

1 **Alder School District**

2
3 COVID-19 Emergency Policies

1900

4
5 The board of trustees and its staff are operating under unusual, even unprecedented
6 circumstances by virtue of the declaration of a statewide emergency by the Governor and the
7 executive orders related to school closure to address concerns from the COVID-19 Virus and/or
8 the declaration of an unforeseen emergency (community disaster) made by the Board of
9 Trustees. In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to
10 adopt temporary policies related to emergency school closures, the ongoing provision of
11 educational services to students, meetings of the Board, gatherings on school property, health
12 and safety of students, staff and community members, human resource matters and budgetary
13 matters. To ensure clarity and transparency, the board has organized all emergency school
14 policies into a temporary chapter. The Board has also included this introductory section as a
15 heading for each policy to ensure understanding of the purpose and duration of each policy
16 adopted pursuant to this chapter.

17
18 Purpose(s) of Policies

- 19
20 1. Ensuring that locally-elected trustees charged with the supervision and control of their
21 local public schools, in collaboration with their staff leadership teams, make decisions
22 that are in the best interests of students, staff and the community served.
23 2. Ensuring measures to protect the health and safety of students, staff and community
24 members.
25 3. Addressing issues relating to student instruction and family engagement.
26 4. Addressing barriers to learning presented by distance.
27 5. Improvement of instruction in on-site, offsite, and/or on-line settings
28 6. Ensuring continuity of employment of school district staff and/or continuity of services
29 provided by contract transportation providers.
30 7. Ensuring accountability to families with children.

31
32 Term of COVID-19 Emergency Measures Policies

33
34 The term of School District Policies Numbered 1900-1999 shall run concurrent with any
35 emergency related to COVID-19 declared by the President, Congress, Montana Legislature,
36 Governor, Montana Department of Public Health and Human Services, county health department
37 or the board of trustees. These policies shall terminate, unless further extended, on the earlier of
38 June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply
39 to the district have lawfully expired or have been dissolved.

40
41 Cross Reference: Policy 2221 – 2221P – School Closure
42 Policy 1400 – Board Meetings
43 Policy 1310 – Policy and Procedure
44 Policy 1420 – Meeting Procedure
45

1 Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and
2 accompanying Directives
3 Section 20-9-801-806, MCA – Emergency School Closure
4 Section 50-1-202-204, MCA – Public Health Laws
5 Section 10-3-104, MCA – General Authority of Governor
6 Article X, section 8 – Montana Constituion
7
8

9 Policy History:
10 Adopted on: 04/27/20
11 Reviewed on:
12 Revised on:
13 Terminated on:

2
3 **COVID-19 Emergency Measures**

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5 Emergency Policy and Procedures

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7 Applicability of Emergency Policy Series

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

15
16 Legal References

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

21
22 Adoption and Amendment of Policies

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

30
31 Suspension of Policies

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

37
38 Administrative Procedures

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

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

47 Policy History:

48 Adopted on: 04/27/20

49 Reviewed on:

50 Revised on:

51 Terminated on:

1 Alder School District

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3 COVID-19 Emergency Measures

1902

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5 Alternative Grading

6
7 This policy is adopted as a temporary policy in accordance with the framework set by District
8 Policy 1900 – Temporary COVID-19 Policies and is intended to govern School District
9 operations for the period affected by the COVID-19 health and safety measures implemented by
10 the School District in response to federal, state or local authorities.

11
12 Teachers will grade students as usual in accordance with established classroom or course
13 practices during the grading period in accordance with District Policy 2420 and the Employee
14 Handbook.

15
16 The default option for students and parents/guardians is the grade typically assigned for students
17 in the grade level or class which may include an A-F letter grade. Students and parents/guardians
18 may choose to receive a Proficient/Fail or P/F grade in place of a grade typically assigned for the
19 student’s courses. The P/F grade option can be requested by a student and parents/guardians no
20 later than ____ calendar days after report cards have been sent to the parents/guardians by
21 submitting a written request to _____ the School District’s custodian of records.

22
23 For students or parents/guardians who request a P/F grade, the School District will record the P/F
24 designation using a rubric in which all grades of _____ or higher earn a Proficient in accordance
25 with District Policy 1005FE, the School District’s COVID-19 Plan of Action as submitted to the
26 Office of the Governor and/or while emergency declarations relating to COVID-19 are in place.

27
28 Students earning course grades converted to a Proficient grade in this temporary P/F option for
29 grading periods affected by COVID-19 health and safety measures will be granted credit for the
30 course and the credit will count towards promotion or graduation requirements and extra-
31 curricular eligibility. Students earning a Fail designation in a course will not earn credit, will be
32 subject to retention consideration, and, if applicable, will be subject to extra-curricular eligibility
33 consequences.

34
35 Grades converted to P/F will not be counted toward or against class honors or valedictorian
36 status as outlined in Policy 2410P for classes of students graduating during or after 2020.

37
38 The School District will include a designation on the students' transcripts indicating the
39 extraordinary circumstances for any grading period affected by COVID-19 health and safety
40 measures.

- 41
42 Cross Reference: Policy 1005FE – Proficiency Based Learning
43 Policy 2410-2410P – Graduation Requirements
44 Policy 2420 – Grading and Progress Reports
45 Policy 2168 – Distance Learning
46 Policy 2421 - Promotion and Retention

1
2 Legal Reference: Section 20-1-301, MCA School fiscal year
3 Section 20-9-311(4)(a)(b)(d), MCA Calculation of average number
4 belonging
5 Section 20-3-324, MCA Powers and duties
6 Section 20-7-1601. Transformational learning
7 10.55.906 ARM High School Credit
8
9

10 Policy History:
11 Adopted on: 04/27/2020
12 Reviewed on:
13 Revised on:
14 Terminated on:

1 **Alder School District**

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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 residents. The School District
38 shall accommodate vulnerable individuals so they may participate in the meeting gathering or
39 event via electronic means.
40

41 Visitors to Schools

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

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Volunteers

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

Facilities Use Agreements

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

Enforcement

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

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

Policy History:

- Adopted on: 04/27/2020
- Reviewed on:
- Revised on:
- Terminated on:

2
3 Covid-19 emergency Measures

4
5 School Event and Facility Notice

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

10
11 SCHOOL EVENT AND FACILITY NOTICE

12
13 Alder School District has taken the precautionary measures adopted by the Board of
14 Trustees, provided by the Governor of Montana, and directed by the Madison County Health
15 Department to protect against the possible spread of COVID-19 and related illnesses. These
16 measures include but are not limited to cleaning and disinfecting protocols, physical distancing
17 guidance, limitations on the number of people present for events, and use of personal protective
18 equipment. There are no assurances these measures will prevent the spread of COVID-19 or
19 related illnesses at this event or facility. By voluntarily entering this event or facility, attendees
20 are acknowledging their specific awareness and knowledge that there are inherent risks of
21 exposure at public gatherings and public facilities. These inherent risks that attendees
22 specifically acknowledge include but are not limited to: injury; illness; hospitalization; chronic
23 health issues arising out of COVID-19, quarantines of an unknown duration to be determined by
24 the governing authorities; and death. Attendees acknowledge vulnerable individuals as defined
25 by the Centers for Disease Control are at greater risk of serious complications from exposure.
26 Attendees are advised to comply with physical distancing limits consisting of a minimum of 6
27 feet in distance from others at all times and are further advised to consider the use of masks/face
28 coverings while on school property and to use personal hand sanitizer before, during, and after
29 an event. Attendees confirm that they have reviewed, thoroughly understand, and agree to
30 comply with all guidance for the phased reopening of Montana issued by the Montana
31 Governor’s Office. All School District Policies are in effect when attending this school event of
32 otherwise accessing this facility. Any negligence arising out of your access to this facility or
33 attendance at a school event shall be attributed to you as comparative negligence within the
34 meaning of Section 27-1-792, MCA.

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37 Policy History:

38 Adopted on: 05/14/20

39 Reviewed on:

40 Revised on:

41 Terminated on:

1 Alder School District

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3 COVID-19 Emergency Measures

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6 Use of Transportation Funds During Periods of Emergency Declaration

7
8 Pursuant to guidance issued from the Office of Public Instruction, the board of trustees
9 authorizes the following expenditures of its FY20 budgeted transportation funds that are in
10 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI
11 guidance, transportation services which provide instructional services to students.
12

- 13
- 14 • Transportation of food and meals used in nutritional programs.
- 15 • Purchase of equipment to ensure food safety.
- 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
24 Cost Guidelines

25
26 The board of trustees authorizes the Superintendent to exercise his/her professional judgment and
27 discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate
28 costs of items below are to remain within the budget limits adopted by the board of trustees for
29 the FY20 transportation budget, including any budget amendments adopted by the board of
30 trustees prior to the completion of FY20.
31

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

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

20
21
22 Cross Reference: Policy 3612 – District-Provided Access to Electronic Information,
23 Services, and Networks
24 Policy 3612P - District-Provided Access to Electronic Information,
25 Services, and Networks Procedure
26 Policy 3612F – Internet Access Agreement
27 Policy 3650 – Montana Pupil Online Personal Information Protection Act
28 Policy 3650F – Montana Model Data Privacy Agreement
29 Policy 2168.- Distance Learning
30 Policy 2170 – Montana Digital Academy
31 Policy 2170P – Montana Digital Academy Procedures

32
33 Legal Reference: Section 20-10-101(5), MCA – Transportation
34

35 Policy History:
36 Adopted on: 04/27/20
37 Reviewed on:
38 Revised on:
39 Terminated on:

1 Alder School District

2
3 COVID-19 Emergency Measures

1905

4
5 Student, Staff, and Community Health and Safety

6
7 The School District has adopted the protocols outlined in this policy during the term of the
8 declared public health emergency to ensure the safe and healthy delivery of education services
9 provided to students on school property in accordance with Policy 1906, and a safe workplace
10 when staff are present on school property in accordance with Policy 1909, and the safety, health
11 and well-being of parents and community members. The supervising teacher, principal,
12 superintendent or designated personnel are authorized to implement the protocols in coordination
13 with state and local health officials.

14
15 Symptoms of Illness

16
17 Students and staff who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms
18 of illness must not come to school or work. Students who have a fever or are exhibiting other
19 signs of illness must be isolated in a designated area until such time as parents or caregiver may
20 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly
21 cleaned and disinfected once the student has vacated the area by staff utilizing safety measures in
22 accordance with state and/or local health standards as applicable. Students may engage in
23 alternative delivery of education services during the period of illness or be permitted to make up
24 work in accordance with District Policy 1906. Staff members will be provided access to leave in
25 accordance with District Policy 1911 or the applicable Master Contract or Memorandum of
26 Understanding.

27
28 Parents, guardians, or caregivers of students who are ill, feeling ill, diagnosed as ill, or otherwise
29 demonstrating symptoms of illness must not be present at the school for any reason including but
30 not limited events or gatherings or to drop off or pick up students excepted as provided by this
31 policy. To avoid exposing others to illness, parents or caregivers who are ill must make
32 arrangements with others to transport students to school or events, if at all practicable. If not
33 practicable, parents, guardians or caregivers must not leave their vehicle during pickup or drop
34 off and must arrange with District staff to supervise students in accordance with physical
35 distancing guidelines in this Policy.

36
37
38 Physical Distancing

39
40 Students, staff, volunteers, and visitors will maintain a three-foot distance between themselves
41 and their colleagues and peers throughout the school day inside any school building, on school
42 provided transportation, and on school property before and after school. Staff members will
43 arrange classrooms and restructure courses, transportation services, and food service to meet this
44 standard.

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

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

7
8 Face Coverings as Personal Protective Equipment
9

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

17
18 The School District recommends but does not require all staff, volunteers, visitors, and school-
19 aged students to wear a face covering, mask, or face shield while present in any school building,
20 regardless of vaccination status. The School District also recommends that all staff, volunteers,
21 visitors, and school-aged students wear a face covering, mask, or face shield while present at any
22 outdoor school activity with fifty (50) or more people where physical distancing is not possible
23 or is not observed. Face covering, mask, or face shield means disposable or reusable
24 covering that cover the nose and mouth. The School District will provide masks to students,
25 volunteers, and staff, if needed. If a student or staff member wears a reusable mask, the School
26 District expects that the masks be will washed on a regular basis to ensure maximum protection.

27
28 Students, staff, volunteers, and visitors are not required to wear a face covering, mask, or face
29 shield under this provision when:

- 30 1. consuming food or drink;
- 31 2. engaged in strenuous physical activity;
- 32 3. giving a speech, lecture, class presentation, course lesson, or performance when separated
33 by at least three feet of distance from the gathering, class, or audience;
- 34 4. communicating with someone who is hearing impaired;
- 35 5. identifying themselves;
- 36 6. receiving medical attention; or
- 37 7. precluded from safely using a face covering, mask, or face shield due to a medical or
38 developmental condition. The superintendent, building principal, or their designee shall
39 request documentation from a care provider when considering an exception to this
40 provision for medical or developmental reasons. The School District will comply with all
41 applicable disability and discrimination laws when implementing this provision.

42
43 When students and members of the public are not present, staff may remove their face covering,
44 mask, or face shield if they are at their individual workstation and six feet of distance is strictly
45 maintained between individuals. If students are working in small groups, the students must be
46 wearing face covering, mask, or face shield

1
2 All points of entry to any school building or facility open to the public shall have a clearly visible
3 sign posted stating the face covering, mask, or face shield requirement.

4
5 Allegations of harassment of any person wearing or not wearing a face covering, mask, or face
6 shield requirement will be promptly investigated in accordance with District policy. Failure or
7 refusal to wear a face covering, mask, or face shield by a staff member or student not subject to
8 an exception noted above may result in redirection or discipline in accordance with District
9 policy and codes of conduct, as applicable.

10
11 At the board and administrations' discretions required face coverings may be reinstated at any time
12 when the situation warrants the reinstatement.

13 14 Cleaning and Disinfecting

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

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

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

31 32 Student Arrival

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

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

41 42 43 Temperature Screening

44
45 Designated School District staff are authorized to test the temperature of students with an
46 approved non-contact or touchless temperature reader. Students who have a fever or are
47 exhibiting other signs of illness must be isolated in a designated area until such time as parents or

1 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be
2 thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety
3 measures in accordance with state and/or local health standards as applicable.
4

5 When administering a temperature check on a possibly ill student, designated staff members will
6 utilize available physical barriers and personal protective equipment to eliminate or minimize
7 exposures due to close contact to a child who has symptoms during screening.
8

9 Healthy Hand Hygiene Behavior

10
11 All students, staff, and others present in the any school building will engage in hand hygiene at
12 the following times, which include but are not limited to:

- 13 • Arrival to the facility and after breaks
- 14 • Before and after preparing, eating, or handling food or drinks
- 15 • Before and after administering medication or screening temperature
- 16 • After coming in contact with bodily fluid
- 17 • After recess
- 18 • After handling garbage
- 19 • After assisting students with handwashing
- 20 • After use of the restroom

21
22 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20
23 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol
24 can be used if soap and water are not readily available.
25

26 Staff members will supervise children when they use hand sanitizer and soap to prevent
27 ingestion. Staff members will place grade level appropriate posters describing handwashing
28 steps near sinks.
29

30 31 Vulnerable Individuals

32
33 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's
34 adoption as those age 65 or older or those with serious underlying health conditions, including
35 high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune
36 system is compromised such as by chemotherapy for cancer and other conditions requiring such
37 therapy) are authorized to talk to their healthcare provider to assess their risk and to determine if
38 they should telework during the period of declared public health emergency.
39

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

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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 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 |

1 Section 20-9-806, MCA School Closure by Declaration of
2 Emergency
3 10.55.701(2)(d)(s) Board of Trustees
4 *State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801*
5

6 Cross Reference: Policy 1901 – School District Policy and Procedures
7 Policy 1903 – School District Events and Meetings
8 Policy 1903F – School Events Notice
9 Policy 1906 - Student Services and Instructional Delivery
10 Policy 1907 – Transportation Services
11 Policy 1006FE – Transfer of Funds for Safety Purposes
12 Policy 3410 – Student examination and screenings
13 Policy 3226 – Bullying and Harassment
14 Policy 3417 – Communicable Diseases
15 Policy 3431 – Emergency Treatment
16 Policy 5015 – Bullying and Harassment
17 Policy 1911 - Personnel Use of Leave
18 Policy 1910 – Human Resources and Personnel
19 Policy 4120 - Public Relations
20 Policy 5002 – Accommodating Individuals with Disabilities
21 Policy 5130 – Staff Health
22 Policy 5230 - Prevention of Disease Transmission
23 Policy 6110 – Superintendent Authority
24 Policy 6122 - Delegation of Authority

25 Policy History:
26 Adopted on: July 14, 2021
27 Reviewed on: July 14, 2021
28 Revised on: July 14, 2021
29 Terminated on:

1 Alder School District

2
3 COVID-19 Emergency Measures

1906

4
5 Student Instruction and Services

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to ensure the delivery of education services to students
9 onsite at the school, offsite at other locations using available resources including but limited to
10 online methods. The supervising teacher, principal, superintendent or designated personnel are
11 authorized to implement this policy.

12
13 As outlined in District Policy 2100, and except for students determined by the School District to
14 be proficient using School District assessments, the adopted calendar has a minimum number of
15 720 aggregate instructional hours for students in kindergarten through third grade; 1,080 hours
16 for students in fourth through eleventh grade and 1,050 hours for students in twelfth grade.

17
18 The School District may satisfy the aggregate number of hours through any combination of
19 onsite, offsite, and online instruction. The District administration is directed to ensure that all
20 students are offered access to the complete range of educational programs and services for the
21 education program required by the accreditation standards adopted by the Montana Board of
22 Public Education.

23
24 For the purposes of this policy and the School District’s calculation of ANB and “aggregate
25 hours of instruction” within the meaning of that term in Montana law, teaching strategies which
26 are innovative or transformational and focus on student engagement for the purposes of
27 developing a students’ interests, passions, and strengths, instruction shall be construed as being
28 synonymous with the terms “learning” and “education.” The term shall include any directed,
29 distributive, collaborative and/or experiential learning activity provided, facilitated or
30 coordinated by the teacher of record in a given course that is done purposely to facilitate the
31 learning of, acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full
32 educational potential of students.

33
34 Staff shall calculate the number of hours students have received instruction as defined in this
35 policy through a combined calculation of services received onsite at the school or services
36 provided or accessed at offsite or online instructional settings including, but not limited to, any
37 combination of physical instructional packets, virtual or electronic based course meetings and
38 assignments, self-directed or parent-assisted learning opportunities, and other educational efforts
39 undertaken by the staff and students that can be given for grade or credit. Staff shall report
40 completed hours of instruction as defined in this policy to the supervising teacher, building
41 principal, or district administrator for final calculation.

42
43 Students shall receive grades for completed coursework in accordance with the grading scale for
44 the individual staff member or the alternative grading procedures outlined in District Policy
45 1902.

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

8
9 In order to comply with the requirements of the calendar, District Policy and Section 20-1-301,
10 MCA, the District shall implement the instructional schedules and methods identified in this
11 policy.

12 13 School Facility as Instructional Setting

14
15 The Board of Trustees authorizes instruction of students at the school facility in a manner that
16 satisfies the aggregate number of instructional hours outlined in the School District's adopted or
17 revised calendar for the 2019-2020 school year.

18
19 All educational and related services provided at the school facility shall be completed in
20 accordance with the health and safety protocols outlined in District Policy 1905.

21 22 Offsite and Online Instructional Setting

23
24 The Board of Trustees authorizes offsite and online instruction of students in a manner that
25 satisfies the aggregate number of instructional hours outlined in the School District's adopted or
26 revised calendar for the 2019-2020 school year. Offsite and online delivery methods shall
27 include a complete range of educational services offered by the School District and shall comply
28 with the requirements of applicable statutes. Students completing course work through an offsite
29 or online instructional setting shall be treated in and have their hours of instruction calculated in
30 the same manner as students attending an onsite institutional setting.

31
32 The Board of Trustees authorizes the supervising teacher or district administrator to permit
33 students to utilize an offsite or online instructional setting at parental request if onsite instruction
34 is offered in the School District in accordance with Policy 1908.

35
36 Students receiving offsite delivery of education services may be eligible for assistance with
37 accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

38 39 Proficiency-Based Learning

40
41 The Board of Trustees authorizes proficiency-based ANB calculation in situations when a
42 student demonstrates proficiency in a course area as determined by the Board of Trustees using
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4 district assessments consistent with the School District’s adopted Plan of Action, District Policy
5 1005FE, or other measures approved by the Board of Trustees during the course of the 2019-
6 2020 school year.
7

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

19 This provision is based in the declaration by the Montana Legislature that any regulation
20 discriminating against a student who has participated in proficiency-based learning is
21 inconsistent with the Montana Constitution.
22
23

24 Special Education and Accommodation of Disabilities or Diagnoses

25

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

34 Student Attendance

35

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

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

11
12 Homeless Students and Students in Foster Care
13

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

18
19 Student Discipline
20

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

25
26 Summer School
27

28 The Board of Trustees authorizes a summer program of instructional offerings for the purpose of
29 remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must
30 meet minimum state requirements for accreditation and may be delivered at the school or at
31 another offsite location. Remediation credit courses shall be offered, grades 9-12, in accordance
32 with District advancement requirements. Credit course offerings must be approved by the Board
33 of Trustees
34

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

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

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- 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: 04/27/2020
Reviewed on:
Revised on:
Terminated on:

1 Alder School District

2
3 COVID-19 Emergency Measures

1906P

4
5 Student Instruction Resources and Best Practices

6
7 In accordance with Policy 1005FE – Proficiency Based Learning and Section 20-9-311(4)(d),
8 MCA, “a school district may include in its calculation of ANB a pupil who is enrolled in a
9 program providing fewer than the required aggregate hours of pupil instruction under subsection
10 (4)(a) or (4)(b) if the pupil has demonstrated proficiency in the content ordinarily covered by the
11 instruction as determined by the school board using district assessments. The ANB of a pupil
12 under this subsection (4)(d) must be converted to an hourly equivalent based on the hours of
13 instruction ordinarily provided for the content over which the student has demonstrated
14 proficiency.”

15
16 Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, off-
17 site, or blended learning model as outlined in Policy 1906.

18
19 Best practices, including but not limited to those outlined below, will assist districts in
20 facilitating quality learning for each student regardless of background or circumstance.

21
22 Planning & Communication

- 23 • Providing tools for virtual learning will help ensure equity in access to learning
- 24 opportunities. With Policy 1904, districts may utilize transportation funds to facilitate
- 25 internet and device access to students currently without.
- 26 • Provide weekly learning agendas communicated to students and parents.
- 27 • Set student meetings, teacher office hours, assignment expectations, and grades available
- 28 on an established schedule. Districts may consider Policy 1902 – Alternative Grading.
- 29 • Establish whole group virtual “class time” and/or opportunities for small group learning
- 30 ○ Post assignments online early and for the entire week.
- 31 ▪ During this time of challenge, providing structure and certainty will
- 32 support academic, mental and emotional health.
- 33 ○ Students should receive some form of communication from the school community
- 34 at least once per day.

35 Set Expectations

- 36 • With students and parents/guardians set expectations and acknowledgment of the
- 37 importance for ownership of student learning.
- 38 • Expectations can outline due dates for assessments.
- 39 • Outline how much online participation is required of students.
- 40 • Include expectation for daily submission of work or review of accomplishments toward
- 41 goals.
- 42 • Survey students and parents/guardians to make adjustments to lessons. Remember to be
- 43 flexible—time learning software, apps, etc. should be considered part of learning.
- 44

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5 Differentiated Instruction & Learning Models

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

30 Demonstrating Learning

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

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

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

Policy History:

Adopted on: 04/27/2020

Reviewed on:

Revised on:

Terminated on:

1 Alder School District

2

3 COVID-19 Emergency Measures

1907

4

5 School District Declaration of Emergency

6

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

15

| | | |
|---------------------|-----------------------------|----------------------------------|
| 16 Legal Reference: | Section 20-9-801 - 802, MCA | Emergency School Closure |
| | Section 20-9-806, MCA | School closure by declaration of |
| | | emergency |
| | Section 20-9-805. | Rate of reduction in annual |
| | | apportionment entitlement. |

21

22 Policy History:

23 Adopted on: 04/27/2020

24 Reviewed on:

25 Revised on:

26 Terminated on:

1 Alder School District

3 COVID-19 Emergency Measures

1908

5 Family Engagement

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

11 Students of families opting out of onsite instruction at the school facility for the remainder of the
12 2019-2020 school fiscal year shall receive offsite, online, and proficiency-based instruction, or
13 any combination of the foregoing at the discretion of the School District in accordance with
14 District Policy 1906. School District staff shall arrange for any combination of physical
15 instructional packets, virtual or electronic based course meetings and assignments, self-directed
16 or parent/guardian-assisted learning opportunities, and other educational efforts available to staff
17 and students that can be relied upon for grade or credit in order to satisfy the minimum aggregate
18 number of hours or determination of proficiency for the requesting student. Students determined
19 to be proficient in one or more courses of the district shall be incorporated in the School
20 District’s calculation of ANB, with such ANB fraction to be converted to an hourly equivalent
21 based on the hours of instruction ordinarily provided for the content over which the student has
22 demonstrated proficiency.

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

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

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

37 Policy History:

38 Adopted on: 04/27/2020

39 Reviewed on:

40 Revised on:

41 Terminated on:

1 Alder School District

2
3 COVID-19 Emergency Measures

1908F

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5
6 Family Onsite Instruction Opt-Out Form

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8
9 A family who does not want their student to receive instruction and educational services onsite at the
10 school may request to have instruction completed offsite and/or online by completing this form.

11
12 Students of families opting out of onsite instruction at the school facility for the remainder of the 2019-
13 2020 school fiscal year shall receive offsite, online, and proficiency-based instruction, or any combination
14 of the foregoing at the discretion of the School District in accordance with District Policy 1906. School
15 District staff shall arrange for any combination of physical instructional packets, virtual or electronic
16 based course meetings and assignments, self-directed or parent/guardian-assisted learning opportunities,
17 and other educational efforts available to staff and students that can be relied upon for grade or credit in
18 order to satisfy the minimum aggregate number of hours or determination of proficiency for the
19 requesting student. Students determined to be proficient in one or more courses of the district shall be
20 incorporated in the School District’s calculation of ANB, with such ANB fraction to be converted to an
21 hourly equivalent based on the hours of instruction ordinarily provided for the content over which the
22 student has demonstrated proficiency.

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

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

34
35
36
37
38 _____
Parent

_____ Date

39
40 Legal Reference: Section 20-1-101, MCA – Definitions
41 Section 20-1-301, MCA – School Fiscal Year
42 Section 20-9-311, MCA – Calculation of Average Number Belonging
43 Section 20-7-118, MCA - Offsite Provision of Educational Services
44 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent
45 ARM 10.55.906(4) – High School Credit
46

47 Policy History:
48 Adopted on: 04/27/2020
49 Reviewed on:
50 Revised on:
51 Terminated on:

1 **Alder School District**

2
3 **COVID-19 Emergency Measures**

1909

4
5 Human Resources and Personnel

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to ensure clear expectations for District staff while
9 completing their duties in a safe and healthy workplace. The supervising teacher, principal,
10 superintendent or designated personnel are authorized to implement this policy.
11

12
13 Work Schedule and Assignment for Certified Staff

14
15 The working conditions for the certified staff shall be governed by a Collective Bargaining
16 Agreement and any applicable Memorandum of Understanding between the Unit and the School
17 District or the individual employment contracts between the employee and the School District.
18 Certified staff shall comply with the emergency policies adopted by the Board of Trustees and
19 related directives from the administration unless there is a provision of a Collective Bargaining
20 Agreement or an applicable Memorandum of Understanding that specifically governs instead of
21 the policy.
22

23
24 Work Schedule and Assignment of Duties for Classified Staff

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

32 Personal Conduct

33
34 This policy in no way limits or adjusts the School District's expectations for staff conduct. All
35 applicable district policies and handbook provision governing staff conduct remain in full effect
36

37 Student Services

38
39 Students shall have access to regular instructional services whether their instruction is provided
40 in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of
41 School District Policy or concern about student health, well-being, or safety to their supervisor
42 for review and referral. Students receiving instruction in an offsite or online setting are governed
43 by all applicable laws, including the staff obligation to report suspected child abuse or neglect.
44

45
46 Compensation and Benefits

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4 Staff shall continue to earn regular compensation and benefits during the period of declared
5 public health emergency. Payroll dates and schedules are not affected by an applicable public
6 health emergency.
7

8
9 Evaluation of Staff

10
11 The Board of Trustees authorizes the administration to adjust or waive the schedule for
12 evaluation of staff to accommodate the changes to the school calendar for the remainder of the
13 2019-2020 school year unless there is a Collective Bargaining Agreement or Memorandum of
14 Understanding specifying the evaluation process of a member of a bargaining unit.
15

16
17 Cross Reference: Policy 1905 - Student, Staff and Community Health and Safety
18 Policy 1906 – Student Instruction
19 Policy 5140 – Classified Assignment
20 Policy 5210 – Assignments and Transfers
21 Policy 5221 – Work Day
22 Policy 5232 – Abused and Neglected Child Reporting
23 Policy 5255 – Disciplinary Action
24 Policy 5223 – Personal Conduct
25 Policy 5012 – Sexual Harassment
26 Policy 5015- Bullying and Intimidation
27 Policy 5130 – Staff Health
28 Policy 5230 – Prevention of Disease Transmission
29 Policy 5222 – Evaluation of Certified and Classified Staff
30

31 Policy History:

32 Adopted on: 04/27/2020

33 Reviewed on:

34 Revised on:

35 Terminated on:

1 **Alder School District**

2
3 **COVID-19 Emergency Measures**

1910

4
5 Personnel Use of Leave

6
7 The School District has adopted the protocols outlined in this policy to govern during the term of
8 the declared public health emergency to inform School District staff about leave options. The
9 supervising teacher, principal, superintendent or designated personnel are authorized to
10 implement this policy.

11
12
13 District Leave

14
15 School District staff may utilize accumulated leave granted in accordance with Montana law,
16 District policy, a Collective Bargaining Agreement, or applicable Memorandum of
17 Understanding through the regular procedures governing the type of leave requested.

18
19
20 Federal Law Controls Federal Leave Provisions

21
22 The Board of Trustees has adopted this policy and related forms on the referenced date based on
23 the law and available federal and state guidance as of the date of such adoption. Federal and
24 state guidance can change following adoption of this policy and forms. To the extent that any
25 subsequently adopted guidance or federal regulation or other controlling interpretation of the law
26 results in a conflict between such guidance, regulation or controlling interpretation and this
27 policy or forms, the provisions of the guidance, regulation or controlling interpretation controls
28 to the extent of any such conflict. The School District shall take reasonable steps to ensure that
29 staff are notified of any change in guidance or federal regulation or other controlling
30 interpretation of the law that creates a conflict with any provision of this policy of forms.

31
32
33 Emergency Paid Sick Leave

34
35 In accordance with Federal law, employees may be eligible for two weeks of paid sick leave
36 capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to
37 work because the employee is quarantined in accordance with a Federal, State, or local
38 government order or advice of a health care provider, and/or experiencing COVID-19 symptoms
39 and seeking a medical diagnosis.

40
41 Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-
42 thirds the employee's regular rate of pay because the employee is unable to work because of a
43 bona fide need to care for an individual subject to quarantine in accordance with a Federal, State,
44 or local government order or advice of a health care provider, or to care for a child under 18
45 years of age whose school or child care provider is closed or unavailable for reasons related to
46 COVID-19, and/or the employee is experiencing a substantially similar condition as specified by

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4
5 the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury
6 and Labor.

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

10
11
12 Emergency Family Medical Leave

13
14 Employees may be eligible for up to an additional 10 weeks of paid expanded family and
15 medical leave at two-thirds the employee's regular rate of pay when the employee, who has been
16 employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to
17 care for a child whose school or child care provider is closed or unavailable for reasons related to
18 COVID-19.

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

22
23 Legal Reference: Families First Coronavirus Response Act

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

34
35 Policy History:

36 Adopted on: 04/27/2020

37 Reviewed on:

38 Revised on:

39 Terminated on:

1 **Alder School District**

2

3 **COVID-19 Emergency Measures**

1911

4

5 School District Budget Adoption, Amendment and Audit

6

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

16

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

19

20 Policy History:

21 Adopted on: 04/27/2020

22 Reviewed on:

23 Revised on:

24 Terminated on:

1 **Alder School District**

2

3 **COVID-19 Emergency Measures**

1912

4

5 School District Elections Rescheduled Due to Emergency

6

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

14

15 Legal Reference: Section 20-20-108, MCA - Rescheduling Of School Election Canceled
16 Due To Declaration Of State Of Emergency Or Disaster
17 Title 20, Chapter 20, MCA

18

19

20 Policy History:

21 Adopted on: 04/27/2020

22 Reviewed on:

23 Revised on:

24 Terminated on: