

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

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1 **Big Sky 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

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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

10 Policy History:
11 Adopted on: 8/20/2020
12 Reviewed on:
13 Revised on:
14 Terminated on:

1 **Big Sky School District**

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3 **COVID-19 Emergency Measures**

1901

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5 Emergency Policy and Procedures

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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 (1st) 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: 8/20/2020

49 Reviewed on:

50 Revised on:

51 Terminated on:

1 **Big Sky School District**

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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 Big Sky 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 School District You Tube
40 Channel. Spectators may visit this site to watch the event without visiting the school
41 facility.

42
43 Policy History:

44 Adopted on: 8/20/2020

45 Reviewed on:

46 Revised on:

1 Terminated on:

1 **Big Sky 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

15
16 The Board of Trustees may authorize School District physical meetings, gatherings, and events
17 when the event is deemed essential to district operations. Physical meetings, gatherings, and
18 events shall not be held without prior authorization of the Board of Trustees.
19

20 All attendees at physical meetings, gatherings, and events held on school property in an outdoor
21 area including the stadium, field, or other open area designated by the Board of Trustees shall be
22 required to honor the applicable health and safety protocols outlined in District Policy 1905
23 including, but not limited to, physical distancing. The School District shall provide suitable space
24 for physical distancing to occur and, if practicable, markings and walking routes in the area
25 where the event shall be held to preserve a safe event setting.
26

27 Physical meetings, gatherings, and events shall be limited to 50 people when held inside a school
28 building. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held
29 inside the school facility are required to honor the health and safety protocols outlined in District
30 Policy 1905.
31

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

41 Visitors to Schools

42
43 Visitors to the interior of any school building shall not be permitted without the express approval
44 of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to
45 be present in any school building must adhere to all health and safety guidelines outlined in
46 District Policy 1905.

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

10
11 Facilities Use Agreements
12

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

17
18 Enforcement
19

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

24
25 Cross Reference: Policy 1901 – School District Policy and Procedures
26 Policy 1905 – Student, Staff, and Community Health and Safety
27 Policy 1400 – Board Meetings
28 Policy 5430 – Volunteers
29 Policy 4301 – Visitors to Schools
30 Policy 4332 – Conduct on School Property
31 Policy 4315 – Visitor and Spectator Conduct
32 Policy 4330 – Community Use of School Facilities
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36 Policy History:

37 Adopted on: 8/20/2020
38 Reviewed on:
39 Revised on:
40 Terminated on:

1 **Big Sky School District**

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3 **COVID-19 Emergency Measures**

1904

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6 Use of Transportation Funds During Periods of Emergency Declaration

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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
- 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:
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- 4 ○ Equipment necessary to provide wi-fi in a student’s home, including any
- 5 equipment qualifying for discount under the federal E-Rate program.
- 6 ○ Equipment necessary to allow students to effectively participate in offsite
- 7 instruction with an emphasis on ensuring opportunities for real time interactions,
- 8 collaboration, and effective engagement in the learning process by students.
- 9 ▪ Equipment purchased under this section may include any combination
- 10 deemed necessary and appropriate by the Superintendent, including but
- 11 not limited to mobile devices, tablets and laptops.
- 12 ▪ Equipment purchased under this section shall become and remain the
- 13 property of the District and shall be provided to students through a
- 14 loan/checkout service developed by the Superintendent.
- 15 ○ Software to ensure a safe and appropriate online learning experience by students
- 16 of the district.
- 17 ○ Internet service at an adequate bandwidth to ensure full and effective use of
- 18 instruction delivery and interaction methods employed by the district as part of its
- 19 offsite learning program.
- 20 ▪ If there are multiple internet service providers in the community, the board
- 21 authorizes the Superintendent to choose either a single provider or to
- 22 allocate/rotate selection from among all providers in the community
- 23 meeting minimum bandwidth and other safety and quality standards
- 24 deemed necessary and appropriate by the Superintendent.
- 25
- 26

27 Cross Reference: Policy 3612 – District-Provided Access to Electronic Information,
28 Services, and Networks
29 Policy 3612P - District-Provided Access to Electronic Information,
30 Services, and Networks Procedure
31 Policy 3612F – Internet Access Agreement
32 Policy 3650 – Montana Pupil Online Personal Information Protection Act
33 Policy 3650F – Montana Model Data Privacy Agreement
34 Policy 2168.- Distance Learning
35 Policy 2170 – Montana Digital Academy
36 Policy 2170P – Montana Digital Academy Procedures
37

38 Legal Reference: Section 20-10-101(5), MCA – Transportation
39

40 Policy History:

41 Adopted on: 8/20/2020

42 Reviewed on:

43 Revised on:

44 Terminated on:

1 **Big Sky 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.

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5 Symptoms of Illness
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7 Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of
8 illness must not come to school or work. Personnel who have a fever or are exhibiting other signs
9 of illness while at work will be authorized to return home. All affected surfaces and areas should
10 be thoroughly cleaned and disinfected once the staff member has vacated the area by staff
11 utilizing safety measures in this procedure in accordance with available standards as applicable.
12 Staff members will be provided access to leave in accordance with District Policy 1911 or the
13 applicable master contract, collective bargaining agreement, or memorandum of understanding.
14

15
16 Physical Distancing and Work Areas
17

18 Staff members working in the school when no students are present will maintain appropriate
19 physical distance from their colleagues as permitted by their duties and work setting to minimize
20 contact and risk of exposure. Staff members will have access to disinfecting wipes or
21 disinfecting spray and disposable paper towels and time to clean their desk, office, work area or
22 classroom when needed.
23

24
25 Physical Barriers and Guides
26

27 Personnel will review school buildings and identify areas where installation of physical barriers,
28 such as sneeze guards and partitions, will assist students and staff when unable to remain at a
29 safe distance from their colleagues and peers. Personnel will coordinate with building or district
30 administrators to complete or install any identified physical barrier. In areas where physical
31 distancing is implemented, personnel are authorized to provide physical guides, such as tape on
32 floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet
33 apart in lines and at other times.
34

35
36 Ventilation
37

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

Adopted on: 8/20/2020
Reviewed on:
Revised on:
Terminated on:

1 **Big Sky 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.

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38 Physical Distancing

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

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4 Recess will continue as scheduled in accordance with physical distancing guidance without the
5 use of playground equipment. Any other use of school playgrounds is strictly prohibited.
6

7 Drop off and pick up of students will be completed in a manner that limits direct contact between
8 parents and staff members and adheres to social distancing expectations around the exterior of
9 the school building while on school property.
10

11 12 13 Face Coverings as Personal Protective Equipment 14

15 In accordance with directives from the State of Montana, if the number of active COVID-19
16 cases in the county in which the School District is located is four (4) or more, the School District
17 requires all staff, volunteers, visitors, and students aged five (5) and over to wear disposable or
18 reusable masks that cover the nose and mouth or face shields to protect colleagues and peers
19

20 while present in any school building. In accordance with directives from the State of Montana, if
21 the number of active COVID-19 cases in the county in which the School District is located is
22 four (4) or more, the School District also requires all staff, volunteers, visitors, and students aged
23 five (5) and over to wear disposable or reusable masks that cover the nose and mouth or face
24 shields to protect colleagues and peers while present at any outdoor school activity with fifty
25 (50) or more people where physical distancing is not possible or is not observed. The School
26 District will provide masks or shields to students, volunteers, and staff. If a student or staff wears
27 a reusable mask or face shield, the School District expects that the masks be washed on a regular
28 basis to ensure maximum protection. The School District will assist students or staff members
29 who request help washing or replacing a mask.
30

31 Students, staff, volunteers, and visitors are not required to wear a mask under this provision
32 when consuming food or drink, engaged in physical activity, communicating with someone who
33 is hearing impaired, giving a speech to a gathering separated by distance, identifying themselves,
34 receiving medical attention, or have a medical or developmental condition precluding use of a
35 mask. The superintendent, building principal, or their designee who may request documentation
36 from a care provider when considering an exception to this provision for medical or
37 developmental reasons. The School District will honor all applicable disability and
38 discrimination laws when implementing this provision by providing alternative services to those
39 requesting accommodation.
40

41 All points of entry to any school building or facility open to the public shall have a clearly visible
42 sign posted stating: "Mask or face covering use required for ages 5 and older." The School
43 District authorizes the administration to report any violations of this provision to the county
44 attorney.
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4 Allegations of harassment of any person wearing face coverings or those with recognized
5 exemptions to the face covering requirement will be promptly investigated in accordance with
6 District policy. A student, staff member, or visitor who, after an investigation, is found to
7 engaged in behavior that violates District policy is subject to redirection or discipline. Failure or
8 refusal to wear a face covering by a staff member or student not subject to an exception noted
9 above may result in redirection or discipline in accordance with District policy and codes of
10 conduct, as applicable.

11 12 13 Cleaning and Disinfecting

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

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

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

30 31 32 Student Arrival

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

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

41 42 43 Temperature Screening

44
45 Designated School District staff are authorized to test the temperature of students with an
46 approved non-contact or touchless temperature reader. Students who have a fever or are

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4 exhibiting other signs of illness must be isolated in a designated area until such time as parents or
5 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be
6 thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety
7 measures in accordance with state and/or local health standards as applicable.
8
9

10 When administering a temperature check on a possibly ill student, designated staff members will
11 utilize available physical barriers and personal protective equipment to eliminate or minimize
12 exposures due to close contact to a child who has symptoms during screening
13
14

15 Healthy Hand Hygiene Behavior

16
17 All students, staff, and others present in the any school building will engage in hand hygiene at
18 the following times, which include but are not limited to:

- 19 • Arrival to the facility and after breaks
- 20 • Before and after preparing, eating, or handling food or drinks
- 21 • Before and after administering medication or screening temperature
- 22 • After coming in contact with bodily fluid
- 23 • After recess
- 24 • After handling garbage
- 25 • After assisting students with handwashing
- 26 • After use of the restroom

27
28 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20
29 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol
30 can be used if soap and water are not readily available.
31

32 Staff members will supervise children when they use hand sanitizer and soap to prevent
33 ingestion.
34

35 Staff members will place grade level appropriate posters describing handwashing steps near
36 sinks.
37
38

39 Vulnerable Individuals

40
41 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
42 adoption as those age 65 or older or those with serious underlying health conditions, including
43 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
44 system is compromised such as by chemotherapy for cancer and other conditions requiring such
45 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
46 they should telework during the period of declared public health emergency.

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4 Employees who have documented high risk designation from a medical provider are entitled to
5 reasonable accommodation within the meaning of that term in accordance with the Americans
6 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations
7 may include but are not limited to teleworking in accordance with a work plan developed in
8 coordination with and authorized by the supervising teacher, administrator or other designated
9 supervisor. Such employees may also be eligible for available leave in accordance with the
10 applicable policy or master agreement provision.
11

12 13 Food Preparation and Meal Service

14
15 Facilities must comply with all applicable federal, state, and local regulations and guidance
16 related to safe preparation of food.
17

18 Sinks used for food preparation must not be used for any other purposes.
19

20 Staff and students will wash their hands in accordance with this policy.
21
22

23 Transportation Services

24
25 The Board of Trustees authorizes the transportation of eligible transportees to and from the
26 school facility in a manner consistent with the protocols established in this policy. The
27 transportation director and school bus drivers will clean and disinfect each seat on each bus after
28 each use.
29

30 31 Public Awareness

32
33 The School District will communicate with parents, citizens, and other necessary stakeholders
34 about the protocols established in this policy and the steps taken to implement the protocols
35 through all available and reasonable means.
36

37 38 Confidentiality

39
40 This policy in no way limits or adjusts the School District's obligations to honor staff and student
41 privacy rights. All applicable district policies and handbook provision governing confidentiality
42 of student and staff medical information remain in full effect.
43

44 45 Transfer of Funds for Safety Purposes

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5 The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted
6 fund, other than the debt service fund or retirement fund, to its building reserve fund in an
7 amount not to exceed the school district's estimated costs of improvements to school and student
8 safety and security to implement this policy in accordance with District Policy 1006FE.
9

10
11 Legal Reference: Governor Directive implementing Executive Orders 2-2020 and 3-2020 –
12 Face Coverings - August 12, 2020.
13

14 Cross Reference: Policy 1901 – School District Policy and Procedures
15 Policy 1906 - Student Services and Instructional Delivery
16
17 Policy 1907 – Transportation Services
18 Policy 1006FE – Transfer of Funds for Safety Purposes
19 Policy 3410 – Student examination and screenings
20 Policy 3417 – Communicable Diseases
21 Policy 3431 – Emergency Treatment
22 Policy 1911 - Personnel Use of Leave
23 Policy 1910 – Human Resources and Personnel
24 Policy 4120 - Public Relations
25 Policy 5002 – Accommodating Individuals with Disabilities
26 Policy 5130 – Staff Health
27 Policy 5230 - Prevention of Disease Transmission
28 Policy 6110 – Superintendent Authority
29 Policy 6122 - Delegation of Authority
30

31
32 Policy History:
33 Adopted on: 8/20/2020
34 Reviewed on:
35 Revised on:
36 Terminated on:

1 **Big Sky 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.

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4 Students shall receive grades for completed coursework in accordance with the grading scale for
5 the individual staff member or the alternative grading procedures outlined in District Policy
6 1902.

7
8 The Board of Trustees may revise the school calendar to adjust the completion of the school year
9 for particular grade levels and groups once students have satisfied the required number of
10 applicable aggregate hours.

11
12 In order to comply with the requirements of the calendar, District Policy and Section 20-1-301,
13 MCA, the District shall implement the instructional schedules and methods identified in this
14 policy.

15
16
17 School Facility as Instructional Setting

18
19 The Board of Trustees authorizes instruction of students at the school facility in a manner that
20 satisfies the aggregate number of instructional hours outlined in the School District's adopted or
21 revised calendar for a school year affected by a public health emergency.

22
23 All educational and related services provided at the school facility shall be completed in
24 accordance with the health and safety protocols outlined in District Policy 1905.

25
26 Offsite and Online Instructional Setting

27
28 The Board of Trustees authorizes offsite and online instruction of students in a manner that
29 satisfies the aggregate number of instructional hours outlined in the School District's adopted or
30 revised calendar for a school year affected by a public health emergency. Offsite and online
31 delivery methods shall include a complete range of educational services offered by the School
32 District and shall comply with the requirements of applicable statutes. Students completing
33 course work through an offsite or online instructional setting shall be treated in and have their
34 hours of instruction calculated in the same manner as students attending an onsite institutional
35 setting.

36
37 The Board of Trustees authorizes the supervising teacher or district administrator to permit
38 students to utilize an offsite or online instructional setting at parental request if onsite instruction
39 is offered in the School District in accordance with Policy 1908.

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4 Students receiving offsite delivery of education services may be eligible for assistance with
5 accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.
6

7 Proficiency-Based Learning
8

9 The Board of Trustees authorizes proficiency-based ANB calculation in situations when a
10 student demonstrates proficiency in a course area as determined by the Board of Trustees using
11 district assessments consistent with the School District’s adopted Plan of Action, District Policy
12 1005FE, or other measures approved by the Board of Trustees during the course of a school year
13 affected by a public health emergency.
14

15 The Board of Trustees waives the minimum number of instructional hours for students who
16 demonstrate proficiency in a course area using district assessments that include, but are not
17 limited to, the course or class teacher’s determination of proficiency as defined by the Board of
18 Trustees. This determination shall be based on a review of the student’s completed coursework,
19 participation in course delivery, and other methods applicable to the specific course or class. The
20 Board of Trustees authorizes the use of the proficiency determination process for students who
21 have selected this method of delivery, students for whom the School District is unable to
22 document satisfaction of the required minimum aggregate number of hours through the offsite or
23 onsite methods outlined in this policy, or other students whom School District personnel
24 determine satisfy the definition of proficient or meeting proficiency.
25

26 This provision is based in the declaration by the Montana Legislature that any regulation
27 discriminating against a student who has participated in proficiency-based learning is
28 inconsistent with the Montana Constitution.
29

30 Special Education and Accommodation of Disabilities or Diagnoses
31

32 Students shall receive services in accordance with the applicable Individualized Education Plan
33 or Section 504 Plan based on methods and locations agreed upon and documented by the
34 applicable team to meet the student’s needs and goals. The supervising teacher or building
35 administrator shall coordinate with parents and the special education staff or cooperative to
36 ensure all applicable statutes are followed in accordance with U.S. Department of Education
37 guidelines.
38

39 Student Attendance
40

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

8 9 Student Safety and Counseling

10
11 Students shall have access to regular school counseling services whether their instruction is
12 provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student
13 distress or concern to their supervisor for review and referral. Students receiving instruction in
14 an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.
15

16 Homeless Students and Students in Foster Care

17
18 This policy in no way limits or adjusts the School Districts obligations to homeless students or
19 students in foster care. Applicable District policies serving these students or this population of
20 students remain in full effect.
21

22 Student Discipline

23
24 This policy in no way limits or adjusts the School District's expectations for student conduct.
25 All applicable district policies and handbook provisions governing student conduct remain in full
26 effect.
27

28 2020/2021 School Schedule and Calendar

29
30 It is the objective of the Board of Trustees to ensure the proactive operations of the School
31 District during a public health emergency by: (1) meeting the educational needs of the students;
32 (2) complying with all applicable statues and rules pertaining to the aggregate hours of
33 instruction; and 3) identifying and implementing innovative methods to meet educational and
34 other needs of each student in the School District.
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40 Summer School

41
42 The Board of Trustees authorizes a summer program of instructional offerings for the purpose of
43 remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must
44 meet minimum state requirements for accreditation and may be delivered at the school or at
45 another offsite location. Remediation credit courses shall be offered, grades 9-12, in accordance
46

with District advancement requirements. Credit course offerings must be approved by the Board of Trustees

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: 8/20/2020

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

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5 Differentiated Instruction & Learning Models

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

30 Demonstrating Learning

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

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

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

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

1 **Big Sky School District**

2

3 **COVID-19 Emergency Measures**

1907

4

5 School District Declaration of Emergency

6

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

15

16 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.

21

22 Policy History:

23 Adopted on: 8/20/2020

24 Reviewed on:

25 Revised on:

26 Terminated on:

1 **Big SkySchool 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: 8/20/2020
38 Reviewed on:
39 Revised on:
40 Terminated on:

1 **Big Sky School District #72**

2
3 **COVID-19 Emergency Measures**

1908F

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6 Family Onsite Instruction Opt-Out Form – 100% Virtual / Distance Learning

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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. The
11 completion and submission of this form indicates a commitment of 100% Virtual / Distance learning for
12 increments of 1 month, as well as an agreement to inform school administration of the intention to return
13 to in person instruction 5 days prior to returning.

14
15 Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and
16 proficiency-based instruction, or any combination of the foregoing at the discretion of the School District
17 in accordance with District Policy 1906. School District staff shall arrange for any combination of
18 physical instructional packets, virtual or electronic based course meetings and assignments, self-directed
19 or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and
20 students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of
21 hours or determination of proficiency for the requesting student.

22
23
24 I, _____, Parent or Guardian of, _____ a student enrolled at **Big Sky School District**
25 **#72**, request my student receive educational services and instruction at an offsite location and/or for the
26 duration of the declared public health emergency in a manner consistent with the methods identified by
27 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. I further understand that failure to
31 complete work assigned may result in a determination that my student will be retained or otherwise not
32 earn credit.

33
34 **DO YOU REQUIRE A SCHOOL ISSUED DEVICE?** _____ **Yes** _____ **No**

35
36
37 _____
Parent

_____ Date

38
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: 8-20-2020
48 Reviewed on: 8-14-2020
49 Revised on:
50 Terminated on:

1 **Big Sky 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

25
26 In accordance with the individual employment contracts issued to classified staff, the District
27 reserves the right to change employment conditions affecting an employee's duties, schedule,
28 assignment, or supervisor. The District shall notify the employee in writing of any change in
29 their workday or duties. Classified staff shall comply with the emergency policies adopted by the
30 Board of Trustees and related directives from the administration.
31

32
33
34 Personal Conduct

35
36 This policy in no way limits or adjusts the School District's expectations for staff conduct. All
37 applicable district policies and handbook provision governing staff conduct remain in full effect.
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4 Student Services
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6 Students shall have access to regular instructional services whether their instruction is provided
7 in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of
8 School District Policy or concern about student health, well-being, or safety to their supervisor
9 for review and referral. Students receiving instruction in an offsite or online setting are governed
10 by all applicable laws, including the staff obligation to report suspected child abuse or neglect.
11

12
13 Compensation and Benefits
14

15 Staff shall continue to earn regular compensation and benefits during the period of declared
16 public health emergency. Payroll dates and schedules are not affected by an applicable public
17 health emergency.
18

19
20 Evaluation of Staff
21

22 The Board of Trustees authorizes the administration to adjust or waive the schedule for
23 evaluation of staff to accommodate the changes to the school calendar in response to a public
24 health emergency unless there is a Collective Bargaining Agreement or Memorandum of
25 Understanding specifying the evaluation process of a member of a bargaining unit.
26

27
28 Cross Reference: Policy 1905 - Student, Staff and Community Health and Safety
29 Policy 1906 – Student Instruction
30 Policy 5140 – Classified Assignment
31 Policy 5210 – Assignments and Transfers
32 Policy 5221 – Work Day
33 Policy 5232 – Abused and Neglected Child Reporting
34 Policy 5255 – Disciplinary Action
35 Policy 5223 – Personal Conduct
36 Policy 5012 – Sexual Harassment
37 Policy 5015- Bullying and Intimidation
38 Policy 5130 – Staff Health
39 Policy 5230 – Prevention of Disease Transmission
40 Policy 5222 – Evaluation of Certified and Classified Staff
41

42 Policy History:

43 Adopted on: 8/20/2020
44 Reviewed on:
45 Revised on:
46 Terminated on:

1 **Big Sky School District**

2
3 **COVID-19 Emergency Measures**

1909P

4
5 Administrative Procedures for Employee Telework

- 6
7 1. Big Sky School District recognizes telecommuting as a voluntary work plan, agreed upon
8 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.
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- 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 History:

Adopted on: 8/20/2020

Reviewed on:

Revised on:

Terminated on:

Big Sky 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.

Big Sky SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY FMLA

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

Employee Name: _____

Mailing Address: _____ E-mail: _____

Home Phone Number: _____ Alternate Phone Number: _____

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

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

REASON FOR LEAVE

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

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

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

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

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

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

SUBSTITUTION OF PAID LEAVE FOR FIRST TEN DAYS OF EFMLA

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

Vacation: ____ Hours Sick Leave: ____ Hours Personal: ____ Hours FFCRA: ____ Hours

SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE

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

Vacation: ____ Hours Sick Leave: ____ Hours Personal: ____ Hours

CONTINUOUS OR INTERMITTENT LEAVE

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

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

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

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

EMPLOYEE CERTIFICATION AND SIGNATURE

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

Employee Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Request Received By: _____ Date: _____

Leave Approved By: _____ Date: _____

Period of Leave: _____

Intermittent Leave Schedule if applicable: _____

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

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

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

1 **Big Sky 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: 8/20/2020

22 Reviewed on:

23 Revised on:

24 Terminated on:

1 **Big Sky School District**

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3 **COVID-19 Emergency Measures**

1910

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5 Personnel Use of Leave

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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.

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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.

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19
20 Federal Law Controls Federal Leave Provisions

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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.

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33 Emergency Paid Sick Leave

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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

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

7
8 Eligible employees may request leave available under the Families First Coronavirus Response
9 Act by completing Policy 1910F1 – Emergency Paid Sick Leave

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12 Emergency Family Medical Leave

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

19
20 Eligible employees may request leave available under the Families First Coronavirus Response
21 Act by completing Policy 1910F2 – Emergency Family Medical Leave.

22
23 Legal Reference: Families First Coronavirus Response Act

24
25 Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form
26 Policy 1910F2 - Emergency Family Medical Leave Form
27 Policy 1909 – Human Resources and Personnel
28 Policy 5321 – Leaves of Absence
29 Policy 5328 – Family Medical Leave Act
30 Policy 5329 – Long Term Illness
31 Policy 5330 – Maternity and Paternity Leave
32 Policy 5334 - Vacations
33

34
35 Policy History:

36 Adopted on: 8/20/2020

37 Reviewed on:

38 Revised on:

39 Terminated on:

1 **Big Sky School District**

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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: 8/20/2020

22 Reviewed on:

23 Revised on:

24 Terminated on: