

**MODEL PLAN OF ACTION**  
**\_\_\_\_\_ PUBLIC SCHOOL**  
**DATE OF INITIAL PLAN : \_\_\_\_\_\*\***  
**REVISION DATES: \_\_\_\_\_, \_\_\_\_\_**

**OVERVIEW**

On Sunday, March 15, 2020, Governor Bullock ordered all K-12 public schools in Montana closed starting Monday, March 16 through Friday, March 27, 2020. Pursuant to the March 19, 2020, directive of Governor Bullock, requirements for pupil instruction from Monday, March 16 through March 27, 2020, were waived with Montana’s public schools receiving full funding, including the state transportation reimbursement. The Governor further directed that during the mandated school closure from March 16-March 27, 2020, school districts were to plan and begin implementation on the following:

1. Offsite learning instruction and structure;
2. School meals, consistent with what the District regularly provides;
3. Services for students with disability; and
4. Other services customarily provided to students.

Through his March 19, 2020, directive, the Governor stated that districts will receive full funding and all requirements for pupil instruction will be waived if the following conditions are met:

1. The District creates a Plan of Action to address those specific areas identified above;
2. The Board of Trustees approves the District’s Plan of Action;
3. The Governor, in consultation with OPI, approves the Board of Trustees’ endorsed Plan of Action and waives all requirements for pupil instruction. The Governor’s March 19, 2020, directive provides that: “Presumptively, the Governor will approve waiver requests that are approved by school boards.”
4. The District will submit periodic reports to the Governor addressing those specific areas identified above.

**PLAN OF ACTION**

The following represents the District’s REQUIRED Plan of Action to address pupil instruction, the provision of school meals for students, compliance with IEP’s and 504 plans of students with disabilities, and other services the District customarily provides to students:

1. **Offsite learning instruction and structure: The District has the following structure in place to ensure off-site learning for students. The District has ensured that continuity plans for educational services can be accessed by all students, regardless of resources available at home. The strategies identified below are, of course, customized to meet the individual needs of each students.**

Examples to include:

- Certified and Classified Staff will be on-site (at school) or teleworking (off-site) providing instruction to students through the following mechanism:
  - On-line courses
  - Video chats/tutoring

- Phone conference calls
- Hard copy packets of materials
- Textbook guides
- In order to ensure that all students have access to on-line coursework, the District is
  - providing those students who don't have the necessary devices with laptops for checking out
  - using transportation funds (pursuant to 20-10-101(5)) to reimburse parents for the costs of internet access

**2. School meals, consistent with what the District regularly provides: The District has implemented the following strategies to ensure that our students are continuing to receive nutritional meals, the same as if the District was open for pupil instruction.**

Examples may include:

- The District is serving grab-and-go breakfast and lunches
- The District is delivering meals to students using your school buses

- 3. Services for students with disability: The District has implemented the following strategies to ensure that each student who is on an IEP or 504 Plan continue to receive the educational and related services to make progress towards their individual goals. The strategies identified below are customized and differentiated to meet the individual needs of each IDEA and 504 students.**

Examples may include:

- The District is providing a Free and Appropriate Education for students with disabilities.
- The District is conducting IDEA and 504 meetings via electronic means and/or meeting in person, but complying with CDC Guidelines, State Guidelines and/or local health guidelines;
- The District is providing educational and related services, in collaboration with parents and staff, through all means available, including
  - Alternative learning sites
  - On-line learning
  - Video chats/tutoring
  - Phone conference calls
  - Hard copy packets of materials
  - Textbook guides

- 4. Other services customarily provided to students: The District has implemented the following strategies to ensure that our students receive service that we provide the same as if pupils were being educated on-site.**

Examples include:

- The District is providing guidance counseling supports and services.
- The District is providing social and emotional supports and services.
- The District is providing medical services.
- The District is further providing support services for our staff.



### CHECKLIST

**During the planning and implementation of the District’s Plan of Action, we have implemented the following processes/mechanisms to ensure compliance with the Governor’s March 19, 2020 Directive, ongoing collaboration with all stakeholders and effective communications with our community, staff, parents and students:**

Check all that apply:

- On   (Date)  , the Board of Trustees made a Declaration of Unforeseen Emergency pursuant to 20-9-801 through 20-9-806, MCA
- At a properly noticed meeting, the Board of Trustees reviewed this Plan of Action, engaged in dialogue and deliberation regarding the same, and prior to approving this Plan, the public had an opportunity to provide input regarding the Plan.
- Our administrative staff have taken the lead in coordinating meetings with parents, certified and classified staff while maintaining the social-distancing, self-isolation and other guidance of the CDC, the State and local health officials.
- Our certified and classified staff participated in the development and implementation of this Plan.
- All parents/guardians of our students have been informed of our Plan for the continuity of educational and other services to their children.
- We have maintained regular contact with our community during this time of uncertainty to provide our community that we are providing for the needs of students and families

and doing our part to minimize the impact of COVID-19 on our community, staff, parents and students.

\_\_\_\_\_ The District has adopted the Model Policy 3650 Pupil Online Personal Information Protection.

\_\_\_\_\_ The District has taken measures to ensure that all communications relating to the provision of programs and services for students and families are accessible to individuals with disabilities. This includes ensuring that all messages are available in both audio and visual formats.

\_\_\_\_\_ The District leadership has reviewed COVID-19 basic information provided by the CDC.

\_\_\_\_\_ The District has established a point of contact with local and state health authorities to discuss the impact of COVID-19 on their community.

\_\_\_\_\_ The District has provided students, staff, and parents with COVID-19 fact sheets from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>.

\_\_\_\_\_ The District has conducted a training for staff and students on common preventative measures for COVID-19 prevention including:

- Washing hands with soap for at least 20 seconds
- Avoiding touching eyes, nose, and mouth
- Covering coughs and sneezes with tissues and throwing away tissues
- Avoiding contact with others when sick

\_\_\_\_\_ The District has and will continue to comply with FERPA in reference to any student who may be identified as having COVID-19

\_\_\_\_\_ The District has and will continue to comply with HIPAA Privacy laws in reference to any staff member who may be identified as having COVID-19.

\_\_\_\_\_ The District has taken safety measures to comply with CDC guidelines on social distancing (6-feet of distance between individuals), limiting large groups of individuals from being together, and provided disinfectant wipes, etc. to regularly sanitize surfaces within the school, including but not limited to: door handles/knobs, restrooms, surfaces and electronic devices shared by staff and others, etc.

\_\_\_\_\_ The District has adequately equipped maintenance and cleaning staff with personal protective equipment gloves and gowns that are appropriate for the cleaning products used and to minimize having contact with potentially contaminated surfaces.

\_\_\_\_\_ The District has a cleaning schedule that is updated daily.

\_\_\_\_\_ The District has educated all staff to recognize the symptoms of COVID-19 in case they become exposed to the virus themselves.

- \_\_\_\_\_ The District has cancelled school sponsored events/travel of students and staff.
- \_\_\_\_\_ The District has a process in place for regular review of and refinement of this Plan to ensure it continues to meet the needs of our students.
- \_\_\_\_\_ The Board of Trustees will review and when necessary approve any updates to this Plan for submission to the Governor’s Office.

*\*\* We recommend that you complete the Plan early this week, submit it to your Board for approval no later than Friday noon on March 27, 2020. This will require your Board of Trustees to post notice of a Special Board Meeting with the required 48-hour notice to the public no later than noon on Wednesday, March 25, 2020, for submission it to the Governor’s Office by close of business on Friday, March 27, 2020.*

*Following is a Draft Special Board Meeting Notice*

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*Special Meeting of the \_\_\_\_\_ Board of Trustees  
(Insert Date and Time of the Meeting)  
(Insert Location of the Meeting or Note the Meeting will be Held Via Electronic Means with  
instructions how to participate in the meeting)*

- I. Public Comment on Non-Agenda Items*
- II. Consideration and Action on the District’s COVID-19 Plan of Action for Submission to the Governor’s Office.*