

# **CULBERTSON SCHOOL DISTRICT**

## **1900 SERIES COVID-19 EMERGENCY POLICIES**

### **TABLE OF CONTENTS**

1900	Introduction and Emergency Policy Framework
1901	School District Policy and Procedures
1902	Alternative Grading
1903	School District Meetings and Gatherings
1903F	School District Meetings and Gatherings Public Notice
1904	Use of Transportation Funds
1905	Student, Staff, and Community Health and Safety
1905P	Administrative Procedures for Health and Safety
1906	Student Instruction and Services
1906P	Student Instruction Resources and Best Practices
1907	School District Declaration of Emergency
1909	Human Resources and Personnel
1909P	Administrative Procedures for Personnel Telework
1910	Personnel Use of Leave
1910F1	Emergency Paid Sick Leave Employee Request Form
1910F2	EFMLA Employee Request Form
1911	School District Budget Adoption and Amendment and Audit
1912	School District Elections During Emergency

1 **Culbertson School District**

2  
3 COVID-19 Emergency Policies

4  
5  
6 The board of trustees and its staff are operating under unusual, even unprecedented  
7 circumstances by virtue of the declaration of a statewide emergency by the Governor and the  
8 executive orders related to school closure to address concerns from the COVID-19 Virus and/or  
9 the declaration of an unforeseen emergency (community disaster) made by the Board of  
10 Trustees. In light of the COVID-19 pandemic, the Board of Trustees has found it necessary to  
11 adopt temporary policies related to emergency school closures, the ongoing provision of  
12 educational services to students, meetings of the Board, gatherings on school property, health  
13 and safety of students, staff and community members, human resource matters and budgetary  
14 matters. To ensure clarity and transparency, the board has organized all emergency school  
15 policies into a temporary chapter. The Board has also included this introductory section as a  
16 heading for each policy to ensure understanding of the purpose and duration of each policy  
17 adopted pursuant to this chapter.  
18

19 Purpose(s) of Policies

- 20  
21 1. Ensuring that locally-elected trustees charged with the supervision and control of their  
22 local public schools, in collaboration with their staff leadership teams, make decisions  
23 that are in the best interests of students, staff and the community served.  
24 2. Ensuring measures to protect the health and safety of students, staff and community  
25 members.  
26 3. Addressing issues relating to student instruction and family engagement.  
27 4. Addressing barriers to learning presented by distance.  
28 5. Improvement of instruction in on-site, offsite, and/or on-line settings  
29 6. Ensuring continuity of employment of school district staff and/or continuity of services  
30 provided by contract transportation providers.  
31 7. Ensuring accountability to families with children.  
32

33 Term of COVID-19 Emergency Measures Policies

34  
35 School District Policies Numbered 1900-1999 are intended to govern during any emergency  
36 related to COVID-19 declared by the President, Congress, Montana Legislature, Governor,  
37 Montana Department of Public Health and Human Services, County Health Department or the  
38 Board of Trustees. The term of School District Policies Numbered 1900-1999 shall run until  
39 terminated by a vote of the board of trustees.  
40

41 Cross Reference: Policy 2221 – 2221P – School Closure  
42 Policy 1400 – Board Meetings  
43 Policy 1310 – Policy and Procedure  
44 Policy 1420 – Meeting Procedure  
45  
46

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18

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: August 11, 2020  
Reviewed on:  
Revised on:  
Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

4  
5 Emergency Policy and Procedures

6  
7 Applicability of Emergency Policy Series

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

15  
16 Legal References

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

21  
22 Adoption and Amendment of Policies

23  
24 New or revised policies that are required or have required language changes based on State or Federal law  
25 or directive, required by administrative rule, or are required due to a declaration of emergency issued by  
26 the Board of Trustees or other state or federal agency official or legislative body may be adopted after the  
27 first (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.

30  
31 Suspension of Policies

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

37  
38 Administrative Procedures

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

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

47 Policy History:

48 Adopted on:   August 11, 2020  
49 Reviewed on:  
50 Revised on:  
51 Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

4  
5 Alternative Grading

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

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

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

22  
23 Students earning course grades converted to a Proficient grade in this temporary P/F option for  
24 grading periods affected by COVID-19 health and safety measures will be granted credit for the  
25 course and the credit will count towards promotion or graduation requirements and extra-  
26 curricular eligibility. Students earning a Fail designation in a course will not earn credit, will be  
27 subject to retention consideration, and, if applicable, will be subject to extra-curricular eligibility  
28 consequences.

29  
30 Grades converted to P/F will not be counted toward or against class honors or valedictorian  
31 status as outlined in Policy 2410P for classes of students graduating during or after 2020.

32  
33 The School District will include a designation on the students' transcripts indicating the  
34 extraordinary circumstances for any grading period affected by COVID-19 health and safety  
35 measures.

- 36  
37 Cross Reference: Policy 1005FE – Proficiency Based Learning  
38 Policy 2410-2410P – Graduation Requirements  
39 Policy 2420 – Grading and Progress Reports  
40 Policy 2168 – Distance Learning  
41 Policy 2421 - Promotion and Retention

- 42  
43 Legal Reference: Section 20-1-301, MCA School fiscal year  
44 Section 20-9-311(4)(a)(b)(d), MCA Calculation of average number  
45 belonging  
46 Section 20-3-324, MCA Powers and duties

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13

Section 20-7-1601.  
10.55.906 ARM

Transformational learning  
High School Credit

Policy History:

Adopted on: August 11, 2020

Reviewed on:

Revised on:

Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1903  
Page 1 of 2

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

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

12  
13  
14 School District Events

15  
16 The School District shall not hold any physical meetings, gatherings, or events in or on school  
17 property. The Board of Trustees may authorize meetings, gatherings, and events utilizing  
18 electronic means when the meeting, gathering or event is essential to district operations.

19  
20 Visitors to Schools

21  
22 Visitors to the interior of any school building shall not be permitted without the express approval  
23 of the supervising teacher, principal, superintendent or designated. Visitors that are authorized to  
24 be present in any school building must adhere to all health and safety guidelines outlined in  
25 District Policy 1905.

26  
27 Volunteers

28  
29 Volunteers utilized by the School District that have been approved in accordance with District  
30 Policy 5430 may enter the school building in accordance with the protocols outlined in District  
31 Policy 1905.

32  
33 Facilities Use Agreements

34  
35 By the act of the Board of Trustees, facility use may be suspended in the best interest of the  
36 District. Unless an event is specifically identified as necessary by the Board of Trustees,  
37 Facilities Use Agreements and other similar requests submitted in accordance with District  
38 Policy 4330 shall not be considered while this policy governs the period of a public health  
39 emergency.

40  
41 Enforcement

42  
43 Visitors to any school building or any attendee at a meeting, gathering, or event authorized by  
44 the Board of Trustees in accordance with this policy who fail to honor the requirements of  
45 District Policy or the directives of School District officials shall be asked to correct their conduct  
46 or leave the meeting, gathering, or event in accordance District Policy 4315.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20

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: August 11, 2020  
Reviewed on:  
Revised on:  
Terminated on:



1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1903F

4  
5 School Event and Facility Notice

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

10  
11 SCHOOL EVENT AND FACILITY NOTICE

12  
13 Culbertson School District has taken the precautionary measures adopted by the Board of  
14 Trustees, provided by the Governor of Montana, and directed by the Roosevelt 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  
20 facility. By voluntarily entering this event or facility, attendees are acknowledging their  
21 specific awareness and knowledge that there are inherent risks of exposure at public  
22 gatherings and public facilities. These inherent risks that attendees specifically  
23 acknowledge include but are not limited to: injury; illness; hospitalization, chronic health  
24 issues arising out of COVID-19, quarantines of an unknown duration to be determined by  
25 governing authorities and death. Attendees acknowledge vulnerable individuals as  
26 defined by the Centers for Disease Control are at greater risk of serious complications  
27 from exposure. Attendees are advised to comply with physical distancing limits  
28 consisting of a minimum of 6 feet of distance from others at all times and are further  
29 advised to consider the use of masks/face coverings while on school property and to use  
30 personal hand sanitizer before, during and after an event. Attendees confirm that they  
31 have reviewed, thoroughly understand and agree to comply with all guidance for the  
32 phased reopening of Montana issued by the Montana Governor's Office. All School  
33 District Policies are in effect when attending this school event or otherwise accessing this  
34 facility. Any negligence arising out of your access to this facility or attendance at a  
35 school event shall be attributed to you as comparative negligence within the meaning of  
36 Section 27-1-702, MCA.

37  
38  
39 Policy History:

40 Adopted on: August 11, 2020

41 Reviewed on:

42 Revised on:

43 Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1904  
page 1 of 2

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 FY20 budgeted transportation funds that are in  
10 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI  
11 guidance, transportation services which provide instructional services to students.

- 12  
13 • Transportation of food and meals used in nutritional programs.  
14 • Purchase of equipment to ensure safety in food transportation.  
15 • Providing accessibility to student services for remote learning.  
16 • Providing instructional materials to students, including but not limited to internet service  
17 adequate to allow students to effectively access curriculum during periods of school  
18 closure.  
19 • Cost of instructional materials, supplies, and software licenses.  
20 • Costs of technological equipment needed for offsite instruction/correspondence study  
21 purchased by the school district and loaned to students without such equipment.  
22 • Cost of correspondence study.  
23 • Costs of providing services to students with an IEP or a plan adopted pursuant to section  
24 504 of the 1973 Rehabilitation Act.  
25 • Costs of time off or repurposed time for staff normally paid from the transportation fund.  
26 • Costs to contractors of transportation services.

27  
28 Cost Guidelines

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

- 35  
36 • Any costs consistent with costs under normal operation, including costs referenced in any  
37 contract to which the district is a party.  
38 • Actual costs of delivering meals to students at locations authorized by any and all waivers  
39 of regular rules for school nutrition programs that have been adopted by the United States  
40 Department of Agriculture or the Office of Public Instruction.  
41 • Any costs consistent with and necessary to comply with an IEP or section 504 plan.  
42 • Actual costs of equipment, software and service necessary to bridge digital divides or  
43 provide a quality learning environment for students, including:  
44  
45  
46

- 1
- 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 Electronic Information,  
28 Services, and Networks  
29 Policy 3612P - District-Provided Access to Electronic Information,  
30 Services, and Networks Procedure  
31 Policy 3612F – Internet Access Agreement  
32 Policy 3650 – Montana Pupil Online Personal Information Protection Act  
33 Policy 3650F – Montana Model Data Privacy Agreement  
34 Policy 2168.- Distance Learning  
35 Policy 2170 – Montana Digital Academy  
36 Policy 2170P – Montana Digital Academy Procedures  
37

38 Legal Reference: Section 20-10-101(5), MCA – Transportation  
39

40 Policy History:

41 Adopted on: August 11, 2020

42 Reviewed on:

43 Revised on:

44 Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1905  
page 1 of 5

4  
5 Student, Staff, and Community Health and Safety

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

14  
15 Symptoms of Illness

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

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

36  
37 Physical Distancing

38  
39 To the extent possible, elementary school courses will be delivered to the same group of students  
40 each day, and the same teachers will remain with the same group in the same separate and  
41 designated room each day. If physical distancing is not possible during meal service and courses  
42 delivered in a separate area such as the library, gymnasium, and music room, the service or  
43 course will be delivered in the designated classroom for each group of students. Recess and use  
44 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate  
45 student groupings. Transportation services will be provided in accordance with cleaning and  
46 disinfection procedures outlined in this policy.

1  
2  
3  
4 Secondary school courses will be delivered using a restructured bell system to minimize student  
5 interaction in common areas. Upon arriving in a classroom, secondary school students will be  
6 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean  
7 their learning area or desk. Meal service for secondary students will be provided through a grab  
8 and go lunch that will be eaten in designated areas.  
9

10 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be  
11 staggered in designated intervals by grade level through a schedule set by the supervising teacher  
12 or building administrator.  
13

14 Drop off and pick up of students will be completed in a manner that limits direct contact between  
15 parents and staff members and adhere to social distancing recommendations in the exterior of the  
16 building.  
17

18 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance  
19 between themselves and others. This distancing requirement does not apply to individuals who  
20 are a part of the visitor's regular household isolation group when the group is authorized to  
21 present at the school facility.  
22

### 23 Masks as Personal Protective Equipment

24

25 Staff and students may wear a mask while present in any school building. The School District  
26 does not require the use of masks and will not provide masks except in cases required by this  
27 policy or at the discretion of the administration. The Board of Trustees' decision to not require  
28 or provide masks is based on a review of the circumstances in the community and consultation  
29 with local health officials on issues including but not limited to the possibility of exposure and  
30 availability of masks.  
31

### 32 Cleaning and Disinfecting

33

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

39 Personnel will clean with the cleaners typically used and will use all cleaning products according  
40 to the directions on the label. Personnel will disinfect with common EPA-registered household  
41 disinfectants. A list of products that are EPA-approved for use against the virus that causes  
42 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the  
43 manufacturer's instructions for all cleaning and disinfection products.  
44

45 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary  
46 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped

1  
2  
3  
4 down before use. Supervising teacher or administrators are required to ensure adequate supplies  
5 to support cleaning and disinfection practices.  
6

#### 7 Student Arrival

8  
9 Hand hygiene stations will be available at the entrance of any school building, so that children  
10 can clean their hands before they enter. If a sink with soap and water is not available, the School  
11 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of  
12 elementary students' reach and student use will be supervised by staff.  
13

14 A District employee will greet children outside the school as they arrive to ensure orderly  
15 compliance with the provisions of this policy.  
16

#### 17 Temperature Screening

18  
19 Designated School District staff are authorized to test the temperature of students with an  
20 approved non-contact or touchless temperature reader. Students who have a fever or are  
21 exhibiting other signs of illness must be isolated in a designated area until such time as parents or  
22 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be  
23 thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety  
24 measures in accordance with state and/or local health standards as applicable.  
25

26 When administering a temperature check on a possibly ill student, designated staff members will  
27 utilize available physical barriers and personal protective equipment to eliminate or minimize  
28 exposures due to close contact to a child who has symptoms during screening.  
29

#### 30 Healthy Hand Hygiene Behavior

31  
32 All students, staff, and others present in the any school building will engage in hand hygiene at  
33 the following times, which include but are not limited to:

- 34 • Arrival to the facility and after breaks
  - 35 • Before and after preparing, eating, or handling food or drinks
  - 36 • Before and after administering medication or screening temperature
  - 37 • After coming in contact with bodily fluid
  - 38 • After recess
  - 39 • After handling garbage
  - 40 • After assisting students with handwashing
  - 41 • After use of the restroom
- 42

43 Hand hygiene includes but is not limited to washing hands with soap and water for at least 20  
44 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol  
45 can be used if soap and water are not readily available.  
46

1  
2  
3  
4 Staff members will supervise children when they use hand sanitizer and soap to prevent  
5 ingestion.

6  
7 Staff members will place grade level appropriate posters describing handwashing steps near  
8 sinks.

9  
10 Vulnerable Individuals

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

18  
19 Employees who have documented high risk designation from a medical provider are entitled to  
20 reasonable accommodation within the meaning of that term in accordance with the Americans  
21 with Disabilities Act and Section 504 as outlined in District Policy 5002. These accommodations  
22 may include but are not limited to teleworking in accordance with a work plan developed in  
23 coordination with and authorized by the supervising teacher, administrator or other designated  
24 supervisor. Such employees may also be eligible for available leave in accordance with the  
25 applicable policy or master agreement provision.

26  
27 Food Preparation and Meal Service

28  
29 Facilities must comply with all applicable federal, state, and local regulations and guidance  
30 related to safe preparation of food.

31  
32 Sinks used for food preparation must not be used for any other purposes.

33  
34 Staff and students will wash their hands in accordance with this policy.

35  
36 Transportation Services

37  
38 The Board of Trustees authorizes the transportation of eligible transportees to and from the  
39 school facility in a manner consistent with the protocols established in this policy. The  
40 transportation director and school bus drivers will clean and disinfect each seat on each bus after  
41 each use.

1  
2  
3  
4  
5 Public Awareness  
6

7 The School District will communicate with parents, citizens, and other necessary stakeholders  
8 about the protocols established in this policy and the steps taken to implement the protocols  
9 through all available and reasonable means.  
10

11 Confidentiality  
12

13 This policy in no way limits or adjusts the School District’s obligations to honor staff and student  
14 privacy rights. All applicable district policies and handbook provision governing confidentiality  
15 of student and staff medical information remain in full effect.  
16

17 Transfer of Funds for Safety Purposes  
18

19 The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted  
20 fund, other than the debt service fund or retirement fund, to its building reserve fund in an  
21 amount not to exceed the school district's estimated costs of improvements to school and student  
22 safety and security to implement this policy in accordance with District Policy 1006FE.  
23

24 Cross Reference: Policy 1901 – School District Policy and Procedures  
25 Policy 1906 - Student Services and Instructional Delivery  
26 Policy 1907 – Transportation Services  
27 Policy 1006FE – Transfer of Funds for Safety Purposes  
28 Policy 3410 – Student examination and screenings  
29 Policy 3417 – Communicable Diseases  
30 Policy 3431 – Emergency Treatment  
31 Policy 1911 - Personnel Use of Leave  
32 Policy 1910 – Human Resources and Personnel  
33 Policy 4120 - Public Relations  
34 Policy 5002 – Accommodating Individuals with Disabilities  
35 Policy 5130 – Staff Health  
36 Policy 5230 - Prevention of Disease Transmission  
37 Policy 6110 – Superintendent Authority  
38 Policy 6122 - Delegation of Authority  
39  
40

41 Policy History:

42 Adopted on: August 11, 2020  
43 Reviewed on:  
44 Revised on:  
45 Terminated on:



1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1905P  
page 1 of 3

4  
5  
6 Administrative Procedures for Student, Staff, and Community Health and Safety

7  
8 The administrative team of the School District has adopted these procedures in accordance with  
9 Policy 1310 in order to implement Policy 1905 during the term of the declared public health  
10 emergency to ensure a safe and healthy work and instructional setting. These procedures were  
11 developed in accordance with the latest available guidance from the Centers for Disease Control  
12 and in coordination with applicable state, tribal, and local health officials. These procedures  
13 supplement Policy 1905. All provisions in Policy 1905 remain in effect.  
14

15  
16 Personnel Cleaning and Disinfecting

17  
18 Personnel will evaluate and identify surfaces and objects to be cleaned and disinfected in  
19 accordance with their knowledge, experience, and the latest available guidance from the Centers  
20 for Disease Control, state, tribal, and local health officials. Personnel will have access to or the  
21 opportunity to access the latest available guidance upon request to their supervisor.  
22

23 Personnel will coordinate with colleagues and supervisors to develop a plan, schedule, and  
24 routine to regularly clean and disinfect identified surfaces and objects. Personnel will honor this  
25 plan, schedule, and routine until adjusted. Reasons for adjustment may include but are not  
26 limited to change in school schedule, absence of colleagues, availability of equipment and  
27 supplies, and federal, state, tribal or local health directives and guidance. If adjustment is  
28 necessary, personnel will again coordinate with colleagues and supervisors to improve the plan,  
29 schedule, and routine. Personnel will solicit and accept perspectives from colleagues and other  
30 school officials when considering improvements to the plan.  
31

32 Personnel will prioritize disinfecting frequently touched and indoor surfaces. Hard and non-  
33 porous surfaces and objects that are touched daily will be the top priority for disinfection on a  
34 daily basis. Hard and non-porous surfaces and objects that are not indoors or have not been  
35 occupied for seven days will be routinely cleaned. Personnel will first clean visibly dirty  
36 surfaces and objects prior to disinfection by using the appropriate cleaning or disinfecting  
37 product for the identified surface, object, or task. Personnel will always use chemicals, products,  
38 and substances authorized by Policy 1905 in a manner consistent with the applicable instructions.  
39

40 Personnel will thoroughly clean or launder soft, porous, or fabric-based materials as permitted by  
41 location and substance. During evaluation and identification of surfaces, personnel will consider  
42 removing soft and porous materials in high traffic areas that may increase risk of exposure.  
43

44 Personnel will establish and maintain safe work practices in accordance with these procedures  
45 and School District policy in order to reduce the risk of exposure.  
46

1  
2  
3  
4  
5  
6 Symptoms of Illness  
7

8 Personnel who are ill, feeling ill, diagnosed as ill, or otherwise demonstrating symptoms of  
9 illness must not come to school or work. Personnel who have a fever or are exhibiting other signs  
10 of illness while at work will be authorized to return home. All affected surfaces and areas should  
11 be thoroughly cleaned and disinfected once the staff member has vacated the area by staff  
12 utilizing safety measures in this procedure in accordance with available standards as applicable.  
13 Staff members will be provided access to leave in accordance with District Policy 1911 or the  
14 applicable master contract, collective bargaining agreement, or memorandum of understanding.  
15

16  
17 Physical Distancing and Work Areas  
18

19 Staff members working in the school when no students are present will maintain appropriate  
20 physical distance from their colleagues as permitted by their duties and work setting to minimize  
21 contact and risk of exposure. Staff members will have access to disinfecting wipes or  
22 disinfecting spray and disposable paper towels and time to clean their desk, office, work area or  
23 classroom when needed.  
24

25  
26 Physical Barriers and Guides  
27

28 Personnel will review school buildings and identify areas where installation of physical barriers,  
29 such as sneeze guards and partitions, will assist students and staff when unable to remain at a  
30 safe distance from their colleagues and peers. Personnel will coordinate with building or district  
31 administrators to complete or install any identified physical barrier. In areas where physical  
32 distancing is implemented, personnel are authorized to provide physical guides, such as tape on  
33 floors or sidewalks and signs on walls, to ensure that staff and students remain at least 6 feet  
34 apart in lines and at other times.  
35

36  
37 Ventilation  
38

39 Personnel will review and ensure ventilation systems operate properly and increase circulation of  
40 outdoor air as much as possible. Classroom staff are authorized to open windows and doors to  
41 increase air flow in a manner that does not pose a safety or health risk to students and staff.  
42 Risks to consider include but are not limited to weather, risk of falling, and triggering asthma  
43 symptoms.  
44  
45  
46

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19

Water Systems

Personnel will review water systems and features including but not limited to sink faucets, drinking fountains, decorative fountains to ensure they are safe to use after a prolonged facility shutdown. Drinking fountains will be cleaned and sanitized in accordance with this procedure. The administration may provide alternative water sources if available. Staff are students are authorized to bring their own water to minimize use and touching of water fountains.

Report and Revision

These administrative procedures will be reported to the board of trustees upon adoption and implementation by the administration in accordance with Policy 1310. The board of trustees retains the authority to amend policy and procedures. Any revision to these procedures will be reported to the board of trustees.

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

4  
5 Student Instruction and Services

6  
7 The School District has adopted the protocols outlined in this policy to govern during the term of  
8 the declared public health emergency to ensure the delivery of education services to students  
9 onsite at the school, offsite at other locations using available resources including but not limited  
10 to online methods. The supervising teacher, principal, superintendent or designated personnel are  
11 authorized to implement this policy.

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

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

23  
24 For the purposes of this policy and the School District’s calculation of ANB and “aggregate  
25 hours of instruction” within the meaning of that term in Montana law, the term “instruction”  
26 shall be construed as being synonymous with and in support of the broader goals of “learning”  
27 and full development of educational potential as set forth in Article X, section 1 of the Montana  
28 Constitution. Instruction includes innovative teaching strategies that focus on student  
29 engagement for the purposes of developing a students’ interests, passions, and strengths. The  
30 term instruction shall include any directed, distributive, collaborative and/or experiential learning  
31 activity provided, supervised, guided, facilitated or coordinated by the teacher of record in a  
32 given course that is done purposely to achieve content proficiency and facilitate the learning of,  
33 acquisition of knowledge, skills and abilities by, and to otherwise fulfill the full educational  
34 potential of each child.

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

1  
2  
3  
4 Students shall receive grades for completed coursework in accordance with the grading scale for  
5 the individual staff member or the alternative grading procedures outlined in District Policy  
6 1902.

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

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

#### 15 16 School Facility as Instructional Setting

17  
18 In the event the Board of Trustees authorizes instruction of students at the school facility in a  
19 manner that satisfies the aggregate number of instructional hours outlined in the School District's  
20 adopted or revised calendar for a school year affected by a public health emergency.

21  
22 All educational and related services provided at the school facility shall be completed in  
23 accordance with the health and safety protocols outlined in District Policy 1905.

#### 24 25 Offsite and Online Instructional Setting

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

35  
36 The Board of Trustees authorizes the supervising teacher or district administrator to permit  
37 students to utilize an offsite or online instructional setting at parental request if onsite instruction  
38 is offered in the School District in accordance with Policy 1908.

39  
40 Students receiving offsite delivery of education services may be eligible for assistance with  
41 accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.

#### 42 43 Proficiency-Based Learning

44  
45 In the event the Board of Trustees authorizes proficiency-based ANB calculation in situations  
46 when a student demonstrates proficiency in a course area as determined by the Board of Trustees

1  
2  
3  
4 using district assessments consistent with the School District’s adopted Plan of Action, District  
5 Policy 1005FE, or other measures approved by the Board of Trustees during the course of a  
6 school year affected by a public health emergency.  
7

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

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

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

24  
25 Students shall receive services in accordance with the applicable Individualized Education Plan  
26 or Section 504 Plan based on methods and locations agreed upon and documented by the  
27 applicable team to meet the student’s needs and goals. The supervising teacher or building  
28 administrator shall coordinate with parents and the special education staff or cooperative to  
29 ensure all applicable statutes are followed in accordance with U.S. Department of Education  
30 guidelines.  
31

### 32 Student Attendance

33  
34 The Board of Trustees authorizes the supervising teacher, building principal or district  
35 administration to set an attendance policy for students that takes into account the location of  
36 instructional services, the applicability of proficiency-based instruction, the student’s grade level,  
37 and the health and safety of the student and their household. Students are expected to complete  
38 assigned work. If a student is not present for the instructional day, the student shall be permitted  
39 to complete all work assigned by the teacher if not present for instruction within a reasonable  
40 period of time determined by the teacher. Students shall not lose credit or incur a grade  
41 reduction for reasons related to attendance without good reason as determined by the Board of  
42 Trustees.  
43  
44  
45  
46

1  
2  
3  
4 Student Safety and Counseling  
5

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

10  
11 Homeless Students and Students in Foster Care  
12

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

16  
17 Student Discipline  
18

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

22  
23 2020/2021 School Schedule and Calendar  
24

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

30  
31 Summer School  
32

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

39  
40 Extended School Year  
41

42 In accordance with District Policy 2011, Section 20-1-301, MCA, and any applicable collective  
43 bargaining agreement covering the employment of affected employees, the Board of Trustees  
44 may establish a school calendar with an earlier start date and a later end date from non-  
45 emergency school years to ensure students receive the minimum number aggregate instructional  
46 hours. The purpose of an extended school year will be to maximize flexibility in the delivery of

1  
2  
3  
4 instruction and learning for each student in the School District in in the event of school closures  
5 or other impacts to School District operations due to a public health emergency. When setting an  
6 extended school year, the School District will collaborate with students, parents, employees and  
7 other community stakeholders. When proposing to adopt changes to a previously adopted school  
8 term the Board of Trustees will follow the procedures outlined in Policy 2100.  
9

10 Legal Reference: Article X, Section 1, Montana Constitution  
11 Section 20-1-101, MCA – Definitions  
12 Section 20-1-301, MCA – School Fiscal Year  
13 Section 20-9-311, MCA – Calculation of Average Number Belonging  
14 Section 20-7-118, MCA - Offsite Provision of Educational Services  
15 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
16 ARM 10.55.906(4)) – High School Credit  
17

18 Cross Reference: Policy 1005FE – Proficiency-Based Learning  
19 Policy 1902 – Alternative Grading  
20 Policy 1905 - Staff, Student, and Community Health and Safety  
21 Policy 2100 – School Calendar  
22 Policy 2140 – Guidance and Counseling  
23 Policy 2161 – Special Education  
24 Policy 2168 – Distance Learning  
25 Policy 2410 – Graduation  
26 Policy 2420 – Grading and Progress Reports  
27 Policy 2421 – Promotion and Retention  
28 Policy 2150 – Suicide Training and Awareness  
29 Policy 3125 – Homeless Students  
30 Policy 3122 - Attendance Policy  
31 Policy 3310 - Student Discipline

32 Policy History:

33 Adopted on: August 11, 2020

34 Reviewed on:

35 Revised on:

36 Terminated on:



1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1906P  
page 1 of 3

4  
5 Student Instruction Resources and Best Practices

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

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

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

21  
22 Planning & Communication

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

35 Set Expectations

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

1  
2  
3  
4  
5 Differentiated Instruction & Learning Models

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

30 Demonstrating Learning

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

1  
2  
3  
4  
5 Legal Reference: Section 20-1-101, MCA – Definitions  
6 Section 20-1-301, MCA – School Fiscal Year  
7 Section 20-9-311, MCA – Calculation of Average Number Belonging  
8 Section 20-7-118, MCA - Offsite Provision of Educational Services  
9 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
10 ARM 10.55.906(4)) – High School Credit  
11

12 Cross Reference: Policy 1005FE – Proficiency-Based Learning  
13 Policy 1902 – Alternative Grading  
14 Policy 1905 - Staff, Student, and Community Health and Safety  
15 Policy 2100 – School Calendar  
16 Policy 2140 – Guidance and Counseling  
17 Policy 2161 – Special Education  
18 Policy 2168 – Distance Learning  
19 Policy 2410 – Graduation  
20 Policy 2420 – Grading and Progress Reports  
21 Policy 2421 – Promotion and Retention  
22 Policy 2150 – Suicide Training and Awareness  
23 Policy 3125 – Homeless Students  
24 Policy 3122 - Attendance Policy  
25 Policy 3310 - Student Discipline  
26  
27

28 Policy History:  
29 Adopted on: August 11, 2020  
30 Reviewed on:  
31 Revised on:  
32 Terminated on:

1 **Culbertson School District**

2

3 **COVID-19 Emergency Measures**

1907

4

5 School District Declaration of Emergency

6

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

15

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

17

18 Policy History:

19 Adopted on: August 11, 2020

20 Reviewed on:

21 Revised on:

22 Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1909  
page 1 of 2

4  
5 Human Resources and Personnel

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

12  
13 Work Schedule and Assignment for Certified Staff

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

23  
24 Work Schedule and Assignment of Duties for Classified Staff

25  
26 The working conditions for classified staff are governed by a Collective Bargaining Agreement  
27 or any applicable Memorandum of Understanding between the Unit and the School District.  
28 Classified staff shall comply with the emergency policies adopted by the Board of Trustees and  
29 related directives from the administration unless there is a provision of a Collective Bargaining  
30 Agreement or an applicable Memorandum of Understanding that that specifically governs  
31 instead of policy.  
32

33 Personal Conduct

34  
35 This policy in no way limits or adjusts the School District's expectations for staff conduct. All  
36 applicable district policies and handbook provision governing staff conduct remain in full effect.  
37

38 Student Services

39  
40 Students shall have access to regular instructional services whether their instruction is provided  
41 in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of  
42 School District Policy or concern about student health, well-being, or safety to their supervisor  
43 for review and referral. Students receiving instruction in an offsite or online setting are governed  
44 by all applicable laws, including the staff obligation to report suspected child abuse or neglect.  
45  
46

1  
2  
3  
4 Compensation and Benefits  
5

6 Staff shall continue to earn regular compensation and benefits during the period of declared  
7 public health emergency. Payroll dates and schedules are not affected by an applicable public  
8 health emergency.  
9

10  
11 Evaluation of Staff  
12

13 The Board of Trustees authorizes the administration to adjust or waive the schedule for  
14 evaluation of staff to accommodate the changes to the school calendar in response to a public  
15 health emergency unless there is a Collective Bargaining Agreement or Memorandum of  
16 Understanding specifying the evaluation process of a member of a bargaining unit.  
17  
18

19 Cross Reference: Policy 1905 - Student, Staff and Community Health and Safety  
20 Policy 1906 – Student Instruction  
21 Policy 5140 – Classified Assignment  
22 Policy 5210 – Assignments and Transfers  
23 Policy 5221 – Work Day  
24 Policy 5232 – Abused and Neglected Child Reporting  
25 Policy 5255 – Disciplinary Action  
26 Policy 5223 – Personal Conduct  
27 Policy 5012 – Sexual Harassment  
28 Policy 5015- Bullying and Intimidation  
29 Policy 5130 – Staff Health  
30 Policy 5230 – Prevention of Disease Transmission  
31 Policy 5222 – Evaluation of Certified and Classified Staff  
32

33 Policy History:

34 Adopted on: August 11, 2020

35 Reviewed on:

36 Revised on:

37 Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1909P  
page 1 of 2

4  
5 Administrative Procedures for Employee Telework

- 6  
7 1. Culbertson School District recognizes telecommuting as a voluntary work plan, agreed  
8 upon between the School District, and the employee, in which the employee works at an  
9 alternative worksite on a regular basis on a specified schedule.  
10  
11 2. Telecommuting is an accommodation and not a District-wide benefit; and it in no way  
12 changes the terms and conditions of employment.  
13  
14 3. Not all School District jobs are suitable for telecommuting/teleworking.  
15  
16 4. The supervisor, in consultation with the Superintendent, will approve or deny  
17 telecommuting requests after considering several factors, including, but not limited to:  
18  
19 a. Is the position suitable for telecommuting?  
20 b. Does the employee consistently demonstrate work habits that are well-suited to  
21 telecommuting, including, but not limited to self-motivation, self-discipline, the  
22 ability to work independently; a demonstrated commitment to effective use of  
23 technology; and a demonstrated record of meeting established performance  
24 expectations?  
25 c. Does the telework plan meet the needs of students and serve School District's  
26 business and operational needs?  
27 d. Has the employee identified a sufficient basis to require an accommodation  
28 through a telework plan?  
29 e. Does the employee demonstrate a commitment to and assurance of providing  
30 students and colleagues with reliable, high quality and efficient/timely service,  
31 commensurate with the School District's strategic plan?  
32 f. Does the employee have a plan for overcoming any potential loss of impact on  
33 and benefit from personal interactions with colleagues and students?  
34 g. Does the employee have a plan for addressing equity and adequacy of workloads  
35 among colleagues?  
36  
37 5. The employment relationship for an employee telecommuting stays the same as for  
38 employees not working from an alternative worksite. Compensation does not change, and  
39 employees are expected to follow all existing job requirements, School District policies,  
40 guidelines and expectations that are in effect in the main office. In addition, the employee  
41 shall honor the following guidelines:  
42 a. Be available by phone and e-mail during normal work hours. Absences (including  
43 unavailability during work hours) must be pre-approved.  
44 b. Promptly notify the supervisor when unable to perform work assignments due to  
45 illness, equipment failure, or other unforeseen circumstances.  
46

- 1
- 2
- 3
- 4
- 5 c. Alter their schedule to attend mandatory meetings or other situations needing a
- 6 physical presence and/or as needed by the supervisor or executive director.
- 7 d. Assure the alternative worksite is adequate and safe and has sufficient phone
- 8 service; a secure internet connection with enough speed to perform work; and that
- 9 confidential information will be safeguarded.
- 10 e. Use, exclusively, the computer and software provided and configured with
- 11 security software by the School District.
- 12 f. Have adequate dependent care arrangements in place to ensure the employee's
- 13 ability to telecommute.
- 14 g. Report, at once, to their supervisor any injury that occurs at the alternative site
- 15 during work hours.
- 16 h. Refrain from having in-person meetings or instruction at the alternative worksite
- 17 unless pre-approved by their supervisor.
- 18
- 19 6. Supervisors will regularly check employee compliance with the telecommuting
- 20 agreement, relevant policies and guidelines, performance standards, expectations for
- 21 work products, productivity and time accountability.
- 22
- 23 7. Telecommuting plans are subject to change at the discretion of the School District.
- 24



1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

4  
5 Personnel Use of Leave

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

11  
12 District Leave

13  
14 School District staff may utilize accumulated leave granted in accordance with Montana law,  
15 District policy, a Collective Bargaining Agreement, or applicable Memorandum of  
16 Understanding through the regular procedures governing the type of leave requested.

17  
18 Federal Law Controls Federal Leave Provisions

19  
20 The Board of Trustees has adopted this policy and related forms on the referenced date based on  
21 the law and available federal and state guidance as of the date of such adoption. Federal and  
22 state guidance can change following adoption of this policy and forms. To the extent that any  
23 subsequently adopted guidance or federal regulation or other controlling interpretation of the law  
24 results in a conflict between such guidance, regulation or controlling interpretation and this  
25 policy or forms, the provisions of the guidance, regulation or controlling interpretation controls  
26 to the extent of any such conflict. The School District shall take reasonable steps to ensure that  
27 staff are notified of any change in guidance or federal regulation or other controlling  
28 interpretation of the law that creates a conflict with any provision of this policy of forms.

29  
30 Emergency Paid Sick Leave

31  
32 In accordance with Federal law, employees may be eligible for two weeks of paid sick leave  
33 capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to  
34 work because the employee is quarantined in accordance with a Federal, State, or local  
35 government order or advice of a health care provider, and/or experiencing COVID-19 symptoms  
36 and seeking a medical diagnosis.

37  
38 Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at two-  
39 thirds the employee's regular rate of pay because the employee is unable to work because of a  
40 bona fide need to care for an individual subject to quarantine in accordance with a Federal, State,  
41 or local government order or advice of a health care provider, or to care for a child under 18  
42 years of age whose school or child care provider is closed or unavailable for reasons related to  
43 COVID-19, and/or the employee is experiencing a substantially similar condition as specified by  
44 the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury  
45 and Labor.

1  
2  
3  
4 Eligible employees may request leave available under the Families First Coronavirus Response  
5 Act by completing Policy 1910F1 – Emergency Paid Sick Leave

6  
7 Emergency Family Medical Leave  
8

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

14  
15 Eligible employees may request leave available under the Families First Coronavirus Response  
16 Act by completing Policy 1910F2 – Emergency Family Medical Leave.

17  
18 Legal Reference: Families First Coronavirus Response Act

19  
20 Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form  
21 Policy 1910F2 - Emergency Family Medical Leave Form  
22 Policy 1909 – Human Resources and Personnel  
23 Policy 5321 – Leaves of Absence  
24 Policy 5328 – Family Medical Leave Act  
25 Policy 5329 – Long Term Illness  
26 Policy 5330 – Maternity and Paternity Leave  
27 Policy 5334 - Vacations

28  
29  
30 Policy History:

31 Adopted on: August 11, 2020

32 Reviewed on:

33 Revised on:

34 Terminated on:

**CULBERTSON 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 the District Clerk.

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 Emergency Paid Sick Leave 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.*

**CULBERTSON 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 the District Clerk.

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.*

1 **Culbertson School District**

2

3 **COVID-19 Emergency Measures**

1911

4

5 School District Budget Adoption, Amendment and Audit

6

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

16

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

19

20 Policy History:

21 Adopted on: August 11, 2020

22 Reviewed on:

23 Revised on:

24 Terminated on:

1 **Culbertson School District**

2  
3 **COVID-19 Emergency Measures**

1912

4  
5 School District Elections Rescheduled Due to Emergency

6  
7 The County Superintendent may cancel the School District's election due to an emergency  
8 declared by the Governor. As soon as convenient after the declaration of a state of emergency or  
9 disaster is terminated, the trustees of the district shall set a new date for the election. Notice of  
10 such election shall be published for 7 consecutive days in a newspaper of general circulation in  
11 the district and posted for 7 days at district polling places. All applicable deadlines governing  
12 school election procedures in Montana law shall be reset and calculated based on the date of  
13 rescheduled election.

14  
15 Legal Reference: Section 20-20-108, MCA - Rescheduling Of School Election Canceled  
16 Due To Declaration Of State Of Emergency Or Disaster  
17 Title 20, Chapter 20, MCA  
18

19  
20 Policy History:

21 Adopted on: August 11, 2020

22 Reviewed on:

23 Revised on:

24 Terminated on: