

**Florence-Carlton School District**  
**ARP ESSER Plan**  
**(Safe Return to School and Continuity of Services Plan)**

Date of Original Adoption: March 27, 2020

Date Plan was Last Revised: May 11, 2021

Next Regularly Scheduled Month for Consideration (At least quarterly): August 2021

Dates Reviewed: 6/12/2021, 5/22/2020, 6/9/2020, 7/22/2020, 8/3/2020, 8/11/2020,  
8/22/2020, 9/14/2020, 1/12/2021, 2/16/2021, 4/12/2021, 5/11/2021, 3/12/2024

**March 2020 - June 2021**

1. The Florence-Carlton School District was ordered to close to in person instruction on March 15, 2020, under an executive order issued by then-Governor Bullock. Districts were provided a two week period of time during which they could remain fully closed to instruction of any kind while developing a plan for remote instruction required by the Governor.
  - a. Our district remained closed as authorized until March 30, 2020, at which point our district reopened pursuant to a reopening plan approved by the Governor.
2. On April 22, 2020, then-Governor Bullock lifted his Stay at Home Order, and Announced a Plan to Begin Phased Reopening of Montana. As part of that plan, effective May 7, 2020, all schools were provided the option to return to inclassroom teaching at the discretion of local school boards.
  - a. Our school district finished the 2019-20 school year through remote instruction. During the 2020-21 school year, our means of operation have included:
    - i. In person: The only exception during this timeframe was for temporary closures of part or all of in classroom teaching pursuant to quarantine or isolation orders issued by our county department of health.
    - ii. Offsite
3. Our district developed a plan for reopening to in person instruction, with contingencies, and we implemented that plan for the 2020-21 school year. The reopening plan, details regarding which are provided below, included adoption of various model policies provided by the Montana School Boards Association under its 1900 Series, including model policies aligned with CDC guidance regarding mitigation strategies to limit exposure to and transmission of COVID-19 in school settings.
4. Our district is finishing the 2020-21 school year strong, having provided high quality learning opportunities to the students in our community in safe and effective learning environments.

5. We embraced a fundamental principle of providing extensive transparency to our community throughout the above timeframe. We publicly noticed, held meetings regarding, and provided extensive opportunities for our community to provide us with feedback regarding the School District's plans and we carefully considered such feedback in developing and refining the School District's plans throughout the last 14-15 months.

## **Safe Return to Schools and Continuity of Services Plan Contents:**

### **March 2020-June 2021**

#### **Part I: Documentation of Meaningful Consultation in Developing and Refining the School District's plan from March 2020 Through June 2021:**

We noticed, held, and invited public comment on our evolving plans for a safe return to school and continuity of services on the following dates since March 2020:

- |                                       |               |
|---------------------------------------|---------------|
| 1. 6/12/2021                          | 7. 8/22/2020  |
| 2. 5/22/2020 3. 6/9/2020 4. 7/22/2020 | 8. 9/14/2020  |
| 5. 8/3/2020                           | 9. 1/12/2021  |
| 6. 8/11/2020                          | 10. 2/16/2021 |
|                                       | 11. 4/12/2021 |
|                                       | 12. 5/11/2021 |

Our invitation for public input included a general opportunity for the public to provide input and was provided to everyone interested, including:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and Tribes; civil rights organizations (including disability rights organizations); stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

#### **Part II: Contents of The School District's plan for Safe Return to In-Person Instruction and Continuity of Services:**

1. A description of how the district will maintain the health and safety of students, educators, and other staff:

Following the lifting of the Stay-at-Home Order and subsequent reopening of the state on April 22, 2020, Florence-Carlton School District utilized the Montana Public Education Center *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies* and accompanying MTSBA Model Emergency Policies. Utilizing these resources supported our district's continued service to students with transparency and accountability while ensuring the operations of the school district reflected the circumstances in our community.

The policies ensured our Board of Trustees and school leaders honored the following priorities: quality instruction to students; a healthy and safe setting for students, staff, and the community; needed support of teachers and staff; and responsible financial and operational procedures. The policies provided an actionable plan for completing the 2020-2021 school fiscal year in a manner that met these priorities and secured district funding while providing an operational platform for considering long term innovations in the delivery of education services.

Florence-Carlton School District implemented policy options that facilitated collaboration between the Board of Trustees, administrative team, employees, parents, students, health officials, and community as we established protocols aligned with CDC guidance addressing how instruction was to be delivered to students; how gatherings and events would take place on school property; how the health and safety of staff and students would be protected and preserved while schools were open; and how financial and operational functions of the school district would continue during the period of public health emergency.

Florence-Carlton School District reviewed, considered, and addressed numerous areas of operation in our reopening process. On the topic of school district policy and procedures, the district considered emergency policies and procedures, adoption and amendment of policies, suspension of policies, and administrative procedures. To support students' academic, mental, social and emotional success, the district considered alternative grading, counseling, extended school year, student instruction proficiency determinations and declarations, support for particularly vulnerable students, transportation services, access to internet for students, food preparation and service, summer school and additional student instruction resources. To ensure the health and safety of students, teachers, and staff, the district considered cleaning and disinfection, community use of facilities, county board of health orders, diagnosis and confidentiality, hand washing and related hygiene protocols, telework, school closure orders, stay at home orders, symptom monitoring and isolation, travel quarantines, visitors, volunteers, vulnerable individuals, masks and personal protective equipment, and physical distancing.

Following the *Roadmap for Safely Reopening Montana's Public Schools Using Emergency School District Policies* ensured Florence-Carlton School District has

remained in compliance with guidance and best practices provided by federal, state, or local health officials. Our school district has continued to adapt and adjust our policies as new and updated guidance and best practices have become available.

Further, the policies provide options for consideration through input from our board of trustees, administrative team, employees, parents, students health officials, and community as collaborative partners as we have worked our way through ever evolving changes due to the pandemic. By considering all possible perspectives and factors when making the decisions to adopt or adjust a policy, or to implement a policy, we focused on the health and safety of our students, staff, and community for delivery of learning and services to our students. The policies have enabled us to adjust our procedures and practices during different phases in compliance with guidance and best practices provided by federal, state, and local agencies.

Florence-Carlton School District will continue to follow the policies noted below while engaging in a quarterly reevaluation process to continue to ensure the health, safety and wellbeing of our students, teachers, staff, and community through 2024.

2. The extent to which the district has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:

| <b>Topic</b>                            | <b>School District Policy Reference</b> | <b>Description of Policy</b><br>(All referenced polices can be found at the end of this document.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Policy Adopted and Revised Date(s)</b> |
|-----------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Universal and correct wearing of masks. | 1905                                    | <b>1905:</b> 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. The policy establishes regulations making optional face coverings as personal protective equipment. | 1. [2/16/21]                              |

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| Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding). | 1905;<br>1905P | <p><b>1905:</b> 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. The policy establishes regulations regarding physical distancing by requiring 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. Secondary school courses will be</p> | 1. [2/16/21] 2. |
|                                                                                       |                | <p>delivered using a restructured bell system to minimize student interaction in common areas.</p> <p><b>1905P:</b> The administrative team of the School District has adopted these procedures regarding symptoms of illness, physical distancing and work areas, physical barriers and guides, and ventilation in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |

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| Handwashing, respiratory etiquette                                            | 1905; 1905P | <p><b>1905:</b> 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. The policy establishes regulations regarding healthy hand hygiene behavior and symptoms of illness.</p> <p><b>1905P:</b> The administrative team of the School District has adopted these procedures regarding personnel cleaning and disinfecting, symptoms of illness, and water systems in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.</p> | 1. [2/16/21] |
| Cleaning and maintaining healthy facilities, including improving ventilation. | 1905; 1905P | <p><b>1905:</b> 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,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1. 2/16/21   |

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|  |  | <p>principal, superintendent or designated personnel are authorized to implement the protocols in coordination with state and local health officials. The policy establishes regulations regarding symptoms of illness, cleaning and disinfecting, temperature screening, vulnerable individuals, food preparation and meal service, and transportation services.</p> <p><b>1905P:</b> The administrative team of the School District has adopted these procedures regarding personnel cleaning and disinfecting, symptoms of illness, and ventilation in accordance with Policy 1310 in order to implement Policy 1905 during the term of the declared public health emergency to ensure a safe and healthy work and instructional setting. These procedures were developed in accordance with the latest available guidance from the Centers for Disease Control and in coordination with applicable state, tribal, and local health officials. These procedures supplement Policy 1905.</p> |  |
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| Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments. | 1905; 3417 | <p><b>1905:</b> 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. The policy establishes regulations regarding symptoms of illness, temperature screening, public awareness, and confidentiality.</p> <p><b>3417:</b> In all proceedings related to this policy, the District will respect a student's right to privacy. Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child's attendance harmful to the welfare of other students. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The</p> | 1. [2/16/21] |
|                                                                                                                                                  |            | District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |



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| Diagnostic and screening testing.                                                                     | 1905              | <b>1905:</b> 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. The policy establishes regulations regarding symptoms of illness, and temperature screening.                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1. [2/16/21]                |
| Efforts to provide vaccinations to school communities                                                 | 3413              | Please note that House Bill 702 passed the 2021 Legislature and was signed into law effective May 14, 2021. New Section 1 of that law provides that it is an unlawful discriminatory practice for a governmental entity to refuse, withhold from, or deny to a person any local or state services, goods, facilities, advantages, privileges, licensing, educational opportunities, health care access, or employment opportunities based on the person's vaccination status. The law also provides it is unlawful for an employer to refuse employment to a person, to bar a person from employment, or to discriminate against a person in compensation or in a term, condition, or privilege of employment based on the person's vaccination status. Finally, House Bill 702 provides it is unlawful for a public accommodation to exclude, limit, segregate, refuse to serve, or otherwise discriminate against a person based on the person's vaccination status.<br><br><b>3413:</b> Upon initial enrollment, an immunization status form shall be completed by the student's parent or guardian. The certificate shall be made a part of the student's permanent record. | 1. [06/08/21]               |
| Appropriate accommodations for children with disabilities with respect to health and safety policies. | 1908; 2162; 2162P | <b>1908:</b> The Board of Trustees authorizes the supervising teacher or district administrator to provide Policy 1908F to families requesting to optout 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1. [8/11/21]<br>2. [3/9/21] |

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|  |  | <p>combination of the foregoing at the discretion of the School District in accordance with District Policy 1906. 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.</p> <p><b>2162:</b> It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards.</p> <p><b>2162P:</b> If the parent or legal guardian of a student who qualifies under Section 504 for special instruction or related services disagrees with a decision of the District with respect to: (1) the identification of the child as qualifying for Section 504; (2) the District's evaluation of the child; and/or (3) the educational placement of the child, the parents of the student are entitled to certain procedural safeguards. The student shall remain in his/her current placement until the matter has been resolved through the process set in the policy.</p> |  |
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| Coordination with State and local health officials. | 1900; 1905; 1907; 3417 | <p><b>1900:</b> In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the ongoing provision of educational services to students, meetings of the Board, gatherings on school property, health and safety of students, staff and community members, human resource matters and budgetary matters. To ensure clarity and transparency, the board has organized all emergency school policies into a temporary chapter. School District Policies Numbered 1900-1999 are intended to govern during any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, County Health Department or the Board of Trustees.</p> <p><b>1905:</b> 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</p> | 1. [3/27/20] |
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|  |  | <p>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.</p> <p><b>1907:</b> The Board of Trustees is authorized to declare that a state of emergency exists within the community. A declaration issued by the Board of Trustees is distinct from any declaration in effect or previously issued by local, state or federal authorities.</p> <p><b>3417:</b> The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.</p> |  |
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| How the district will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services. | 1906;<br>1906P;<br>2050 | <p><b>1906:</b> 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. 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.</p> <p>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. 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</p> | 1. [8/11/20] |
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|  |  | <p>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.</p> <p>The Board of Trustees authorizes proficiencybased ANB calculation in situations when a student demonstrates proficiency in a course area as determined by the Board of Trustees using district assessments consistent with the School District's adopted Plan of Action, District Policy 1005FE, or other measures approved by the Board of Trustees during the course of a school year affected by a public health emergency.</p> <p>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</p> <p>Students shall receive services in accordance with the applicable Individualized Education Plan or Section 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the student's needs and goals. Students shall have access to regular school counseling services whether their instruction is provided in an onsite, offsite or online setting. Staff shall promptly report any suspected student distress or concern to their supervisor for review and referral. Students receiving instruction in an offsite setting are governed by the staff obligation to report suspected child abuse or neglect. This policy in no way limits or adjusts the School District's obligations to homeless students or students in foster care. Applicable District policies serving these students, or this population of students remain in full effect.</p> |  |
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|  |  | <p><b>1906P:</b> 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 will assist districts in</p> |  |
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|  |  | <p>facilitating quality learning for each student regardless of background or circumstance. Best practices include but are not limited to, planning and communication, clear expectations, differentiated instruction and learning models, and flexible demonstrations of learning.</p> <p><b>2050:</b> The School District has adopted the protocols outlined in this policy to ensure the delivery of education services to students onsite at the school, offsite at other locations using available resources. The District administration or designated personnel are authorized to implement this policy</p> |  |
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## June 2021

### **Part III – Updated Compliance for the District’s Previously Adopted Plan for the Safe Return to In-person Instruction and Continuity of Services:**

Section 2001(i)(3) of the ARP Act states that a school district that developed a plan for the safe return to in-person instruction and continuity of services prior to the date of enactment of the ARP Act will be deemed to have met the requirement to develop a plan under section 2001(i)(1) as long as the plan meets the statutory requirements (*i.e.*, is publicly available on the LEA’s website and was developed after the LEA sought and took into account public comment).

The School District’s plan meets the requirements of Section 2001(i)(1) and (i)(2) of the ARP Act. The School District’s plan is available on our website and, as noted above, was developed through a process that included extensive public comment. Further, we have, as part of the organization of the School District’s plan for purposes of the ARP Act, revised the School District’s plan at a meeting held on 5/11/2021 that included not just a notice of opportunity for public input but which specifically invited meaningful consultation with and input from:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and
2. Tribes; civil rights organizations (including disability rights organizations); stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

We have considered the input of all affected parties and have carefully deliberated regarding the best possible means by which our district can provide safe effective learning environments for each of our students.

**June 2021 - September 30, 2024**

**Part IV – Schedule for Future Review and Updates:**

Consideration of this Safe Return to Schools and Continuity of Services Plan shall be added as a standing agenda item on each regular and special meeting of the board of trustees throughout the 2021-24 school years. The agenda item shall, at a minimum, include notice of any changes to the plan recommended by the administration with an invitation for input, notice of opportunity for public input, and consultation with:

1. Students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; and
2. Tribes; civil rights organizations (including disability rights organizations); stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students.

**Appendix – Policies Related to the Covid 19 Safety Plan/Return to School**

# **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





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

3 **COVID-19 Emergency Measures**

1901

5 Emergency Policy and Procedures

7 Applicability of Emergency Policy Series

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.

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 (1<sup>st</sup>) 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.

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:

7/22/2020 49 Reviewed on: 50

Revised on:

51    Terminated on: ©  
MTSBA 2020



1 **District Name School District 15-6**

3 **COVID-19 Emergency Measures**

1903F

5 School Event and Facility Notice

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

11 SCHOOL EVENT AND FACILITY NOTICE

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

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

41 Policy History: Adopted on:  
42 2/16/2021

Reviewed on:

Revised on:

Terminated on:

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

### **COVID-19 Emergency Measures**

1903

#### School District Meetings, Gatherings, Events, and Visitors

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

#### School District Events

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

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

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

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



86 Visitors to Schools

87  
88 Visitors to the interior of any school building shall not be permitted without the express approval  
89 of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to  
90 be present in any school building must adhere to all health and safety guidelines outlined in 91  
District Policy 1905.

92  
93 Volunteers

94  
95 Volunteers utilized by the School District that have been approved in accordance with District 96  
Policy 5430 may enter the school building in accordance with the protocols outlined in District  
97 Policy 1905.

98  
99 Facilities Use Agreements

100  
101 The Board of Trustees suspends community use of District facilities. Unless an event is  
102 specifically identified as necessary by the Board of Trustees, Facilities Use Agreements and 103  
other similar requests submitted in accordance with District Policy 4330 shall not be considered  
104 while this policy governs the period of a public health emergency.

105  
106 Enforcement

107  
108 Visitors to any school building or any attendee at a meeting, gathering, or event authorized by  
109 the Board of Trustees in accordance with this policy who fail to honor the requirements of 110  
District Policy or the directives of School District officials shall be asked to correct their conduct  
111 or leave the meeting, gathering, or event in accordance District Policy 4315.

112  
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

113  
114  
115 Policy History: Adopted 116  
on: 2/16/2021  
117 Reviewed on:  
118 Revised on:

119 Terminated on:

1 **Florence-Carlton School District 15-6 2**

3 **COVID-19 Emergency Measures**

1904

4

5

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 FY21 budgeted transportation funds that are in 10  
11 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI  
12 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  
19 adequate to allow students to effectively access curriculum during periods of school  
20 closure.

21 • Cost of instructional materials, supplies, and software licenses.

22 • Costs of technological equipment needed for offsite instruction/correspondence study  
23 purchased by the school district and loaned to students without such equipment.

24 • Cost of correspondence study.

25 • Costs of providing services to students with an IEP or a plan adopted pursuant to section 25  
26 504 of the 1973 Rehabilitation Act.

27 • Costs of time off or repurposed time for staff normally paid from the  
28 transportation fund.

29 • Costs to contractors of transportation services. 28

30 Cost Guidelines

31

32 The Board of Trustees authorizes the Superintendent to exercise his/her professional judgment  
33 and discretion as to the necessity, quality and amount of all expenses referenced below.

34 Aggregate costs of items below are to remain within the budget limits adopted by the board of  
35 trustees for the FY21 transportation budget, including any budget amendments adopted by the  
36 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 1 190

4 2

Page

2 of

2

3

4 ○ Equipment necessary to provide wi-fi in a student's home, including any 5  
equipment qualifying for discount under the federal E-Rate program.

6 ○ Equipment necessary to allow students to effectively participate in offsite 7  
instruction with an emphasis on ensuring opportunities for real time interactions, 8  
collaboration, and effective engagement in the learning process by students.

9 + Equipment purchased under this section may include any combination 10 deemed  
necessary and appropriate by the Superintendent, including but 11 not limited to mobile devices,  
tablets and laptops.

12 + Equipment purchased under this section shall become and remain the 13 property of the  
District and shall be provided to students through a 14 loan/checkout service developed by  
the Superintendent.

15 ○ Software to ensure a safe and appropriate online learning experience by  
students

16 of the district.

17 ○ Internet service at an adequate bandwidth to ensure full and effective use  
of 18 instruction delivery and interaction methods employed by the district as  
part of its

19 offsite learning program.

20 + If there are multiple internet service providers in the community, the  
board

21 authorizes the Superintendent to choose either a single provider or to

22 allocate/rotate selection from among all providers in the community 23

meeting minimum bandwidth and other safety and quality standards 24  
deemed necessary and appropriate by the Superintendent.

25

26

27

Cross Reference: Policy 3612 – District-Provided Access to

28 Electronic Information,  
29 Services, and Networks  
30 Policy 3612P - District-Provided Access to Electronic Information,  
31 Services, and Networks Procedure  
32 Policy 3612F – Internet Access Agreement  
33 Policy 3650 – Montana Pupil Online Personal Information Protection Act  
34 Policy 3650F – Montana Model Data Privacy Agreement  
35 Policy 2168.- Distance Learning  
36 Policy 2170 – Montana Digital Academy  
37 Policy 2170P – Montana Digital Academy Procedures  
38 Legal Reference: Section 20-10-101(5), MCA – Transportation  
39  
40 Policy History: 41 Adopted  
on: 07/22/2020 42 Reviewed on:  
43 Revised on:  
44 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.

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

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

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

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

#### Face Coverings as Personal Protective Equipment

##### Optional Face Coverings

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

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

#### Cleaning and Disinfecting

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

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

87  
88 Personnel will clean with the cleaners typically used and will use all cleaning products according  
89 to the directions on the label. Personnel will disinfect with common EPA-registered household  
90 disinfectants. A list of products that are EPA-approved for use against the virus that causes  
91 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the  
92 manufacturer's instructions for all cleaning and disinfection products.

93  
94 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary  
95 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped  
96 down before use. Supervising teacher or administrators are required to ensure adequate supplies  
97 to support cleaning and disinfection practices.

#### 98 99 100 Student Arrival

101  
102 Hand hygiene stations will be available at the entrance of any school building, so that children  
103 can clean their hands before they enter. If a sink with soap and water is not available, the School  
104 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of  
105 elementary students' reach and student use will be supervised by staff.

106  
107 A District employee will greet children outside the school as they arrive to ensure orderly  
108 compliance with the provisions of this policy.

#### 109 110 111 Temperature Screening

112  
113 Designated School District staff are authorized to test the temperature of students with an approved  
114 non-contact or touchless temperature reader. Students who have a fever or are exhibiting other  
115 signs of illness must be isolated in a designated area until such time as parents or caregiver may  
116 arrive at the school to retrieve the ill student. All surfaces and areas should be thoroughly cleaned  
117 and disinfected once the student has vacated the area by staff utilizing safety measures in  
118 accordance with state and/or local health standards as applicable.

119  
120 When administering a temperature check on a possibly ill student, designated staff members will  
121 utilize available physical barriers and personal protective equipment to eliminate or minimize  
122 exposures due to close contact to a child who has symptoms during screening.

#### 123 124 Healthy Hand Hygiene Behavior

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

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

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

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

#### Vulnerable Individuals

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

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

#### Food Preparation and Meal Service

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

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

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

#### Transportation Services

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

#### Public Awareness

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

#### Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook 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 |
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|                      |                      |
|----------------------|----------------------|
| Article X, section 8 | Montana Constitution |
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|                       |                   |
|-----------------------|-------------------|
| Section 20-3-324, MCA | Powers and Duties |
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|-----------------------|-----------------------------------------------|
| Section 20-9-806, MCA | School Closure by Declaration of<br>Emergency |
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| 10.55.701(2)(d)(s) | Board of Trustees |
|--------------------|-------------------|

205 *State, ex rel., Bartmess v. Helena Board of Trustees, 726 P.2d 801*  
 206  
 207 Cross Reference: Policy 1901 – School District Policy and Procedures  
 208 Policy 1903 – School District Events and Meetings  
 209 Policy 1903F – School Events Notice  
 210 Policy 1906 - Student Services and Instructional Delivery  
 211 Policy 1907 – Transportation Services  
 212 Policy 1006FE – Transfer of Funds for Safety Purposes  
 213 Policy 3410 – Student examination and screenings  
 214 Policy 3226 – Bullying and Harassment Policy  
 215 3417 – Communicable Diseases  
 216 Policy 3431 – Emergency Treatment  
 217 Policy 5015 – Bullying and Harassment Policy  
 218 1911 - Personnel Use of Leave  
 219 Policy 1910 – Human Resources and Personnel Policy  
 220 4120 - Public Relations  
 221 Policy 5002 – Accommodating Individuals with Disabilities  
 222 Policy 5130 – Staff Health  
 223 Policy 5230 - Prevention of Disease Transmission  
 224 Policy 6110 – Superintendent Authority  
 225 Policy 6122 - Delegation of Authority  
 226 Policy History: Adopted on:  
 227 02/16/2021  
 228 Reviewed on:  
 229 Revised on:  
 230 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, offsite, or blended learning model as outlined in Policy 1906.

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

Planning & Communication

- Providing tools for virtual learning will help ensure equity in access to learning opportunities. With Policy 1904, districts may utilize transportation funds to facilitate internet and device access to students currently without.
- Provide weekly learning agendas communicated to students and parents.
- Set student meetings, teacher office hours, assignment expectations, and grades available on an established schedule. Districts may consider Policy 1902 – Alternative Grading.
- Establish whole group virtual “class time” and/or opportunities for small group learning
  - Post assignments online early and for the entire 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.

1906P

Page 2 of 3

### 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.

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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

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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



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

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

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

#### Special Education and Accommodation of Disabilities or Diagnoses

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

#### Student Attendance

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

#### Student Safety and Counseling

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

#### Homeless Students and Students in Foster Care

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

#### Student Discipline

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

#### 2020/2021 School Schedule and Calendar

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

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 nonemergency school years to ensure students receive the minimum number aggregate instructional hours. The purpose of an extended school year will be to maximize flexibility in the delivery of instruction and learning for each student in the School District in the event of school closures or other impacts to School District operations due to a public health emergency. When setting an extended school year, the School District will collaborate with students, parents, employees and other community stakeholders. When proposing to adopt changes to a previously adopted school term the Board of Trustees will follow the procedures outlined in Policy 2100.

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

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

491 Policy History: Adopted 492  
 on: 08/11/2020

493 Reviewed on:

494 Revised on:

495 Terminated on:

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

497

498 **COVID-19 Emergency Measures**

1908

499

500 Family Engagement

501

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

505

506 Students of families opting out of onsite instruction at the school facility shall receive offsite,  
 507 online, and proficiency-based instruction, or any combination of the foregoing at the discretion of  
 508 the School District in accordance with District Policy 1906. School District staff shall arrange for  
 509 any combination of physical instructional packets, virtual or electronic based course meetings and  
 510 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:

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Terminated on:

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

**COVID-19 Emergency Measures**

School District Budget Adoption, Amendment and Audit

The period of the school fiscal year affected by the declared public health emergency shall be the longer of the portion of the school fiscal year covered by an emergency declared by the President, Congress, Governor, Montana Legislature, State or County Health Department or the portion of the school fiscal year identified in the board's declaration of an emergency. The



School District shall avail itself of all flexibilities allowed by law, rule, or regulation and shall be otherwise governed by the school finance laws and rules of the state of Montana. The School District shall comply with auditing requirements and reserves the authority to assert its rights to manage school district funds or seek state and federal funds in a manner consistent with the full flexibility available under all applicable laws.

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

Policy History: 21 Adopted  
on: 7/22/2020 22

Reviewed on:

Revised on:

Terminated on: