

**SCHOOL DISTRICT 50, COUNTY OF GLACIER
EAST GLACIER PARK GRADE SCHOOL**

1900 SERIES

**COVID-19 EMERGENCY MEASURES
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**School District 50, County of Glacier
East Glacier Park Grade School**

COVID-19 EMERGENCY POLICIES

1900

Introduction

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 on-going provision of educational services to students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the Board has organized all emergency school closure 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 related to student instruction and family engagement.
4. Addressing barriers to learning presented by distance.
5. Improvement of instruction in on-site, offsite, and/or online 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, the Blackfeet Tribal government 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.

Cross Reference: Policy 2221 – 2221P – School Emergencies and Closures
Policy 1400 – Board Meetings
Policy 1310 – District Policy and Procedures
Policy 1420 – School Board Meeting Procedure

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: March 30, 2020

Reviewed on:

Revised on: April 27

Revised on: July 27, 2020

Terminated on:

**School District 50, County of Glacier
East Glacier Park Grade School**

COVID-19 EMERGENCY POLICIES

1900P

Knowledge Based Decision Making

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

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

Step 1: What is the issue the School District is facing?

How can the East Glacier Park Grade School School District #50 _____?

Example Issue: How can the East Glacier Park Grade School School District #50 ensure our students receive a quality, personalized educational experience given the public health emergency related to COVID-19 and its continuing impacts on teaching and learning?

Step 2: Determine what is known about the issue.

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

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

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

Review the current conditions by asking and answering, “What is going on now?”

Review the current trends by asking and answering, “Has there been a change in progress toward District goals and what is the direction of the change?”

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

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

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

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

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

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

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

Choice 1: _____

Choice 2: _____

Choice 3: _____

Choice 4: _____

(continue list if needed)

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

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

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

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

Impact: How many other things will be affected?

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

Immediacy: How much time does the School District have before the opportunity disappears; what has to be done before the choice can be implemented?

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

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

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

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

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

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

Step 5: Determine Consensus and Reach a Decision.

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

Are there any choices that can be combined with others?

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

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

Step 6: Craft a Motion, Deliberate and Vote.

“I move the Board of Trustees of the East Glacier Park Grade School School District #50 address the issue of _____ by taking the following action _____ and authorizing the administration and staff to implement _____ in accordance Montana law and School District Policy.”

**East Glacier Park Grade School School District #50
Knowledge Based Decision Making Process Form**

1900F

**BACKGROUND PAPER DEVELOPED BY THE
BOARD OF TRUSTEES AND STAFF LEADERSHIP TEAM**

Step 1: State Issue

Issue: How can _____ School District . . .

Step 2: Determine what is known about the issue.

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

-
-
-
-

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

-
-
-
-

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

-
-
-
-

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

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

Choice 1:

o Ethical Implications:

Choice 2:

o Ethical Implications:

Choice 3:

o Ethical Implications:

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

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

- Impacts
- Consequences
- Immediacy
- Likelihood of Success

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

- Necessity
- Feasibility
- Appropriateness
- Sufficiency

Step 5: Determine Consensus and Reach a Decision.

Combine and eliminate identified choices:

Commit to a choice:

Step 6: Craft a Motion, Deliberate and Vote.

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

**School District 50, County of Glacier
East Glacier Park Grade School**

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: April 27, 2020

Reviewed on:

Revised on: July 27, 2020

Terminated on:

**School District 50, County of Glacier
East Glacier Park Grade School**

COVID-19 EMERGENCY MEASURES

1902

Alternative Grading

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

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

The default option for students and parents/guardians is the grade typically assigned for students in the grade level or class which may include an A-F letter grade. Students and parents/guardians may choose to receive a Proficient/Fail or P/F grade in place of a grade typically assigned for the student’s courses. The P/F grade option can be requested by a student and parents/guardians no later than 10 calendar days after report cards have been sent to the parents/guardians by submitting a written request to the school administrator, the School District’s custodian of records.

For students or parents/guardians who request a P/F grade, the School District will record the P/F designation using a rubric in which all grades of 60% or higher earn a Proficient in accordance with District Policy 1005FE, the School District’s COVID-19 Plan of Action as submitted to the Office of the Governor and/or while emergency declarations relating to COVID-19 are in place.

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

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

Cross Reference: Policy 1005FE – Proficiency Based Learning
Policy 2420 – Grading and Progress Reports
Policy 2168 – Distance, Online and Technology-Delivered Learning
Policy 2421 – Promotion and Retention

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

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**School District 50, County of Glacier
East Glacier Park Grade School**

COVID-19 EMERGENCY MEASURES

1903
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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 Board of Trustees may authorize School District physical meetings, gatherings, and events when the event is deemed essential to district operations. Physical meetings, gatherings, and events shall not be held without prior authorization of the Board of Trustees.

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

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

Visitors to Schools

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

Volunteers

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

Enforcement

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

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

Policy History:

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Terminated on:

**School District 50, County of Glacier
East Glacier Park Grade School**

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

The East Glacier Park Grade School, School District #50 has taken the precautionary measures adopted by the Board of Trustees, provided by the Governor of Montana, and directed by the Glacier County Health Department and Blackfeet Tribal Business Council's Incident Command 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 consider 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:

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**School District 50, County of Glacier
East Glacier Park Grade School**

COVID-19 EMERGENCY MEASURES

1904

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Use of Transportation Funds During Periods of School Closure

Pursuant to guidance issued from the Office of Public Instruction, the board of trustees authorizes the following expenditures of its FY21 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.

OPTIONS:

- Transportation of food and meals used in nutritional programs.
- Purchase of equipment to ensure safety in food transportation.
- 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 Administrator 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 FY21 transportation budget, including any budget amendments adopted by the Board of Trustees prior to the completion of FY21.

- 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 Administrator, including but not limited to mobile devices, tablets and laptops.
- Equipment purchased under this section shall become and remain the property of the District and shall be provided to students through a loan/checkout service developed by the Administrator.
- 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 Administrator 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 Administrator.

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

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

Policy History:

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**School District 50, County of Glacier
East Glacier Park Grade School**

COVID-19 EMERGENCY MEASURES

1905
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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 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 excepted 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.

Physical Distancing

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

Secondary school courses will be delivered using a restructured bell system to minimize student interaction in common areas. Upon arriving in a classroom, secondary school students will be provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean their

learning area or desk. Meal service for secondary students will be provided through a grab and go lunch that will be eaten in designated areas.

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

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

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

Face Coverings as Personal Protective Equipment : Required Face Coverings

This provision is required due to the COVID-19 state of emergency declared by the Board of Trustees or other local, state or federal agency, official, or legislative body. This policy is adopted, implemented, and enforced in accordance with the supervisory authority vested with the Board of Trustees in accordance with Article 10, section 8 of the Montana Constitution and related statutes and regulations. The Board of Trustees authorizes the Superintendent to develop and implement procedures to enforce this policy.

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

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

1. consuming food or drink;
2. engaged in strenuous physical activity;
3. communicating with someone who is hearing impaired;
4. identifying themselves;
5. receiving medical attention; or
6. precluded from safely using a face covering, mask, or face shield due to a medical or developmental condition. The superintendent, building principal, or their designee shall request documentation from a care provider when considering an exception to this provision for medical or developmental reasons. The School District will comply with all applicable disability and discrimination laws when implementing this provision.

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

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

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

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 and staff, so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and disinfection practices.

Student Arrival

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

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

Temperature Screening

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

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

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

Healthy Hand Hygiene Behavior

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

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

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

Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion. Staff members will place grade level appropriate posters describing handwashing steps near sinks.

Vulnerable Individuals

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

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

Food Preparation and Meal Service

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

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

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

Transportation Services

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

Public Awareness

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

Confidentiality

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

Transfer of Funds for Safety Purposes

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

Legal Reference

Governor's Directive Implementing Executive Order 2-2021 – February 12, 2021
Correspondence clarifying Governor's Directive – February 11, 2021
Article X, section 8 Montana Constitution
Section 20-3-324, MCA Powers and Duties
Section 20-9-806, MCA School Closure by Declaration of Emergency
10.55.701(2)(d)(s) Board of Trustees
State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801

Cross Reference: Policy 1901 – School District Emergency Policy and Procedures
Policy 1903 – School District Events and Meetings
Policy 1903F – School Events Notice
Policy 1904 – Use of Transportation Funds During Periods of School Closure
Policy 1906 – Student Instruction and Services
Policy 1907 – School District Declaration of Emergency
Policy 1909 – Human Resources and Personnel
Policy 1910 – Personnel Use of Leave
Policy 1006FE – Transfer of Funds for Safety Purposes
Policy 3410 – Student Health/Physical Screenings/Examinations
Policy 3226 – Bullying and Harassment
Policy 3417 – Communicable Diseases
Policy 3431 – Emergency Treatment
Policy 5015 – Bullying and Harassment
Policy 4120 – Public Relations
Policy 5002 – Accommodating Individuals with Disabilities & Section 504 of
the Rehabilitation Act of 1973
Policy 5130 – Staff Health
Policy 5230 – Prevention of Disease Transmission
Policy 6110 – Superintendent Duties and Authority
Policy 6122 – Delegation of Authority

Policy History:

Adopted on: April 27, 2020

Reviewed on:

Revised on: July 27, 2020

Revised on: February 22, 2021

Terminated on:

**School District 50, County of Glacier
East Glacier Park Grade School**

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

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

Personnel Cleaning and Disinfecting

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

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

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

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

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

Symptoms of Illness

Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Personnel who have a fever or are exhibiting other signs of illness while at work will be authorized to return home. All affected surfaces and areas should be thoroughly

cleaned and disinfected once the staff member has vacated the area by staff utilizing safety measures in this procedure in accordance with available standards as applicable. Staff members will be provided access to leave in accordance with District Policy 1911 or the applicable master contract, collective bargaining agreement, or memorandum of understanding.

Physical Distancing and Work Areas

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

Physical Barriers and Guides

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

Ventilation

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

Water Systems

Personnel will review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure. The administration may provide alternative water sources if available. Staff 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: July 27, 2020

Reviewed on:

Revised on:

Terminated on:

**School District 50, County of Glacier
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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.

As outlined in District Policy 2100, and except for students determined by the School District to be proficient using School District assessments, 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 eleventh grade and 1,050 hours for students in twelfth 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 students' 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 or the alternative grading procedures outlined in District Policy 1902.

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

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

School Facility as Instructional Setting

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

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

Offsite and Online Instructional Setting

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

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

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

Proficiency-Based Learning

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

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

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

Special Education and Accommodation of Disabilities or Diagnoses

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

Student Attendance

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

Student Safety and Counseling

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

Homeless Students and Students in Foster Care

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

Student Discipline

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

2020-2021 School Schedule and Calendar

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

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 – Student, Staff, and Community Health and Safety
Policy 2100 – School Year Calendar and Day
Policy 2140 – Guidance and Counseling
Policy 2150 – Suicide Awareness and Prevention
Policy 2161 – Special Education
Policy 2168 – Distance, Online and Technology-Delivered Learning
Policy 2420 – Grading and Progress Reports
Policy 2421 – Promotion and Retention
Policy 3122 – Attendance Policy
Policy 3125 – Education of Homeless Children
Policy 3310 – Student Discipline

Policy History:

Adopted on: April 27, 2020

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Terminated on:

**School District 50, County of Glacier
East Glacier Park Grade School**

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Student Instruction Resources and Best Practices

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

Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, offsite, 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 weekly learning agendas communicated to students and parents.
- Set student meetings, teacher office hours, assignment expectations, and grades available on an established schedule. Districts may consider Policy 1902 – Alternative Grading.
- Establish whole group virtual “class time” and/or opportunities for small group learning
 - Post assignments online early and for the entire school 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 on school days.

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 on school days 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 and Learning Models

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

Demonstrating Learning

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

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

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

Policy 2161 – Special Education
Policy 2168 – Distance Learning
Policy 2420 – Grading and Progress Reports
Policy 2421 – Promotion and Retention
Policy 2150 – Suicide Awareness and Prevention
Policy 3125 – Education of Homeless Children
Policy 3122 – Attendance Policy
Policy 3310 – Student Discipline

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**School District 50, County of Glacier
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School District Declaration of Emergency

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

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

Policy History:

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**School District 50, County of Glacier
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Family Engagement

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

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

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

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 1906 – Student Instruction and Services
 Policy 1908F – Family Onsite Instruction Opt-Out Form

Policy History:

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**School District 50, County of Glacier
East Glacier Park Grade School**

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Family Onsite Instruction Opt-Out Form

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

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

I, _____, Parent or Guardian of, _____ a student enrolled at East Glacier Park Grade School, School District #50, request my student receive educational services and instruction at an offsite location and/or for the duration of the declared public health emergency in a manner consistent with the methods identified by the School District.

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

Parent

Date

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

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**School District 50, County of Glacier
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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 a Collective Bargaining Agreement and any applicable Memorandum of Understanding between the Unit and the School District or 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, unless there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding that specifically governs instead of the policy.

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.

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Administrative Procedures for Employee Telework

1. The East Glacier Park Grade School, School District #50 recognizes telecommuting as a voluntary work plan, agreed upon between the School District, and the employee, in which the employee works at an alternative worksite on a regular basis on a specified schedule.
2. Telecommuting is an accommodation and not a District-wide benefit; and it in no way changes the terms and conditions of employment.
3. Not all School District jobs are suitable for telecommuting/teleworking.
4. The supervisor, in consultation with the Superintendent, will approve or deny telecommuting requests after considering several factors, including, but not limited to:
 - a. Is the position suitable for telecommuting?
 - b. Does the employee consistently demonstrate work habits that are well-suited to telecommuting, including, but not limited to self-motivation, self-discipline, the ability to work independently; a demonstrated commitment to effective use of technology; and a demonstrated record of meeting established performance expectations?
 - c. Does the telework plan meet the needs of students and serve School District's business and operational needs?
 - d. Has the employee identified a sufficient basis to require an accommodation through a telework plan?
 - e. Does the employee demonstrate a commitment to and assurance of providing students and colleagues with reliable, high quality and efficient/timely service, commensurate with the School District's strategic plan?
 - f. Does the employee have a plan for overcoming any potential loss of impact on and benefit from personal interactions with colleagues and students?
 - g. Does the employee have a plan for addressing equity and adequacy of workloads among colleagues?
5. The employment relationship for an employee telecommuting stays the same as for employees not working from an alternative worksite. Compensation does not change, and employees are expected to follow all existing job requirements, School District policies, guidelines and expectations that are in effect in the main office. In addition, the employee shall honor the following guidelines:
 - a. Be available by phone and e-mail during normal work hours. Absences (including unavailability during work hours) must be pre-approved.
 - b. Promptly notify the supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

- 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.
6. Supervisors will regularly check employee compliance with the telecommuting agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability.
 7. Telecommuting plans are subject to change at the discretion of the School District.

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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.

Emergency Paid Sick Leave

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

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

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

Emergency Family Medical Leave

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

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

Legal Reference: Families First Coronavirus Response Act

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

Policy History:

Adopted on: April 27, 2020

Reviewed on:

Revised on:

Terminated on:

**EAST GLACIER PARK 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 Shayna Schildt, Principal or Denise Mason, Business Manager at 406-226-5543.

Employee Name: _____

Mailing Address: _____ E-mail: _____

Home Phone Number: _____ Alternate Phone Number: _____

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

EMPLOYEE REQUEST FOR LEAVE AT FULL PAY

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

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

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

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

EMPLOYEE REQUEST FOR LEAVE AT 2/3 PAY

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

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

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

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

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

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

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

Section Continued from previous page

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

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

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

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

SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE

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

Vacation: _____Hours Sick Leave: _____Hours Personal: _____Hours

EMPLOYEE CERTIFICATION AND SIGNATURE

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

Employee Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Request Received By: _____ Date: _____

Leave Approved By: _____ Date: _____

Period of Leave: _____

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

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

EAST GLACIER PARK 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 Shayna Schildt, Principal or Denise Mason, Business Manager at 406-226-5543.

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.

**School District 50, County of Glacier
East Glacier Park Grade School**

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, MCA

Policy History:

Adopted on: April 27, 2020

Reviewed on:

Revised on:

Terminated on:

**School District 50, County of Glacier
East Glacier Park Grade School**

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: April 27, 2020

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Revised on:

Terminated on:

EVENT PLANNING GRAPHIC