

**LEWISTOWN PUBLIC SCHOOLS  
BOARD OF TRUSTEES**

Lincoln Board Room  
215 Seventh Avenue South  
Lewistown, Montana 59457

**Tuesday, April 28, 2020**

**SPECIAL BOARD MEETING**

**ZOOM MEETING**

Topic: Special Board Meeting

Time: April 28, 2020 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88941074668?pwd=ZmN3QW1SSW1RVHF4Z1RnTTlwODBqZz09>

Meeting ID: 889 4107 4668

Password: 1GGrPu

**CALL TO ORDER (6:00 p.m.)**

**BOARD OF TRUSTEES**

1. Roll Call
2. Pledge of Allegiance

**PUBLIC PARTICIPATION**

3. Recognition of Parents, Patrons, and Others Who Wish to Address the Board

**ACTION ITEMS**

**INDIVIDUAL ITEMS**

4. Declaration of an Unforeseen Emergency due to COVID-19 Risks
5. Consideration of suspension of District Policy 1310 for the purposes of consideration of adopting MTSBA Model Emergency Policies after one reading.
6. Review of MTSBA Model Emergency Policies 1900-1912 to identify needed policies and select appropriate options to reflect district operations. Consideration of adoption of Policies 1900 to 1912 after one reading for the purposes of establishing emergency policy framework and adopting identified emergency policies with selected options.
7. Approve Plan of Action in Response to COVID-19 Pandemic

**DISCUSSION**

8. Other COVID-19 Pandemic School Topics

**ADJOURNMENT**

### **PUBLIC PARTICIPATION**

The Board of Education encourages participation at public School Board meetings. Under normal circumstances it is desirable to allow everyone to address the Board. However, when there are many persons who wish to address the Board, the following rules shall apply to protect the public's right to be heard:

- Speaker must first be recognized by the Chair and identify him/herself.
- Comments may not infringe on the rights to privacy of another.
- Each speaker shall be allowed a presentation not to exceed three (3) minutes at the appropriate time on the Agenda.
- There will be a limit of one presentation per person.
- The Board requests that organizations and groups be represented by a single spokesperson. The spokesperson for each group shall be limited to a presentation of three (3) minutes. To save repetition and time, the Board also requests that persons not speak if a previous speaker has expressed a similar position on the same issue.
- Appropriate comments are welcome but no action is likely to be taken at this time to ensure that others have the opportunity to address the same issue also. Items discussed may, at the discretion of the Board, be placed on a later agenda.
- The Board will accept comments from the public on each agenda item as it is discussed.

By a majority vote of the Board, these rules may be suspended for special reasons at any particular meeting. Further, the Board may reserve the right to adjust the length of time.

LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

4/28/2020

Agenda Item No.

3

- Minutes/Claims     Board of Trustees     Superintendent's Report     Action - Consent  
 Action - Indiv.

ITEM TITLE: RECOGNITION OF PARENTS, PATRONS, AND OTHERS WHO WISH TO ADDRESS THE BOARD

Requested By: Board of Trustees    Prepared By: \_\_\_\_\_

SUMMARY:

Time is provided on the agenda for anyone who wishes to address the Board.

SUGGESTED ACTION:

\_\_\_\_\_  
 Additional Information Attached    Estimated cost/fund source \_\_\_\_\_

NOTES:

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

4/28/2020

**Agenda Item No.**

4

- Minutes/Claims   
  Board of Trustees   
  Superintendent's Report   
  Action - Consent  
 Action - Indiv.

**ITEM TITLE:** DECLARATION OF AN UNFORESEEN EMERGENCY DUE TO COVID-19 RISKS

**Requested By:** Board of Trustees    **Prepared By:** Thom Peck

**SUMMARY:**

This Declaration will run through the June 30, 2020 so that LPS can still deliver a hybrid of offsite instruction and onsite direct, face-to-face instruction through the 2019-20 academic year and receive full funding including Transportation.

**SUGGESTED ACTION:** Approve Declaration through June 30, 2020.

**Additional Information Attached**

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Thompson						
Vantassel						
Weeden						

**LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana**

**BOARD AGENDA ITEM**

**Meeting Date**

4/28/2020

**Agenda Item No.**

5

- Minutes/Claims   
  Board of Trustees   
  Superintendent's Report   
  Action - Consent  
 Action - Indiv.

**ITEM TITLE:** APPROVE – Consideration of suspension of District Policy 1310 for the purposes of consideration of adopting MTSBA Model Emergency Policies after one reading

**Requested By:** Board of Trustees    **Prepared By:** Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the Suspension of Board Policy 1310 for the purpose of consideration of adopting MTSBA Model of Emergency Policies after one reading.

**SUGGESTED ACTION:** Approve Suspension of District Policy 1310

**Additional Information Attached**

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Thompson						
Vantassel						
Weeden						

**Lewistown School District**

**THE BOARD OF TRUSTEES**

1310

District Policy

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Policy proposals shall first be referred to the Superintendent. Interested parties may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person, relative to a proposed policy or amendment, should be directed to the District Clerk prior to the second (2<sup>nd</sup>) reading. The final vote for adoption shall take place not earlier than at the second (2<sup>nd</sup>) reading of the particular policy.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the District's policy manual. Policies of the District shall be reviewed annually by the Board.

Policy Manuals

The Superintendent shall develop and maintain a current policy manual which contains the policies of the District. Each administrator, as well as staff, students, and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the District and shall be subject to recall at any time.

Proposals for new policies or changes to existing policies shall be referred to the Superintendent for detailed study prior to consideration by the Board.

Waiver of Policies

On a case-by-case basis and under exceptional circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the members present. In order to suspend a policy, all trustees must have received written notice of the meeting, which included a proposal to suspend the policies and an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all trustees present.

Legal References:     ' 20-3-323, MCA                     District policy and record of acts  
                              10.55.701, ARM                     Board of Trustees

Policy History:

Adopted on:   June 28, 2004  
Revised on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

4/28/2020

**Agenda Item No.**

6

- Minutes/Claims   
  Board of Trustees   
  Superintendent's Report   
  Action - Consent  
 Action - Indiv.

**ITEM TITLE:** Review of MTSBA Model Emergency Policies 1900-1912 to identify needed policies and select appropriate options to reflect district operations. Consideration of adoption of Policies 1900 to 1912 after one reading for the purposes of establishing emergency policy framework and adopting identified emergency policies with selected options.

**Requested By:** Board of Trustees    **Prepared By:** Thom Peck

**SUMMARY:**

MTSBA has developed additional [Model Emergency Covid-19 Policies](#) to empower Boards of Trustees in their governance of Montana's local schools during the period of public health emergency. Boards of Trustees govern school districts with transparency and accountability ensuring the operations of a public school reflect the circumstances in a community. The policies will help Boards and school leaders honor the following priorities: quality instruction to students; a healthy and safe setting for students, staff, and the community; needed support teachers and staff; and responsible financial and operational procedures. The policies are intended to provide methods to complete the 2019-2020 school fiscal year in a manner that meets these priorities and secures district funding while providing an operational platform for considering long term innovations in the delivery of education services. The policies are [accompanied by a helpful info-graphic](#) to help guide school officials in their decision making process.

The [MTSBA Model Emergency Covid-19 Polices](#) specifically address issues related to Boards of Trustees' authority to reopen schools and then operate schools once reopened during this school fiscal year. The policies provide options for Boards to consider in collaboration with their administrative team, employees, parents, students, health officials, and community when making decisions about how instruction will be delivered to students; how gatherings and events will take place on school property; how the health and safety of staff and students will be protected and preserved while schools are open; and how financial and operational functions of the school district will continue during the period of public health emergency. Boards should carefully consider each option and adopt the option that reflects the circumstances in the community.

**SUGGESTED ACTION:** Approve 1900 Series Board Policy – COVID-19 Emergency Policies in order

**Additional Information Attached**

**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Thompson						
Vantassel						
Weeden						



**LEWISTOWN SCHOOL DISTRICT**

**1900 SERIES  
COVID-19 EMERGENCY POLICIES**

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## Lewistown School District

### COVID-19 Emergency Policies

1900

The board of trustees and its staff are operating under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 Virus and/or the declaration of an unforeseen emergency (community disaster) made by the Board of Trustees. In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to adopt temporary policies related to emergency school closures, the 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. The Board has also included this introductory section as a heading for each policy to ensure understanding of the purpose and duration of each policy adopted pursuant to this chapter.

#### Purpose(s) of Policies

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

#### Term of COVID-19 Emergency Measures Policies

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. These policies shall terminate, unless further extended, on the earlier of June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply to the district have lawfully expired or have been dissolved.

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

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

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

COVID-19 Emergency Measures

1901

Emergency Policy and Procedures

Applicability of Emergency Policy Series

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

Legal References

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

Adoption and Amendment of Policies

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

Suspension of Policies

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

Administrative Procedures

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

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

Policy History:

- Adopted on:
- Reviewed on:
- Revised on:
- Terminated on:

Alternative Grading

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

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

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

For students or parents/guardians who request a P/F grade, the School District will record the P/F designation using a rubric in which grades of 2-4<sup>th</sup> grade and grades 9-12 earn a Proficient in accordance with District Policy 1005FE, the School District’s COVID-19 Plan of Action as submitted to the Office of the Governor and/or while emergency declarations relating to COVID-19 are in place.

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

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

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

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

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

Policy History:

Adopted on:  
Reviewed on:  
Revised on:  
Terminated on:

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

Visitors to Schools

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

Volunteers

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

Facilities Use Agreements

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

## Enforcement

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

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

## Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Use of Transportation Funds During Periods of Emergency Declaration

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

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

Cost Guidelines

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

- Any costs consistent with costs under normal operation, including costs referenced in any contract to which the district is a party.
- Actual costs of delivering meals to students at locations authorized by any and all waivers of regular rules for school nutrition programs that have been adopted by the United States Department of Agriculture or the Office of Public Instruction.
- Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- Actual costs of equipment, software and service necessary to bridge digital divides or provide a quality learning environment for students, including:
  - Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
  - Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
    - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.
    - Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.
  - Software to ensure a safe and appropriate online learning experience by students of the district.

- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
  - If there are multiple internet service providers in the community, the board authorizes the superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:



Student, Staff, and Community Health and Safety

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

Symptoms of Illness

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

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

Physical Distancing

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

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

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

Masks as Personal Protective Equipment

Staff and students may wear a mask while present in any school building. The School District does not require the use of masks and will not provide masks except in cases required by this policy or at the discretion of the administration. The Board of Trustees' decision to not require or provide masks is based on a review of the circumstances in the community and consultation with local

health officials on issues including but not limited to the possibility of exposure and availability of masks.

### Cleaning and Disinfecting

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

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

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

### Student Arrival

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

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

### Temperature Screening

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

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

### Healthy Hand Hygiene Behavior

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

- Arrival to the facility and after breaks
- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid

- After recess
- After handling garbage
- After assisting students with handwashing
- After use of the restroom

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

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

Staff members will place grade level appropriate posters describing handwashing steps near sinks.

### Vulnerable Individuals

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

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

### Food Preparation and Meal Service

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

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

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

### Transportation Services

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

### Public Awareness

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

## Confidentiality

This policy in no way limits or adjusts the School District's obligations to honor staff and student privacy rights. All applicable district policies and handbook 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.

Cross Reference:

- Policy 1901 – School District Policy and Procedures
- Policy 1906 - Student Services and Instructional Delivery
- Policy 1907 – Transportation Services
- Policy 1006FE – Transfer of Funds for Safety Purposes
- Policy 3410 – Student examination and screenings
- Policy 3417 – Communicable Diseases
- Policy 3431 – Emergency Treatment
- Policy 1911 - Personnel Use of Leave
- Policy 1910 – Human Resources and Personnel
- Policy 4120 - Public Relations
- Policy 5002 – Accommodating Individuals with Disabilities
- Policy 5130 – Staff Health
- Policy 5230 - Prevention of Disease Transmission
- Policy 6110 – Superintendent Authority
- Policy 6122 - Delegation of Authority

## Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Student Instruction and Services

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

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

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

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

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

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

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

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

School Facility as Instructional Setting

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

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

### Offsite and Online Instructional Setting

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

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

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

### Proficiency-Based Learning

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

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.

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

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

Policy 3122 - Attendance Policy  
Policy 3310 - Student Discipline

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



Student Instruction Resources and Best Practices

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

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

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

Planning & Communication

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

Set Expectations

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

Differentiated Instruction & Learning Models

- Embed experiential learning that fosters a learning environment that promotes connections. Districts participating in Transformational Learning funding can utilize their Strategic Plan as a guiding document and adapt to a virtual environment.
- Social Emotional Learning and connections.
  - Begin the day by connecting with students—a Brain Teaser or an exercise for students to share a topic of interest or something from home with others.
- Record lessons
  - Lessons should come with visual substance and multiple types of instruction to facilitate learning—downloads, PowerPoints, videos, readings, audio recordings, etc.

- Honor students' interests and passions through experiential learning opportunities.
- Project based learning.
  - Engage the students to do the work through research, developing, and creating a product which encompasses a variety of subject areas.
  - Encourage creativity.
  - Consider pointing students to the right resources (videos, websites, files) and allow them to be contributors to their own learning-- Creation of a science project—writing, demonstration of items needed, YouTube video with the end result being submitted to the teacher and classmates.
    - Wax Museum example: reading about character, writing about individual, dress up and record via YouTube or creation of a Power Point with pictures
  - Project based learning present opportunities for cross-subject collaboration and flexibility in ways to show student learning.

### Demonstrating Learning

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

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

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

### Policy History:

Adopted on:  
 Reviewed on:  
 Revised on:  
 Terminated on:

**Lewistown School District**

**COVID-19 Emergency Measures**

1907

School District Declaration of Emergency

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Family Engagement

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

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

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

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

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

Policy History:

Adopted on:  
Reviewed on:  
Revised on:  
Terminated on:

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 for the remainder of the 2019-2020 school fiscal year 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 \_\_\_\_\_ School District, requests my student receive educational services and instruction at an offsite location and/or for the duration of the declared public health emergency in a manner consistent with the methods identified by the School District.

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

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

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

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

## **Lewistown School District**

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

1909

#### Human Resources and Personnel

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

#### Work Schedule and Assignment for Certified Staff

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

#### Work Schedule and Assignment of Duties for Classified Staff

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

#### Personal Conduct

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

#### Student Services

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

#### Compensation and Benefits

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

## Evaluation of Staff

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

Cross Reference:      Policy 1905 - Student, Staff and Community Health and Safety  
                                 Policy 1906 – Student Instruction  
                                 Policy 5140 – Classified Assignment  
                                 Policy 5210 – Assignments and Transfers  
                                 Policy 5221 – Work Day  
                                 Policy 5232 – Abused and Neglected Child Reporting  
                                 Policy 5255 – Disciplinary Action  
                                 Policy 5223 – Personal Conduct  
                                 Policy 5012 – Sexual Harassment  
                                 Policy 5015- Bullying and Intimidation  
                                 Policy 5130 – Staff Health  
                                 Policy 5230 – Prevention of Disease Transmission  
                                 Policy 5222 – Evaluation of Certified and Classified Staff

### Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Personnel Use of Leave

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

District Leave

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

Federal Law Controls Federal Leave Provisions

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

Emergency Paid Sick Leave

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

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

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

Emergency Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay when the employee, who has been employed for at least



30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

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

Legal Reference: Families First Coronavirus Response Act

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

**LEWISTOWN SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY PAID SICK LEAVE**

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

Employee Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Anticipated Begin Date of Leave: \_\_\_\_\_ Expected Return to Work Date: \_\_\_\_\_

**EMPLOYEE REQUEST FOR LEAVE AT FULL PAY**

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

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

I am quarantined pursuant to Federal, State, or local government order.

I am quarantined on the advice of a health care provider.

I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

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

**EMPLOYEE REQUEST FOR LEAVE AT 2/3 PAY**

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

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

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

Name(s) of the individual(s) being cared for: \_\_\_\_\_

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

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

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

Section Continued from previous page

Name(s) and Age(s) of Child or Children: \_\_\_\_\_

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

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

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

**SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE**

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

Vacation: \_\_\_\_\_ Hours      Sick Leave: \_\_\_\_\_ Hours      Personal: \_\_\_\_\_ Hours

**EMPLOYEE CERTIFICATION AND SIGNATURE**

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR SCHOOL DISTRICT USE ONLY**

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Leave Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Period of Leave: \_\_\_\_\_

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

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

**LEWISTOWN SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY FMLA**

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

Employee Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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

Expected Begin Date of Leave: \_\_\_\_\_ Expected Return to Work Date: \_\_\_\_\_

**REASON FOR LEAVE**

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

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

Name(s) and Age(s) of Child or Children: \_\_\_\_\_

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

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

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

**SUBSTITUTION OF PAID LEAVE FOR FIRST TEN DAYS OF EFMLA**

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

Vacation: \_\_\_\_ Hours      Sick Leave: \_\_\_\_ Hours      Personal: \_\_\_\_ Hours      FFCRA: \_\_\_\_ Hours

**SUPPLEMENT 2/3 PAY WITH ACCRUED DISTRICT LEAVE**

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

Vacation: \_\_\_\_ Hours      Sick Leave: \_\_\_\_ Hours      Personal: \_\_\_\_ Hours

**CONTINUOUS OR INTERMITTENT LEAVE**

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

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

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

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

**EMPLOYEE CERTIFICATION AND SIGNATURE**

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

Employee Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

**FOR SCHOOL DISTRICT USE ONLY**

Request Received By: \_\_\_\_\_                      Date: \_\_\_\_\_

Leave Approved By: \_\_\_\_\_                      Date: \_\_\_\_\_

Period of Leave: \_\_\_\_\_

Intermittent Leave Schedule if applicable: \_\_\_\_\_

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

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

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

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:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

## Lewistown School District

### COVID-19 Emergency Measures

1912

#### School District Elections Rescheduled Due to Emergency

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

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

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

**LEWISTOWN PUBLIC SCHOOLS**  
Lewistown, Montana

**BOARD AGENDA ITEM**

**Meeting Date**

4/28/2020

**Agenda Item No.**

7

- Minutes/Claims   
  Board of Trustees   
  Superintendent's Report   
  Action - Consent  
 Action - Indiv.

**ITEM TITLE:** Approve Plan of Action in Response to COVID-19 Pandemic

**Requested By:** Board of Trustees    **Prepared By:** Thom Peck

**SUMMARY:**

The Board of Trustees needs to approve the Plan of Action in Response to COVID-19 Pandemic that will run through the Academic Year 2019-20 and will incorporate a hybrid model of offsite distance learning and face-to-face direct instruction

**SUGGESTED ACTION:** Approve Plan of Action in Response to COVID-19 Pandemic

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**Additional Information Attached**

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**NOTES:**

<i>Board Action</i>	Motion	Second	Aye	Nay	Abstain	Other
Bailey						
Birdwell						
Koterba						
Southworth						
Thompson						
Vantassel						
Weeden						



LEWISTOWN PUBLIC SCHOOLS  
Lewistown, Montana

BOARD AGENDA ITEM

Meeting Date

03/26/2020

Agenda Item No.

8

- Minutes/Claims     Board of Trustees     Superintendent's Report     Action - Consent  
 Action - Indiv.

ITEM TITLE: . Other COVID-19 Pandemic School Topics

Requested By: Board of Trustees    Prepared By: Thom Peck

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SUMMARY:

The Board of Trustees will discuss other School District updates regarding COVID-19 Pandemic

SUGGESTED ACTION: Discussion

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Additional Information Attached

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NOTES:

## School District #1 Mission Statement:

*Excellence Today, Success Tomorrow*

## Core Values of the Lewistown Public Schools:

1. **High Standards:** Lewistown Public Schools upholds high standards and expectations for the Board, staff and students of the district. We strive to provide challenging curriculum taught by innovative leaders in the field of education, utilizing research-based curriculum and implementing best practices.
2. **Student-Centered:** The motivation for everything we do is based upon what is right and best for the children of our community. We ensure the development, well-being and education of students through a variety of academic and extracurricular activities. We assist students in overcoming challenges and help them celebrate their successes, all as part of a plan to maximize the potential of each student.
3. **Effective and Efficient Practices:** Lewistown Public Schools is committed to effective and efficient stewardship of our resources.
4. **Accountability:** Lewistown Public Schools is accountable for all that we do from fiscal management to the performance of students, staff, administration and the Board.
5. **Community Support:** Lewistown Public Schools understands that community support is vital, earned and continually renewed through consistent dedication to quality service. We believe the key to success is found through mutual engagement of the community and the schools, effective interaction between parents, students, staff, administrators, trustees and all elements of the Lewistown Community. We value the trust the community has invested in our public schools and we strive to earn and maintain that trust.
6. **Communication:** Lewistown Public Schools values effective and open communication with parents, students, staff, trustees and the community.

**LEWISTOWN PUBLIC SCHOOLS  
2019-2020 SCHOOL CALENDAR**

**A. Pupil Instruction**

First Semester	92 Days	Second Semester	87 Days
<b>FIRST QUARTER</b>		<b>THIRD QUARTER</b>	
First Week	Aug 21 -- Aug 23 3	First Week	Jan 21 -- Jan 24 4
Second Week	Aug 26 -- Aug 30 5	Second Week	Jan 27 -- Jan 31 5
Third Week	Sept 3 -- Sept 6 4	Third Week	Feb 3 -- Feb 7 5
Fourth Week	Sept 9 -- Sept 13 5	Fourth Week	Feb 10 -- Feb 14 5
Fifth Week	Sept 16 -- Sept 20 5	Fifth Week	Feb 17 -- Feb 21 5
Sixth Week	Sept 23 -- Sept 27 5	Sixth Week	Feb 24 -- Feb 27 4
Seventh Week	Sept 30 -- Oct 4 5	Seventh Week	Mar 2 -- Mar 6 5
Eighth Week	Oct 7 -- Oct 11 5	Eighth Week	Mar 9 -- Mar 13 5
Ninth Week	Oct 14 -- Oct 16 3	Ninth Week	Mar 16 -- Mar 19 4
Tenth Week	Oct 21 -- Oct 25 5		<b>42</b>
	<b>45</b>		

<b>SECOND QUARTER</b>		<b>FOURTH QUARTER</b>	
First Week	Oct 28 -- Nov 1 5	First Week	Mar 23 -- Mar 27 5
Second Week	Nov 4 -- Nov 5 3	Second Week	Mar 30 -- Apr 3 5
Third Week	Nov 11 -- Nov 15 5	Third Week	Apr 6 -- Apr 9 4
Fourth Week	Nov 18 -- Nov 22 5	Fourth Week	Apr 15 -- Apr 17 3
Fifth Week	Nov 25 -- Nov 26 2	Fifth Week	Apr 20 -- Apr 24 5
Sixth Week	Dec 2 -- Dec 6 5	Sixth Week	Apr 27 -- May 1 5
Seventh Week	Dec 9 -- Dec 13 5	Seventh Week	May 4 -- May 8 5
Eighth Week	Dec 16 -- Dec 20 5	Eighth Week	May 11 -- May 15 5
Ninth Week	Jan 2 -- Jan 3 2	Ninth Week	May 18 -- May 21 4
Tenth Week	Jan 6 -- Jan 10 5	Tenth Week	May 26 -- May 29 4
Eleventh Week	Jan 13 -- Jan 17 5		<b>45</b>
	<b>47</b>		

**Totals  
179**

**B. Pupil Instruction Related Days (PIR) - (Teachers ONLY - No School for Students)**

August 12	<i>New Teacher Orientation</i>	
August 19-20	PIR	2.00
October 17-18	Staff Development Days - Teachers Convention	2.00
November 6-7	Parent Teacher Conferences <i>(Evening on November 6, All Day on November 7)</i>	1.50
March 19	Parent Teacher Conferences - Evening <u>ONLY</u> <i>(Regular Day for Students)</i>	0.50
May 22	PIR	1.00
<b>Floater</b>	<b>PIR</b>	<b>1.00</b>
		<b>8.00</b>

**Holidays / Vacations (Dates Inclusive)**

**C.**

September 2	Labor Day
October 17-18	Fall Vacation (Teachers - Convention)
November 8	Vacation Day
November 27-29	Thanksgiving Vacation
December 23-January 1	Winter Break
January 20	Vacation Day
February 28	Vacation Day
March 20	Vacation Day
April 10-14	Spring Break
May 25	Memorial Day
July 3	Independence Day