

SCHOOL DISTRICT

1900 SERIES

COVID-19 EMERGENCY POLICIES TABLE OF CONTENTS

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Browning Public Schools

Policy #1900

Policy Name: *Introduction of COVID-19 Emergency Policies*

Regulation: -----

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. A
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

School District Policies Numbered 1900-1999 are intended to govern during any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, county health department or the board of trustees. The term of School District Policies Numbered 1900-1999 shall run until terminated by a vote of the board of trustees.

Cross Reference: Policy 2221 – 2221P – School Closure

Policy 1400 – Board Meetings

Policy 1310 – Policy and Procedure

Policy 1420 – Meeting Procedure 44

Legal Reference: Executive Orders 2-2020 & 3-2020, Office of the Governor and accompanying Directives

Executive Orders 2-2020 & 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 7

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Browning Public Schools

Policy #1902

Policy Name: *Alternative Grading*

Regulation: -----

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 30 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 all grades of C or higher 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 extracurricular 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: Policies for Proficiency Based Learning, Graduation Requirements, Grading and Progress Reports, Distance Learning, 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:

Browning Public Schools

Policy #1903

Policy Name: *School District Meetings, Gatherings, Events, and Visitors*

Regulation: -----

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

Option 1

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

Option 2

~~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. Physical meetings, gatherings, and events held on school property shall be limited to outdoor areas including the stadium, field, or other open areas designated by the Board of Trustees. All attendees at a meeting, gathering, or event authorized by the Board of Trustees held outdoors are 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. 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.~~

Option 3

~~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~~

1 ~~whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring~~
2 ~~such therapy) must not attend School District meetings, gatherings, or events held in accordance with this~~
3 ~~policy. Precautions must be taken to isolate from vulnerable residents. The School District shall~~
4 ~~accommodate vulnerable individuals so they may participate in the meeting gathering or event via electronic~~
5 ~~means.~~

7 **Visitors to Schools**

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

12 **Volunteers**

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

16 **Facilities Use Agreements**

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

22 **Enforcement**

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

30 **Cross Reference:** Policies: District Policy and Procedures; Student, Staff, and Community Health and
31 Safety; Board Meetings; Volunteers; Visitors to Schools; Conduct on School Property;
32 Visitor and Spectator Conduct; Community Use of School Facilities

34 **Policy History**

35 Adopted on:

36 Reviewed on:

37 Revised on:

38 Terminated on:

Browning Public Schools

Policy #1903F

Policy Name: *School Event and Facility Notice*

Regulation: -----

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

SCHOOL EVENT AND FACILITY NOTICE

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

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

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Browning Public Schools

Policy #1904

Policy Name: *Use of Transportation Funds*

Regulation: -----

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.

OPTIONS: [Add any or all from the list below]

- 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.
- Costs to contractors of transportation services.

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.

1. Any costs consistent with costs under normal operation, including costs referenced in any contract to which the district is a party.
2. 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.
3. Department of Agriculture or the Office of Public Instruction.
4. Any costs consistent with and necessary to comply with an IEP or section 504 plan.
5. 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.

1 § Equipment purchased under this section may include any combination
2 deemed necessary and appropriate by the Superintendent, including but not
3 limited to mobile devices, tablets and laptops.

4 § Equipment purchased under this section shall become and remain the
5 property of the district and shall be provided to students through a
6 loan/checkout service developed by the Superintendent.
7

- 8 ○ Software to ensure a safe and appropriate online learning experience by students
9 of the district.
10 ○ Internet service at an adequate bandwidth to ensure full and effective use of
11 instruction delivery and interaction methods employed by the district as part of its
12 offsite learning program.
13

14 § If there are multiple internet service providers in the community, the board
15 authorizes the superintendent to choose either a single provider or to
16 allocate/rotate selection from among all providers in the community
17 meeting minimum bandwidth and other safety and quality standards
18 deemed necessary and appropriate by the superintendent.
19

20 **Cross Reference:** Policies: District Provided Access to Electronic Information; Services, and Networks;
21 District Provided Access to Electronic Information; Services, and Networks Procedure; Internet Access
22 Agreement; Montana Pupil Online Personal Information Protection Act; Montana Model Data Privacy
23 Agreement; Distance Learning; Montana Digital Academy; Montana Digital Academy Procedures
24
25

26 **Legal Reference:** Section 20-10-101(5), MCA, Transportation
27

28 **Policy History:**

29 Adopted on:

30 Reviewed on:

31 Revised on:

32 Terminated on:
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Browning Public Schools

Policy #1905

Policy Name: *Student, Staff, and Community Administrative Procedures for Health and Safety*

Regulation: -----

Student, Staff and Community Health, and Safety

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

Symptoms of Illness

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

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

Physical Distancing (Boards must select option 1 or option 2)

Option 1

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 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.

Option 2

To the extent possible, elementary school courses will be delivered to the same group of students each day, and the same teachers will remain with the same group in the same separate and designated room each day. Meal service and courses delivered in a separate areas such as library, gymnasium, and music room will be delivered in the designated classroom for each group of students. Recess and use of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate student groupings. Transportation services will be provided in accordance with cleaning and disinfection procedures outlined in this policy.

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

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

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

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

Masks as Personal Protective Equipment (Boards must select either Option 1 or Option 2)

Option 1

The School District requires all staff and students to wear cotton-based masks to protect colleagues and peers while present in any school building. The School District will provide masks to students and staff and expect that the masks be washed on a regular basis to ensure maximum protection. The Board of Trustees' decision to require and 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.

Option 2

~~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

1 administrator. Personnel will follow the manufacturer's instructions for all cleaning and disinfection
2 products.

3
4 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary students so that
5 commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
6 Supervising teacher or administrators are required to ensure adequate supplies to support cleaning and
7 disinfection practices.

8 9 **Student Arrival**

10 Hand hygiene stations will be available at the entrance of any school building, so that children can clean
11 their hands before they enter. If a sink with soap and water is not available, the School District will provide
12 hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of elementary students' reach and
13 student use will be supervised by staff. A District employee will greet children outside the school as they
14 arrive to ensure orderly compliance with the provisions of this policy.

15 16 **Temperature Screening**

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

22
23 When administering a temperature check on a possibly ill student, designated staff members will utilize
24 available physical barriers and personal protective equipment to eliminate or minimize exposures due to
25 close contact to a child who has symptoms during screening.

26 27 **Healthy Hand Hygiene Behavior**

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

- 30 ○ Arrival to the facility and after breaks
- 31 ○ Before and after preparing, eating, or handling food or drinks
- 32 ○ Before and after administering medication or screening temperature
- 33 ○ After coming in contact with bodily fluid
- 34 ○ After recess
- 35 ○ After handling garbage
- 36 ○ After assisting students with handwashing
- 37 ○ After use of the restroom

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

41
42 Staff members will supervise children when they use hand sanitizer and soap to prevent ingestion.

43
44 Staff members will place grade level appropriate posters describing handwashing steps near sinks.

45 46 **Vulnerable Individuals**

47 Vulnerable individuals (defined by the Centers for Disease Control at the time of this policy's adoption as
48 those age 65 or older or those with serious underlying health conditions, including high blood pressure,
49 chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as
50 by chemotherapy for cancer and other conditions requiring such therapy) are authorized to talk to their

1 healthcare provider to assess their risk and to determine if they should telework during the period of declared
2 public health emergency.

3
4 Employees who have documented high risk designation from a medical provider are entitled to reasonable
5 accommodation within the meaning of that term in accordance with the Americans with Disabilities Act
6 and Section 504 as outlined in District Policy 5002. These accommodations may include but are not limited
7 to teleworking in accordance with a work plan developed in coordination with and authorized by the
8 supervising teacher, administrator or other designated supervisor. Such employees may also be eligible for
9 available leave in accordance with the applicable policy or master agreement provision.

10 11 **Food Preparation and Meal Service**

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

14
15 Sinks used for food preparation must not be used for any other purposes.

16
17 Staff and students will wash their hands in accordance with this policy.

18 19 **Transportation Services**

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

24 25 **Public Awareness**

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

29 30 **Confidentiality**

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

34 35 **Transfer of Funds for Safety Purposes**

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

40 41 **Cross Reference:**

Policy 1901 School District Policy and Procedures

Policy 1906 Student Services and Instructional Delivery

Policy 1907 Transportation Services

Policy 1911 Personnel Use of Leave

Policy 1910 Human Resources and Personnel

District Policies: Transfer of Funds for Safety Purposes; Student examination and
screenings; Communicable Diseases; Emergency Treatment; Public Relations;

Accommodating Individuals with Disabilities; Staff Health; Prevention of Disease

Transmission; Superintendent Authority; Delegation of Authority

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Browning Public Schools

Policy #1906

Policy Name: *Student Instruction Resources and Best Practices*

Regulation: -----

Student Instruction and Services

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

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

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

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

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

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

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

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

3
4 NOTE: Select all of the Options the Board decides to implement in the School District in reference to the
5 manner in which educational services will be provided to students of the School District. Option 3 should
6 be selected to accompany Option 1 and Option 2. Using proficiency- based learning in combination with
7 onsite and offsite instruction protects funding if an audit determines that aggregate hours have not been
8 provided. Proficiency determinations should not be used to cease instruction, only to backup and enhance
9 instruction.

10
11 **Option 1: School Facility as Instructional Setting**

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

15
16 All educational and related services provided at the school facility shall be completed in accordance with
17 the health and safety protocols outlined in District Policy 1905.

18
19 **Option 2: Offsite and Online Instructional Setting**

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

27
28 The Board of Trustees authorizes the supervising teacher or district administrator to permit students to
29 utilize an offsite or online instructional setting ~~at parental request~~ if onsite instruction is offered in the
30 School District in accordance with Policy 1908.

31
32 Students receiving offsite delivery of education services may be eligible for assistance with accessibility to
33 offsite or remote learning opportunities in accordance with District Policy 1904.

34
35 **Option 3: Proficiency-Based Learning**

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

40
41 The Board of Trustees waives the minimum number of instructional hours for students who demonstrate
42 proficiency in a course area using district assessments that include, but are not limited to, the course or class
43 teacher's determination of proficiency as defined by the Board of Trustees. This determination shall be
44 based on a review of the student's completed coursework, participation in course delivery, and other
45 methods applicable to the specific course or class. The Board of Trustees authorizes the use of the
46 proficiency determination process for students who have selected this method of delivery, students for
47 whom the School District is unable to document satisfaction of the required minimum aggregate number of
48 hours through the offsite or onsite methods outlined in this policy, or other students whom School District
49 personnel determine satisfy the definition of proficient or meeting proficiency.

50

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

4 5 **Special Education and Accommodation of Disabilities or Diagnoses**

6 Students shall receive services in accordance with the applicable Individualized Education Plan or Section
7 504 Plan based on methods and locations agreed upon and documented by the applicable team to meet the
8 student's needs and goals. The supervising teacher or building administrator shall coordinate with parents
9 and the special education staff or cooperative to ensure all applicable statutes are followed in accordance
10 with U.S. Department of Education guidelines.

11 12 **Student Attendance**

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

21 22 **Student Safety and Counseling**

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

27 28 **Homeless Students and Students in Foster Care**

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

32 33 **Student Discipline**

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

36 37 **2020/2021 School Schedule and Calendar**

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

43
44 NOTE: Select all of the Options the Board decides to implement in the School District in reference to the
45 schedule for providing educational services will be provided to students of the School District.

46 47 **Optional: Summer School**

48 The Board of Trustees authorizes a summer program of instructional offerings for the purpose of
49 remediation of credit, maintenance of skills, and enrichment. All classes offered for credit must meet
50 minimum state requirements for accreditation and may be delivered at the school or at another offsite

location. Remediation credit courses shall be offered, grades 9-12, in accordance with District advancement requirements. Credit course offerings must be approved by the Board of Trustees

Optional: Extended School Year

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

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

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:

Browning Public Schools

Policy #1906P

Policy Name: *Student Instruction Resources and Best Practices*

1 Regulation: -----

2 3 **Student Instruction Resources and Best Practices 6**

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

11
12 Proficiency or satisfying aggregate hours of instruction can be achieved through an on-site, offsite, or
13 blended learning model as outlined in Policy 1906. Best practices, including but not limited to those
14 outlined below, will assist districts in facilitating quality learning for each student regardless of background
15 or circumstance.

16 17 **Planning & Communication**

18 Providing tools for virtual learning will help ensure equity in access to learning opportunities. With Policy
19 1904, districts may utilize transportation funds to facilitate internet and device access to students currently
20 without. Provide weekly learning agendas communicated to students and parents. Set student meetings,
21 teacher office hours, assignment expectations, and grades available on an established schedule. Districts
22 may consider Policy 1902 – Alternative Grading.

23
24 Establish whole group virtual “class time” and/or opportunities for small group learning

- 25 ○ Post assignments online early and for the entire week.
 - 26 § During this time of challenge, providing structure and certainty will
 - 27 support academic, mental and emotional health.
- 28 ○ Students should receive some form of communication from the school community
- 29 at least once per day.

30 **Set Expectations**

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

36 37 **Differentiated Instruction & Learning Models**

38 Embed experiential learning that fosters a learning environment that promotes connections. Districts
39 participating in Transformational Learning funding can utilize their Strategic Plan as a guiding document
40 and adapt to a virtual environment. Social Emotional Learning and connections.

- 41 ○ Begin the day by connecting with students—a Brain Teaser or an exercise for students to share a
- 42 topic of interest or something from home with others.

43 Record lessons

- 44 ○ Lessons should come with visual substance and multiple types of instruction to
- 45 facilitate learning—downloads, PowerPoints, videos, readings, audio recordings, etc.
- 46 ○ Honor students interests and passions through experiential learning opportunities.

47 Project based learning.

- 48 ○ Engage the students to do the work through research, developing, and creating a
- 49 product which encompasses a variety of subject areas.

- Encourage creativity.
- Consider pointing students to the right resources (videos, websites, files) and allow them to be contributors to their own learning--Creation of a science project—writing, demonstration of items needed, YouTube video with the end result being submitted to the teacher and classmates.
 - § Wax Museum example: reading about character, writing about individual, dress up and record via YouTube or creation of a Power Point with pictures
- Project based learning presents opportunities for cross-subject collaboration and flexibility in ways to show student learning.

Demonstrating Learning

Provide video meeting and messaging capabilities to engage students in multiple mediums to show learning.
Provide daily feedback to address academic growth and monitor and improve social emotional wellness.

- Clearly communicate to ensure students and parents are aware of the importance of this mutual feedback.

Opportunity for MAP testing/Unit testing for subject areas Formative assessments can guide instruction and provide multiple opportunities for feedback and identifying gaps in student learning and instruction through a low-stress medium.

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

Cross Reference: Policy 1005FE – Proficiency-Based Learning
Policy 1902 – Alternative Grading
Policy 1905 - Staff, Student, and Community Health and Safety
Policies: School Calendar, Guidance and Counseling, Special Education, Distance Learning, Graduation, Grading and Progress Reports, Promotion and Retention, Suicide Training and Awareness, Homeless Students, Attendance Policy, Student Discipline

Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

Browning Public Schools

Policy #1907

Policy Name: *School District Declaration of Emergency*

1 Regulation: -----
2
3

4 The Board of Trustees is authorized to declare that a state of emergency exists within the
5 community. A declaration issued by the Board of Trustees is distinct from any declaration in
6 effect or previously issued by local, **tribal**, state or federal authorities. An emergency declaration issued
7 by the Board of Trustees authorizes the School District to take extraordinary measures to protect
8 students and staff while delivering education services in a manner authorized by law. The
9 method and location of instruction and related educational services shall be implemented in a
10 manner that serves the needs of students, their families, and staff and preserves the School
11 Districts full entitlement of funding.
12
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14
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16

17 **Legal Reference:** Section 20-9-801 - 802, MCA, Emergency School Closure
18 Section 20-9-806, MCA, School closure by declaration of emergency
19 Section 20-9-805, MCA, Rate of reduction in annual apportionment entitlement.
20
21

22 **Policy History:**

23 Adopted on:
24 Reviewed on:
25 Revised on:
26 Terminated on:
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47 **Browning Public Schools**
48

1 Policy #1908

2 Policy Name: *Family Engagement*

3 Regulation: -----

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

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

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

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

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

38 Policy History:

39 Adopted on:

40 Reviewed on:

41 Revised on:

42 Terminated on:

1 **Browning Public Schools**

2
3 Policy #1908F

4 Policy Name: *Family Onsite Instruction Opt Out Form*

5 Regulation: -----

6
7 **Family Onsite Instruction Opt-Out Form**

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

10
11 Students of families opting out of onsite instruction at the school facility shall receive offsite, online, and
12 proficiency-based instruction, or any combination of the foregoing at the discretion of the School District
13 in accordance with District Policy 1906. School District staff shall arrange for any combination of
14 physical instructional packets, virtual or electronic based course meetings and assignments, self-directed
15 or parent/guardian-assisted learning opportunities, and other educational efforts available to staff and
16 students that can be relied upon for grade or credit in order to satisfy the minimum aggregate number of
17 hours or determination of proficiency for the requesting student. Students determined to be proficient in
18 one or more courses of the district shall be incorporated in the School District's calculation of ANB, with
19 such ANB fraction to be converted to an hourly equivalent based on the hours of instruction ordinarily
20 provided for the content over which the student has demonstrated proficiency.

21
22 I, _____, Parent or Guardian of, _____ a student
23 enrolled at _____ School District, request my student
24 receive educational services and instruction at an offsite location and/or for the duration of the declared
25 public health emergency in a manner consistent with the methods identified by the School District.

26
27 I understand my student is expected to complete all assigned work and return it to the teacher in order to
28 receive credit toward a grade to be considered for promotion or credit and in accordance with Policy 1902,
29 if applicable. I further understand that failure to complete work assigned may result in a determination that
30 my student will be retained or otherwise not earn credit.

31
32
33
34
35 _____
36 Parent

_____ Date

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

43
44 **Policy History:**

45 Adopted on:

46 Reviewed on:

47 Revised on:

48 Terminated on:

49
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51 **Browning Public Schools**

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1 Policy #1909

2 Policy Name: *Human Resources and Personnel*

3 Regulation: -----

4
5 The School District has adopted the protocols outlined in this policy to govern during the term of the
6 declared public health emergency to ensure clear expectations for District staff while completing their duties
7 in a safe and healthy workplace. The supervising teacher, principal, superintendent or designated personnel
8 are authorized to implement this policy.

9
10 **Work Schedule and Assignment for Certified Staff**

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

17
18 **Work Schedule and Assignment of Duties for Classified Staff** (Select the Option(s) below that are
19 applicable to your District.)

20
21 **Option 1**

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

27
28 **Option 2**

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

34
35 **Personal Conduct**

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

38
39 **Student Services**

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

45
46 **Compensation and Benefits**

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

49
50 **Evaluation of Staff**

1 The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff
2 to accommodate the changes to the school calendar in response to a public health emergency unless there
3 is a Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process
4 of a member of a bargaining unit.
5
6
7
8

9 **Cross Reference:** Policy 1905 - Student, Staff and Community Health and Safety
10 Policy 1906 – Student Instruction
11 Policies: Classified Assignment; Assignments and Transfers Work Day; Abused and
12 Neglected Child Reporting; Disciplinary Action; Personal Conduct; Sexual
13 Harassment; Bullying and Intimidation; Staff Health; Prevention of Disease
14 Transmission; Evaluation of Certified and Classified Staff
15

16 **Policy History:**

17 Adopted on:
18 Reviewed on:
19 Revised on:
20 Terminated on:
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Browning Public Schools

Policy #1909

Policy Name: *Personnel Use of Leave*

Regulation: -----

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 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.

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

3
4
5 **Legal Reference:** Families First Coronavirus Response Act
6
7

8 **Cross Reference:** Policy 1910F1 – Emergency Paid Sick Leave Form
9 Policy 1910F2 - Emergency Family Medical Leave Form
10 Policy 1909 – Human Resources and Personnel
11 School Policies: Leaves of Absence; Family Medical Leave Act; Long Term Illness
12 Maternity and Paternity Leave; Vacations
13

14 **Policy History**

15 Adopted on:

16 Reviewed on:

17 Revised on:

18 Terminated on:
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1 **Browning Public Schools**

2
3 Policy #1911

4 Policy Name: *School District Budget Adoption and Amendment and Audit*

5 Regulation: -----

6
7 **School District Budget Adoption, Amendment and Audit**

8
9 The period of the school fiscal year affected by the declared public health emergency shall be the longer of
10 the portion of the school fiscal year covered by an emergency declared by the President, Congress,
11 Governor, Montana Legislature, State or County Health Department or the portion of the school fiscal year
12 identified in the board's declaration of an emergency. The School District shall avail itself of all flexibilities
13 allowed by law, rule, or regulation and shall be otherwise governed by the school finance laws and rules of
14 the state of Montana. The School District shall comply with auditing requirements and reserves the authority
15 to assert its rights to manage school district funds or seek state and federal funds in a manner consistent
16 with the full flexibility available under all applicable laws.
17

18
19 **Legal Reference:** Article X, Section, Montana Constitution
20 Title 20, Chapter 9, Part 8, Montana Code Annotated
21
22

23 **Policy History:**

24 Adopted on:

25 Reviewed on:

26 Revised on:

27 Terminated on:
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2 **Browning Public Schools**

3
4 Policy #1912

5 Policy Name: *School District Elections During Emergency*

6 Regulation: -----
7

8 **School District Elections Rescheduled Due to Emergency**
9

10 The County Superintendent may cancel the School District's election due to an emergency
11 declared by the Governor. As soon as convenient after the declaration of a state of emergency or
12 disaster is terminated, the trustees of the district shall set a new date for the election. Notice of
13 such election shall be published for 7 consecutive days in a newspaper of general circulation in
14 the district and posted for 7 days at district polling places. All applicable deadlines governing
15 school election procedures in Montana law shall be reset and calculated based on the date of
16 rescheduled election.
17
18

19 **Legal Reference:** Section 20-20-108, MCA - Rescheduling Of School Election Canceled
20 Due To Declaration Of State Of Emergency Or Disaster
21 Title 20, Chapter 20, MCA 18
22

23 **Policy History:**

24 Adopted on:

25 Reviewed on:

26 Revised on:

27 Terminated on:
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Browning Public Schools

Policy #1912

Policy Name: *Knowledge Based Decision Making Process and Form*

Regulation: -----

Knowledge Based Decision Making

The Board of Trustees is committed to utilizing a knowledge-based, decision making, process to assist in guiding the discussions of the trustees and school leaders on topics that will have a significant impact on School District operations, students, parents, staff, and community members as a result of COVID-19. A knowledge-based, decision making, process is designed to create dialogue before deliberation while integrating strategic thinking and visionary governance. By considering as many perspectives and factors as possible on decisions related to a public health emergency, the Board of Trustees can make knowledge-based decisions to enhance school operations while supporting students, families, staff, and the community.

The following provides the framework for the School District's leadership to engage in dialogue by gathering data and knowledge before making decisions through deliberations.

Step 1: What is the issue the School District is facing?

How can _School District___?

Example Issue: How can_____School District ensure our students receive a quality, personalized educational experience given the public health emergency related to COVID-19 and its continuing impacts on teaching and learning?

Step 2: Determine what is known about the issue.

What does the Board of Trustees know about our stakeholders' wants, needs, and preferences that is relevant to this issue?

Make a list of stakeholders and others who may have information about the topic including but not limited to students, employees, parents, taxpayers and identify what school leaders KNOW about each groups' wants, needs, and preferences.

What does the Board of Trustees know about the current realities and evolving dynamics of our environment relevant to this issue?

Review the current conditions by asking and answering, "What is going on now?"

Review the current trends by asking and answering, "Has there been a change in progress toward District goals and what is the direction of the change?"

Review the assumption about the future by asking and answering, "Is there something in the foreseeable future that will be an anticipated driver or anticipated barrier to our success?"

What does the Board of Trustees know about the capacity (internal) and strategic position (external) of the District that is relevant to this issue?

1
2 *Review the capacity of the District by identifying and listing its tangible and intangible*
3 *assets and resources.*

4
5 *Review the strategic position of the District by identifying and listing factors that weigh on*
6 *the District's reputation for success.*

7
8 What does the Board of Trustees wish it knew but doesn't?

9
10
11 **Step 3: Determine what choices of strategy the knowledge identified in Step 2 suggests.**

12
13 What high-level strategic choices could the School District consider to address this issue based on the
14 information school leaders have reviewed and stakeholders have provided?

15
16 Choice 1: _____

17 Choice 2: _____

18 Choice 3: _____

19 Choice 4: _____

20 (continue list if needed)

21
22 What are the ethical implications related to the choices available to the District?

23
24 *Review ethical issues and implications by listing stakeholder groups that would feel*
25 *enfranchised or disenfranchised and identify methods to address inequities. Next, identify*
26 *efficacy or credibility issues that may emerge when specific options are implemented.*

27
28
29 **Step 4: Assess the relative advantages and disadvantages of the choices.**

30
31 Assess the Strategic Potential of the available choice(s).

32
33 *Impact: How many other things will be affected?*

34
35 *Consequence: How good or bad will doing it or not doing it be?*

36
37 *Immediacy: How much time does the School District have before the opportunity*
38 *disappears; what has to be done before the choice can be implemented?*

39
40 *Likelihood of Success: What is the probability of accomplishing it in a way that achieves*
41 *the School District's goals and objectives?*

42
43 Assess the Strategic Value of the available choice(s).

44
45 *Necessity: Is this choice(s) essential to accomplish the District's goals?*

46
47 *Feasible: Can the School District implement this choice(s) well?*

48
49 *Appropriate: Is this choice(s) consistent with the School District's mission, vision and*
50 *values?*

1
2 *Sufficient: If the School District implements this choice(s) reasonably well, will it make*
3 *satisfactory progress toward the District's goals?*
4

5 **Step 5: Determine Consensus and Reach a Decision.**
6

7 Are there any choices the Board of Trustees wants to eliminate?
8

9 Are there any choices that can be combined with others?
10

11 What choices are the Board of Trustees prepared to commit to now? 2
12

13 Are there choices the Board of Trustees are still interested in but need more information about before
14 deciding?
15

16
17 **Step 6: Craft a Motion, Deliberate and Vote.**
18

19 "I move the Board of Trustees of _____ School District address the issue of
20 _____ by taking the following action _____ and authorizing
21 the administration and staff to implement _____ in accordance
22 Montana law and School District Policy."
23

Browning School District
Knowledge Based Decision Making Process
Background Paper Developed by the Board of Trustees and Staff Leadership Team

Step 1: State Issue

Issue: How can Browning School District...

Step 2: Determine what is known about the issue.

What does the Board of Trustees know about our stakeholders' wants, needs, and preferences that is relevant to this issue?

- ☐
- ☐
- ☐
- ☐

What does the Board of Trustees know about the current realities and evolving dynamics of our environment relevant to this issue?

- ☐
- ☐
- ☐
- ☐

What does the Board of Trustees know about the capacity (internal) and strategic position (external) of the District that is relevant to this issue?

- ☐
- ☐
- ☐
- ☐

Step 3: Determine what choices of strategy the knowledge identified in Step 2 suggests.

What high-level strategic choices could the School District consider to address this issue based on the information school leaders have reviewed and stakeholders have provided?

Choice 1:

- Ethical Implications:

Choice 2:

- Ethical Implications:

Choice 3:

- Ethical Implications:

Step 4: Assess the relative advantages and disadvantages of the choices.

Assessment of the Strategic Potential of the available choice(s)

- | Impacts
- | Consequences
- | Immediacy
- | Likelihood of Success

Assessment of the Strategic Value of the available choice(s)

- | Necessity
- | Feasibility
- | Appropriateness
- | Sufficiency

Step 5: Determine Consensus and Reach a Decision.

Combine and eliminate identified choices:

Commit to a choice:

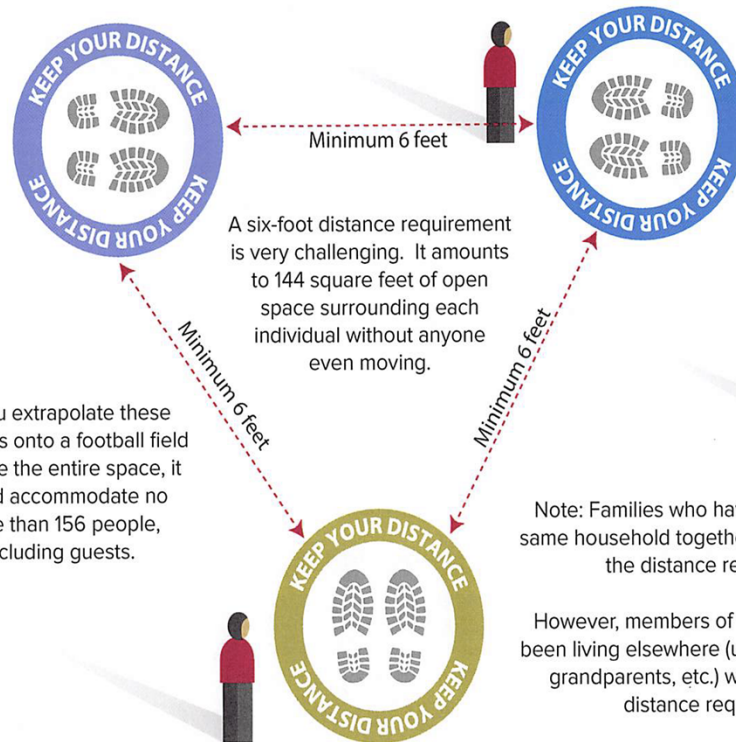
Step 6: Craft a Motion, Deliberate and Vote.

“I move the Board of Trustees of _____ School District address the issue of _____ by taking the following action _____ and authorizing the administration and staff to implement _____ in accordance Montana law and School District Policy.”

Event/Graduation Planning during COVID-19



Event/Graduation Planning during COVID-19



A six-foot distance requirement is very challenging. It amounts to 144 square feet of open space surrounding each individual without anyone even moving.

If you extrapolate these numbers onto a football field and use the entire space, it would accommodate no more than 156 people, including guests.

Note: Families who have been living in the same household together may gather without the distance requirements.

However, members of the family who have been living elsewhere (uncles, aunts, cousins, grandparents, etc.) would have to meet distance requirements.

A recommendation of your county department of health is necessary to qualify for social and recreational gatherings of individuals outside of a home.

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