collective bargaining agreements and developed memoranda of understanding to address updated schedules and shifts to reflect the new workday and school calendar?
- ☐ Has the school district established district-level working groups to plan for school operations during a public health emergency? Has the district established compensation plans for staff participating in these working groups during periods when staff are not under contract?
- ☐ Has the school district developed specific guidance and assistance for new teachers to the district to assist with their transition to service and residence in the community?
- ☐ Has the school district met with the staff professional development committee to develop a plan for training staff on issues including but not limited to: remote learning platforms, student engagement strategies, parental communication, offsite learning packets, student achievement gaps, time management, health and safety protocols, handling bodily fluids, suicide prevention, mental health screening, cleaning and disinfection, cybersecurity, overcoming the digital divide, and others?

#### Employee Engagement

- ☐ Has the school district engaged with staff and collective bargaining units about issues related to working conditions that include but are not limited to the school calendar, the school day, preparation periods, class size, classroom assignment, and cleaning protocols?

*Continued on next page*

**Substitute Teachers and Employees**

- ☐ Has the district reviewed and updated the substitute teacher list?
- ☐ Has the district developed a substitute recruitment and training strategy?
- ☐ Does the school district have updated contact information for all staff?
- ☐ Has the school district reviewed confidentiality standards for staff and students with employees of the school district?

**Human Resources Procedures**

- ☐ Do the school district's job descriptions sufficiently address changes in the location and method of completion of work duties?
- ☐ Has the school district reviewed the personal conduct expectations with staff regardless of whether they are working onsite or offsite?
- ☐ Does the school district have a workable evaluation program in the event of offsite delivery?
- ☐ Has the school district identified methods to accommodate vulnerable individuals or those eligible for a Section 504 plan to include but not limited to teleworking, revised schedule, or personal protective equipment?
- ☐ Has the school district reviewed all employment contracts to ensure clear standards and expectations for work schedules, compensation and benefits?
- ☐ Has the school district reviewed coaching and advising contracts to ensure flexibility for delivery of services in the event of activity schedule changes?

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 in response to a public health emergency 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**

1909P

4  
5 Administrative Procedures for Employee Telework

- 6  
7 1. \_\_\_\_\_ School District recognizes telecommuting as a voluntary work plan, agreed  
8 upon between the School District, and the employee, in which the employee works at an  
9 alternative worksite on a regular basis on a specified schedule.  
10  
11 2. Telecommuting is an accommodation and not a District-wide benefit; and it in no way  
12 changes the terms and conditions of employment.  
13  
14 3. Not all School District jobs are suitable for telecommuting/teleworking.  
15  
16 4. The supervisor, in consultation with the Superintendent, will approve or deny  
17 telecommuting requests after considering several factors, including, but not limited to:  
18  
19 a. Is the position suitable for telecommuting?  
20 b. Does the employee consistently demonstrate work habits that are well-suited to  
21 telecommuting, including, but not limited to self-motivation, self-discipline, the  
22 ability to work independently; a demonstrated commitment to effective use of  
23 technology; and a demonstrated record of meeting established performance  
24 expectations?  
25 c. Does the telework plan meet the needs of students and serve School District's  
26 business and operational needs?  
27 d. Has the employee identified a sufficient basis to require an accommodation  
28 through a telework plan?  
29 e. Does the employee demonstrate a commitment to and assurance of providing  
30 students and colleagues with reliable, high quality and efficient/timely service,  
31 commensurate with the School District's strategic plan?  
32 f. Does the employee have a plan for overcoming any potential loss of impact on  
33 and benefit from personal interactions with colleagues and students?  
34 g. Does the employee have a plan for addressing equity and adequacy of workloads  
35 among colleagues?  
36  
37 5. The employment relationship for an employee telecommuting stays the same as for  
38 employees not working from an alternative worksite. Compensation does not change, and  
39 employees are expected to follow all existing job requirements, School District policies,  
40 guidelines and expectations that are in effect in the main office. In addition, the employee  
41 shall honor the following guidelines:  
42 a. Be available by phone and e-mail during normal work hours. Absences (including  
43 unavailability during work hours) must be pre-approved.  
44 b. Promptly notify the supervisor when unable to perform work assignments due to  
45 illness, equipment failure, or other unforeseen circumstances.  
46

- c. Alter their schedule to attend mandatory meetings or other situations needing a physical presence and/or as needed by the supervisor or executive director.
  - d. Assure the alternative worksite is adequate and safe and has sufficient phone service; a secure internet connection with enough speed to perform work; and that confidential information will be safeguarded.
  - e. Use, exclusively, the computer and software provided and configured with security software by the School District.
  - f. Have adequate dependent care arrangements in place to ensure the employee's ability to telecommute.
  - g. Report, at once, to their supervisor any injury that occurs at the alternative site during work hours.
  - h. Refrain from having in-person meetings or instruction at the alternative worksite unless pre-approved by their supervisor.
7. Supervisors will regularly check employee compliance with the telecommuting agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability.
  8. Telecommuting plans are subject to change at the discretion of the School District.

## **Policy 1910 Personnel Use of Leave**



## Policy 1910 – Personnel Use of Leave

### Overview

Policy 1910 details the leave options available to staff under district policy, collective bargaining agreements, MOUs, and the Families First Coronavirus Response Act. 1910F1 and 1910F2 are forms for staff to use when requesting federal leave.

### Options

Policy 1910 does not require the board to consider or select any options prior to adoption.

### Procedures and Forms

Policy 1910 is accompanied by forms 1910F1 to address requests for Emergency Personal Sick Leave and 1910F2 to address requests for Emergency Family Medical Leave.

## QUESTIONS TO CONSIDER on personnel use of leave when implementing Policy 1910

### Human Resources Procedures

- ☐ Has the school district reviewed and updated leave policies and provisions in collective bargaining agreements to ensure satisfactory workability in the event of a public health emergency?
- ☐ Has the school district cross trained staff as permitted by a collective bargaining agreement and licensure or certification status in vital areas to ensure services and operations continue in the event of staff illness?
- ☐ Have supervisors reviewed applicable policies, bargaining agreements, and memoranda of understanding to ensure the school district and its employees are in compliance with agreed upon working conditions?

### FFCRA

- ☐ Has the school district staff received notice of the Families First Coronavirus Response Act leave through a public notice?
- ☐ Is the school district administration familiar with the process for FFCRA leave?

### Substitute Teachers and Employees

- ☐ Has the school district reviewed and updated the substitute teacher list?
- ☐ Has the school district developed a substitute recruitment and training strategy?

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 Emergency Paid Sick Leave 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.*

# **Policy 1911 School District Budget Adoption, Amendment and Audit**



# 1911 – School District Budget Adoption, Amendment and Audit

## Overview

Policy 1911 preserves the school district's authority to complete its budget in accordance with the steps taken in the other applicable emergency policies.

## Options

Policy 1911 does not require the board to consider or select any options prior to adoption.

## Procedures and Forms

Policy 1911 does not have any accompanying procedures or forms.

## QUESTIONS TO CONSIDER on school finances when implementing Policy 1911

### School District Operations

- |   |   |
|---|---|
| <input type="checkbox"/> Has the school district adopted the portions of the MTSBA Flexibility and Efficiency Policy Series as referenced throughout and provided in the Additional Resources section of this document that will assist the school in its operations?   | <input type="checkbox"/> Has the school district reviewed its flexibility under the law to transfer their entire direct state aid payment into one school district's interlocal agreement fund and participate in jointly funded operations and maintenance of all participating districts under MTSBA Model Policy 1008FE?   |
| <input type="checkbox"/> Will the school district need to declare an emergency during the 2020-2021 school fiscal year to address a possible public health emergency?   | <input type="checkbox"/> Has the school district reviewed its flexibility under the law to transfer or use of state funds without regard to participation in a multi-district agreement whenever the trustees determine, in their discretion, that the transfer of funds is necessary to improve the efficiency of spending within the district or when an action of the trustees results in savings in one budgeted fund that can be put to more efficient use in another budgeted fund under Section 20-9-208, MCA? |
| <input type="checkbox"/> Has the school district coordinated with school finance employees to maximize use of resources and compliance with Montana law?  | <input type="checkbox"/> Has the school district engaged its community in discussion regarding the most effective use of limited resources by seeking to obtain voter approval to transfer any funds and put to a use different than the purpose for which the funds were originally raised under Section 20-9-208(2)(a)(i)(A), MCA?  |
| <input type="checkbox"/> Has the school district coordinated with its auditor to ensure clear communications during a public health emergency?  | <input type="checkbox"/> Has the school district relied on its authority to 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 in order to respond to the impacts of the public health emergency as outlined in MTSBA Model Policy 1006FE?  |
| <input type="checkbox"/> Has the school district reviewed all student fund-raising activities and accounts to ensure the funds are raised and spent in a manner consistent with state law and district policy?  |   |
| <input type="checkbox"/> Has the school district developed a list of school finance leaders to contact in the event of questions during a public health emergency?  |   |
| <input type="checkbox"/> Has the school district reviewed its authority to complete transfers and flexible expenditures through a multi-district agreement involving two or more districts in order to combine resources, partner up and expand learning options for students in participating districts under MTSBA Model Policy 1007FE? |   |

*Continued on next page*

- ☐ Has the school district reviewed its authority for a look back allowance on the highest levy authorized or imposed in the general fund over the preceding five years under Section 20-9-308(2)(a), MCA?
- ☐ Has the School District relied on a non-voted increase in the over base general fund levy through corresponding reductions in non-voted funds under the control of the board of trustees under Section 20-9-308(2)(b), MCA, and in accordance with MTSBA Model Policy 1008FE?
- ☐ Has the school district utilized its ability to leverage major maintenance funds for loans from the Board of Investments or the private sector to access borrowing authority for major maintenance in areas such as HVAC, ventilation, and water systems in accordance with MTSBA Model Policy 7215?
- ☐ Has the school district used its flexibility to transfer donated funds that were not earmarked by the donor to any fund in the discretion of the trustees for the purposes of supporting school operations during the public health emergency as outlined in Section 20-9-604, MCA, and MTSBA Model Policy 7260?

#### **Advocacy**

- ☐ Has the school district engaged with advocacy leaders in anticipation of the 2021 Montana Legislative Session?

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:

**Policy 1912**  
**School District Elections**  
**During Emergency**



## 1912 - School District Elections During Emergency

### Overview

Policy 1912 is available to govern school elections that have been canceled in school districts by the county superintendent. The policy specifies the process for rescheduling the election and following applicable election procedures and laws.

### Options

Policy 1912 does not require the board to consider or select any options prior to adoption.

### Procedures and Forms

Policy 1912 does not have any accompanying procedures or forms.

## QUESTIONS TO CONSIDER on school elections when implementing Policy 1912

### Election Procedures

- ☐ Will the school district need to cancel an election due to a declaration of emergency during the 2020-2021 school fiscal year as a result of possible public health emergency?
- ☐ Has the school district or the county superintendent canceled the school district's election and will need to reschedule the 2020 school election after the emergency declared by the Governor has been terminated under Section 20-20-105, MCA?
- ☐ If the school district's 2020 levy election has been canceled, has the school district sought to reschedule the election prior to August 1, 2020, in accordance with Section 20-9-353(4), MCA?
- ☐ Has the school district developed a plan for mail ballot in the 2021 school election?

### Community Engagement

- ☐ Has the school district developed a communications plan with local elections officials?
- ☐ Has the school district adopted the portions of the MTSBA Flexibility and Efficiency Policy Series that will assist the school in its operations?



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:

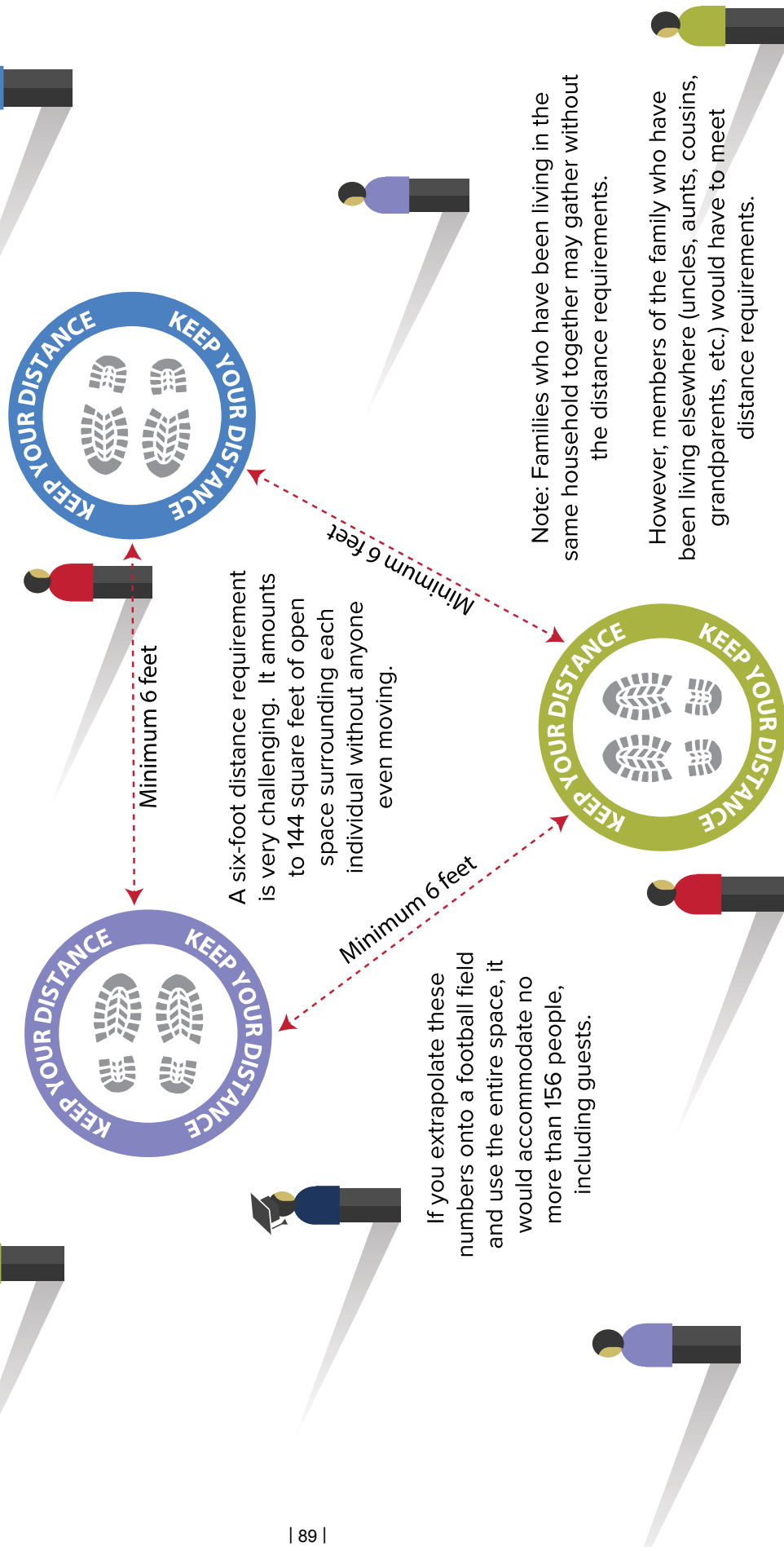
21 Adopted on:

22 Reviewed on:

23 Revised on:

24 Terminated on:

## Event Planning during COVID-19



## ADDITIONAL RESOURCES

The MT-PEC partners have relied upon a variety of guidance for sources in public health, public education, and student activities to develop *Back to School - A Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies*.

The following materials are additional resources for school leaders to review.

[\*\*MTSBA Model Emergency Covid-19 Policies 1900-1912\*\*](#) - Word version (*MTSBA membership required*)

### [\*\*MT-PEC COVID-19 Resources\*\*](#)

[\*\*MTSBA Flexibility and Efficiency Policies\*\*](#) (*MTSBA membership required*)

[\*\*Centers for Disease Control, K-12 Schools and Childcare Programs FAQs for Administrators, Teachers, and Parents\*\*](#) (2020)

[\*\*Centers for Disease Control, Interim Guidance for Administrators of US K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)\*\*](#) (2020)

[\*\*Centers for Disease Control, Checklist for Parents\*\*](#) (2020)

[\*\*Centers for Disease Control, Checklist for Teachers\*\*](#) (2020)

[\*\*National Federation of High Schools, Guidance for Opening Up High School Athletics and Activities\*\*](#) (2020)

[\*\*National Labor Management Partnership, Collaborating in a Crisis: Working Together to Safely Reopen Our School Buildings\*\*](#) (2020)



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