

Florence-Carlton School District

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. As part of its own concurrent declaration of an unforeseen emergency (community disaster), the board of trustees has found it necessary to adopt temporary policies related to emergency school closure. 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. Addressing barriers to learning presented by distance.
2. Improvement of instruction in offsite setting during school closure.
3. Ensuring equity in services provided, including special education for exceptional children pursuant to Title 20, Chapter 7, Part 4.
4. Mitigation of digital divides that could otherwise create barriers to effective learning.
5. Ensuring adequate nutrition for students relying on the district's nutrition programs.
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

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

Cross Reference: Policy 2221 – 2221P – School Closure
Policy 1400 – Board Meetings
Policy 1310 – Policy and Procedure
Policy 1420 – 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

Policy History:

Adopted on: 03-27-20

Reviewed on:

Revised on:

Terminated on:

Florence-Carlton School District 15-6

COVID-19 Emergency Measures

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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: 7/22/2020

Reviewed on:

Revised on:

Terminated on:

District Name School District 15-6

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

District Name School District has taken the precautionary measures adopted by the Board of Trustees, provided by the Governor of Montana, and directed by the Ravalli County Health Department to protect against the possible spread of COVID-19 and related illnesses. These measures include but are not limited to cleaning and disinfecting protocols, physical distancing guidance, limitations on the number of people present for events, and use of personal protective equipment. There are no assurances these measures will prevent the spread of COVID-19 or related illnesses at this event or at this facility. By voluntarily entering this event or facility, attendees are acknowledging their specific awareness and knowledge that there are inherent risks of exposure at public gatherings and public facilities. These inherent risks that attendees specifically acknowledge include but are not limited to: injury; illness; hospitalization, chronic health issues arising out of COVID-19, quarantines of an unknown duration to be determined by governing authorities and death. Attendees acknowledge vulnerable individuals as defined by the Centers for Disease Control are at greater risk of serious complications from exposure. Attendees are advised to comply with physical distancing limits consisting of a minimum of 6 feet of distance from others at all times and are further advised to 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.

To accommodate those that may not want to risk exposure during a public event, the School District is broadcasting the event at the _____. Spectators may visit this site to watch the event without visiting the school facility.

Policy History:

Adopted on: 2/16/2021

Reviewed on:

Revised on:

Terminated on:

1 **Florence-Carlton School District 15-6**

2
3 **COVID-19 Emergency Measures**

1903

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

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

13
14 School District Events

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

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

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

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

41 Visitors to Schools

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

1
2 Volunteers
3

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

8 Facilities Use Agreements
9

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

15 Enforcement
16

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

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

33 Policy History:

34 Adopted on: 2/16/2021

35 Reviewed on:

36 Revised on:

37 Terminated on:

1 **Florence-Carlton School District 15-6**

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3 **COVID-19 Emergency Measures**

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6 Use of Transportation Funds During Periods of Emergency Declaration

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8 Pursuant to guidance issued from the Office of Public Instruction, the Board of Trustees
9 authorizes the following expenditures of its FY21 budgeted transportation funds that are in
10 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI
11 guidance, transportation services which provide instructional services to students.

12
13 **OPTIONS:**

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

28
29 Cost Guidelines

30
31 The Board of Trustees authorizes the Superintendent to exercise his/her professional judgment
32 and discretion as to the necessity, quality and amount of all expenses referenced below.
33 Aggregate costs of items below are to remain within the budget limits adopted by the board of
34 trustees for the FY21 transportation budget, including any budget amendments adopted by the
35 board of trustees prior to the completion of FY21.

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

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

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

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

Policy History:

Adopted on: 07/22/2020

Reviewed on:

Revised on:

Terminated on:

Florence-Carlton School District

COVID-19 Emergency Measures

1905

Student, Staff, and Community Health and Safety

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

Symptoms of Illness

Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of illness must not come to school or work. Students who have a fever or are exhibiting other signs of illness must be isolated 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 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.

1
2 Secondary school courses will be delivered using a restructured bell system to minimize student
3 interaction in common areas. Upon arriving in a classroom, secondary school students will be
4 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean
5 their learning area or desk. Meal service for secondary students will be provided through a grab
6 and go lunch that will be eaten in designated areas.
7

8 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be
9 staggered in designated intervals by grade level through a schedule set by the supervising teacher
10 or building administrator when possible.
11

12 Drop off and pick up of students will be completed in a manner that limits direct contact between
13 parents and staff members and adhere to social distancing recommendations in the exterior of the
14 building.
15

16 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance
17 between themselves and others. This distancing requirement does not apply to individuals who
18 are a part of the visitor's regular household isolation group when the group is authorized to
19 present at the school facility.
20

21 22 Face Coverings as Personal Protective Equipment 23

24 Optional Face Coverings 25

26 Staff, students, and visitors may wear a face covering, mask, or face shield while present in any
27 school building. The School District does not require the use of masks but will provide masks,
28 especially in cases required by this policy or at the discretion of the administration.
29

30 Allegations of harassment of any person wearing or not wearing a face covering, mask or face
31 shield shall be promptly investigated in accordance with District policy. A student, staff member,
32 or visitor who, after an investigation, is found to have engaged in behavior that violates District
33 policy is subject to redirection or discipline.
34

35 36 Cleaning and Disinfecting 37

38 School district personnel will routinely both clean by removing germs, dirt and impurities and
39 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and
40 on school property that are frequently touched. This process shall include cleaning
41 objects/surfaces not ordinarily cleaned daily.
42

43 Personnel will clean with the cleaners typically used and will use all cleaning products according
44 to the directions on the label. Personnel will disinfect with common EPA-registered household
45 disinfectants. A list of products that are EPA-approved for use against the virus that causes

COVID-19 is available from the supervising teacher or administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection products.

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

Student Arrival

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

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

Temperature Screening

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

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

4
5 Staff members will supervise children when they use hand sanitizer and soap to prevent
6 ingestion. Staff members will place grade level appropriate posters describing handwashing
7 steps near sinks.
8
9

10 Vulnerable Individuals

11
12 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
13 adoption as those age 65 or older or those with serious underlying health conditions, including
14 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
15 system is compromised such as by chemotherapy for cancer and other conditions requiring such
16 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
17 they should telework during the period of declared public health emergency.
18

19 Employees who have documented high risk designation from a medical provider are entitled to
20 reasonable accommodation within the meaning of that term in accordance with the Americans
21 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations
22 may include but are not limited to teleworking in accordance with a work plan developed in
23 coordination with and authorized by the supervising teacher, administrator or other designated
24 supervisor. Such employees may also be eligible for available leave in accordance with the
25 applicable policy or master agreement provision.
26
27

28 Food Preparation and Meal Service

29
30 Facilities must comply with all applicable federal, state, and local regulations and guidance
31 related to safe preparation of food.
32

33 Sinks used for food preparation must not be used for any other purposes.
34

35 Staff and students will wash their hands in accordance with this policy.
36
37

38 Transportation Services

39
40 The Board of Trustees authorizes the transportation of eligible transportees to and from the
41 school facility in a manner consistent with the protocols established in this policy. The
42 transportation director and school bus drivers will clean and disinfect each seat on each bus after
43 each use.
44
45

46 Public Awareness

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

Confidentiality

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

Transfer of Funds for Safety Purposes

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

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
	<i>State, ex rel., Bartmess v. Helena Board of Trustees</i> , 726 P.2d 801

<u>Cross Reference:</u>	Policy 1901 – School District Policy and Procedures
	Policy 1903 – School District Events and Meetings
	Policy 1903F – School Events Notice
	Policy 1906 - Student Services and Instructional Delivery
	Policy 1907 – Transportation Services
	Policy 1006FE – Transfer of Funds for Safety Purposes
	Policy 3410 – Student examination and screenings
	Policy 3226 – Bullying and Harassment
	Policy 3417 – Communicable Diseases
	Policy 3431 – Emergency Treatment
	Policy 5015 – Bullying and Harassment
	Policy 1911 - Personnel Use of Leave
	Policy 1910 – Human Resources and Personnel
	Policy 4120 - Public Relations
	Policy 5002 – Accommodating Individuals with Disabilities
	Policy 5130 – Staff Health

1 Policy 5230 - Prevention of Disease Transmission
2 Policy 6110 – Superintendent Authority
3 Policy 6122 - Delegation of Authority
4 Policy History:
5 Adopted on: 02/16/2021
6 Reviewed on:
7 Revised on:
8 Terminated on:

Florence-Carlton School District 15-6

COVID-19 Emergency Measures

1906P

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, off-site, or blended learning model as outlined in Policy 1906.

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

Planning & Communication

- Providing tools for virtual learning will help ensure equity in access to learning opportunities. With Policy 1904, districts may utilize transportation funds to facilitate internet and device access to students currently without.
- Provide 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 week.
 - During this time of challenge, providing structure and certainty will support academic, mental and emotional health.
 - Students should receive some form of communication from the school community at least once per day.

Set Expectations

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

Differentiated Instruction & Learning Models

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

Demonstrating Learning

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

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

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

Policy History:

Adopted on: 08/11/2020

Reviewed on:

Revised on:

Terminated on:

Florence-Carlton School District 15-6

COVID-19 Emergency Measures

1906

Student Instruction and Services

The School District has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources including but not 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.

Option 1: School Facility as Instructional Setting

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

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

Option 2: Offsite and Online Instructional Setting

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

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

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

Option 3: Proficiency-Based Learning

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

1 district assessments consistent with the School District's adopted Plan of Action, District Policy
2 1005FE, or other measures approved by the Board of Trustees during the course of a school year
3 affected by a public health emergency.

4
5 The Board of Trustees waives the minimum number of instructional hours for students who
6 demonstrate proficiency in a course area using district assessments that include, but are not
7 limited to, the course or class teacher's determination of proficiency as defined by the Board of
8 Trustees. This determination shall be based on a review of the student's completed coursework,
9 participation in course delivery, and other methods applicable to the specific course or class. The
10 Board of Trustees authorizes the use of the proficiency determination process for students who
11 have selected this method of delivery, students for whom the School District is unable to
12 document satisfaction of the required minimum aggregate number of hours through the offsite or
13 onsite methods outlined in this policy, or other students whom School District personnel
14 determine satisfy the definition of proficient or meeting proficiency.

15
16 This provision is based in the declaration by the Montana Legislature that any regulation
17 discriminating against a student who has participated in proficiency-based learning is
18 inconsistent with the Montana Constitution.

19 20 Special Education and Accommodation of Disabilities or Diagnoses

21
22 Students shall receive services in accordance with the applicable Individualized Education Plan
23 or Section 504 Plan based on methods and locations agreed upon and documented by the
24 applicable team to meet the student's needs and goals. The supervising teacher or building
25 administrator shall coordinate with parents and the special education staff or cooperative to
26 ensure all applicable statutes are followed in accordance with U.S. Department of Education
27 guidelines.

28 29 Student Attendance

30
31 The Board of Trustees authorizes the supervising teacher, building principal or district
32 administration to set an attendance policy for students that takes into account the location of
33 instructional services, the applicability of proficiency-based instruction, the student's grade level,
34 and the health and safety of the student and their household. Students are expected to complete
35 assigned work. If a student is not present for the instructional day, the student shall be permitted
36 to complete all work assigned by the teacher if not present for instruction within a reasonable
37 period of time determined by the teacher. Students shall not lose credit or incur a grade
38 reduction for reasons related to attendance without good reason as determined by the Board of
39 Trustees.

40 41 Student Safety and Counseling

42
43 Students shall have access to regular school counseling services whether their instruction is
44 provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student
45 distress or concern to their supervisor for review and referral. Students receiving instruction in
46 an offsite setting are governed by the staff obligation to report suspected child abuse or neglect.

Homeless Students and Students in Foster Care

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

Student Discipline

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

2020/2021 School Schedule and Calendar

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

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

Optional: Summer School

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

Optional: Extended School Year

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

1 Legal Reference: Article X, Section 1, Montana Constitution
2 Section 20-1-101, MCA – Definitions
3 Section 20-1-301, MCA – School Fiscal Year
4 Section 20-9-311, MCA – Calculation of Average Number Belonging
5 Section 20-7-118, MCA - Offsite Provision of Educational Services
6 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
7 ARM 10.55.906(4)) – High School Credit
8

9 Cross Reference: Policy 1005FE – Proficiency-Based Learning
10 Policy 1902 – Alternative Grading
11 Policy 1905 - Staff, Student, and Community Health and Safety
12 Policy 2100 – School Calendar
13 Policy 2140 – Guidance and Counseling
14 Policy 2161 – Special Education
15 Policy 2168 – Distance Learning
16 Policy 2410 – Graduation
17 Policy 2420 – Grading and Progress Reports
18 Policy 2421 – Promotion and Retention
19 Policy 2150 – Suicide Training and Awareness
20 Policy 3125 – Homeless Students
21 Policy 3122 - Attendance Policy
22 Policy 3310 - Student Discipline

23 Policy History:

24 Adopted on: 08/11/2020

25 Reviewed on:

26 Revised on:

27 Terminated on:

Florence-Carlton School District 15-6

COVID-19 Emergency Measures

1908

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. 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 Opt-Out Form

Policy History:

Adopted on: 08/11/2020

Reviewed on:

Revised on:

Terminated on:

Florence-Carlton School District 15-6

COVID-19 Emergency Measures

1908F

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 Florence-Carton School District, 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 understand I can change back to on-site learning at the end of semester one. 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

Policy History:

Adopted on: 8/11/2020

Reviewed on:

Revised on:

Terminated on:

1 **Florence-Carlton School District 15-6**

2
3 **COVID-19 Emergency Measures**

1911

4
5 School District Budget Adoption, Amendment and Audit

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

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

20 Policy History:

21 Adopted on: 7/22/2020

22 Reviewed on:

23 Revised on:

24 Terminated on: