

Independent School District #52

1900 SERIES COVID-19 EMERGENCY POLICIES

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Independent School District #52

COVID-19 Emergency Policies

1900

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

Purpose(s) of Policies

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

Term of COVID-19 Emergency Measures Policies

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

Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and 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: 5/04/2020

Reviewed on: 3/15/2022

Revised on:

Terminated on:

Independent School District #52

COVID-19 Emergency Measures

1901

Emergency Policy and Procedures

Applicability of Emergency Policy Series

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

Legal References

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

Adoption and Amendment of Policies

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

Suspension of Policies

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

Administrative Procedures

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

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

Policy History:

Adopted on: 5/04/2020

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Independent School District #52

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 federal, state or local authorities.

Teachers will grade students as usual in accordance with established classroom or course practices during the grading period.

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 E/S/N/ or NA in Grade K-3 and an A-F letter grade in grades 4-6.

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. 10.55.906 ARM	Transformational learning High School Credit

Policy History:

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Independent School District #52

COVID-19 Emergency Measures

1903

School District Meetings, Gatherings, Events, and Visitors

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

School District Events

The Superintendent may authorize School District physical meetings, gatherings, and events.

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.

All attendees at a meeting, gathering, or event authorized by the Superintendent held inside the school facility are required to honor the health and safety protocols outlined in District Policy 1905.

Visitors to Schools

Visitors to the interior of any school building shall not be permitted without the express approval of the supervising teacher, principal or superintendent. 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 may enter the school building in accordance with the protocols outlined in District Policy 1905.

Facilities Use Agreements

Individuals or groups granted community use of District facilities must adhere to all health and safety guidelines outlined in District Policy 1905.

Enforcement

Visitors to any school building or any attendee at a meeting, gathering, or event authorized by the Superintendent or 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.

Cross Reference: Policy 1901 – School District Policy and Procedures
 Policy 1905 – Student, Staff, and Community Health and Safety

Policy History:

Adopted on: 5/04/2020

Reviewed on:

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Terminated on:

Independent School District #52

COVID-19 Emergency Measures

1903F

School Event and Facility Notice

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

School Event and Facility Notice

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

Policy History:

Adopted on: 8/03/2020

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Independent School District #52

COVID-19 Emergency Measures

1904

Use of Transportation Funds During Periods of Emergency Declaration

Pursuant to guidance issued from the Office of Public Instruction, the board of trustees authorizes the following expenditures of its FY22 budgeted transportation funds that are in addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI guidance, transportation services which provide instructional services to students.

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

Cost Guidelines

The board of trustees authorizes the Superintendent to exercise his/her professional judgment and discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate costs of items below are to remain within the budget limits adopted by the board of trustees for the FY22 transportation budget, including any budget amendments adopted by the board of trustees prior to the completion of FY22.

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

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

Policy History:

Adopted on: 5/04/2020

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Independent School District #52

COVID-19 Emergency Measures

1905

Student, Staff, and Community Health and Safety

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

Symptoms of Illness

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

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

Face Coverings as Personal Protective Equipment.

Optional Face Coverings

Staff, students, and visitors may wear a face covering, mask, or face shield while present in any school building. The School District does not require the use of masks and will not provide masks except in cases required by this policy or at the discretion of the administration. Masking requirements will be reviewed at each Board meeting.

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

Cleaning and Disinfecting

School district personnel will routinely both clean by removing germs, dirt and impurities and disinfect by using chemicals to kill germs on all surfaces and objects in any school building and on school property

that are frequently touched. This process shall include cleaning objects/surfaces not ordinarily cleaned daily.

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

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

Student Arrival

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

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

Temperature Screening

Designated School District staff are authorized to test the temperature of students with an approved non-contact or touchless temperature reader. Students who have a fever or are exhibiting other signs of illness must be isolated in a designated area until such time as parents or caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned and disinfected once the student has vacated the area 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 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. These accommodations may include but are not limited to teleworking in accordance with a work plan developed in coordination with and authorized by the supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for available leave in accordance with the applicable policy or master agreement provision.

Food Preparation and Meal Service

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

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

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

Transportation Services

The Board of Trustees authorizes the transportation of eligible transportees to and from the school facility in a manner consistent with the protocols established in this policy. The transportation company and/or school bus drivers will clean and disinfect the bus.

Public Awareness

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

Confidentiality

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

Transfer of Funds for Safety Purposes

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

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 1910 – Human Resources and Personnel
 Policy 1911 – Personnel Use of Leave

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Revised on: 08/19/2021; 2/15/202; 3/15/2022

Terminated on:

Independent School District #52

COVID-19 Emergency Measures

1906

Student Instruction and Services

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

The adopted calendar has a minimum number of 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours for students in fourth through sixth grade.

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

For the purposes of this policy and the School District's calculation of ANB and "aggregate hours of instruction" within the meaning of that term in Montana law, the term "instruction" shall be construed as being synonymous with and in support of the broader goals of "learning" and full development of educational potential as set forth in Article X, section 1 of the Montana Constitution. Instruction includes innovative teaching strategies that focus on student engagement for the purposes of developing a student's interests, passions, and strengths. The term instruction shall include any directed, distributive, collaborative and/or experiential learning activity provided, supervised, guided, facilitated or coordinated by the teacher of record in a given course that is done purposely to achieve content proficiency and facilitate the learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational potential of each child.

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

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.

Offsite and Online Instructional Setting

The Board of Trustees authorizes temporary offsite and online instruction of students in a manner that satisfies the aggregate number of instructional hours outlined in the School District's adopted or revised calendar for the 2021-2022 school year. Offsite and online delivery methods shall include a complete range of educational services offered by the School District and shall comply with the requirements of applicable statutes. Students completing course work through an offsite or online instructional setting shall be treated in and have their hours of instruction calculated in the same manner as students attending an onsite institutional setting.

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.

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.

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.

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 1902 – Alternative Grading
Policy 1905 – Staff, Student, and Community Health and Safety

Policy History:

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Independent School District #52

COVID-19 Emergency Measures

1906P

Student Instruction Resources and Best Practices

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

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

Planning & Communication

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

Set Expectations

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

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 student’s 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 1902 – Alternative Grading
 Policy 1905 – Staff, Student, and Community Health and Safety

Policy History:
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Independent School District #52

COVID-19 Emergency Measures

1907

School District Declaration of Emergency

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

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

Policy History:

Adopted on: 5/04/2020

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Independent School District #52

COVID-19 Emergency Measures

1909

Human Resources and Personnel

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

Work Schedule and Assignment for Certified Staff

The working conditions for the certified staff shall be governed by the individual employment contracts between the employee and the School District. Certified staff shall comply with the emergency policies adopted by the Board of Trustees and related directives from the administration.

Work Schedule and Assignment of Duties for Classified Staff

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

Personal Conduct

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

Student Services

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

Compensation and Benefits

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

Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar for the remainder of the 2021-2022 school year unless there is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

Cross Reference: Policy 1905 – Student, Staff and Community Health and Safety
 Policy 1906 – Student Instruction

Policy History:

Adopted on: 5/04/2020

Reviewed on: 3/15/2022

Revised on:

Terminated on:

Independent School District #52

COVID-19 Emergency Measures

1910

Personnel Use of Leave

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

District Leave

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

Federal Law Controls Federal Leave Provisions

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

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 History:

Adopted on: 5/04/2020

Reviewed on:

Revised on: 3/15/2022

Terminated on:

Independent School District #52

COVID-19 Emergency Measures

1911

School District Budget Adoption, Amendment and Audit

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

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

Policy History:

Adopted on: 5/04/2020

Reviewed on: 3/15/2022

Revised on:

Terminated on:

Independent School District #52

COVID-19 Emergency Measures

1912

School District Elections Rescheduled Due to Emergency

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

Legal Reference: Section 20-20-108, MCA - Rescheduling of School Election Canceled due to
 Declaration of State of Emergency or Disaster
 Title 20, Chapter 20, MCA

Policy History:

Adopted on: 5/04/2020

Reviewed on: 3/15/2022

Revised on:

Terminated on: