

# May Special Meeting Agenda

A special meeting of the Board of Trustees of School District #35 has been scheduled for **Friday, May 1, 2020** at **10:00am virtually via Zoom**. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

## Call to Order

**Presiding Trustee's explanation of procedures**

**Public Comment- Non Agenda Items-** Sign in sheet

## Old Business

Discuss and consider continuing distance learning plan through the remainder of the academic year based on Governor's April 22, 2020 directive

- Declaration of Emergency based on Governor's April 22, 2020 directive

Appoint the Building Committee

## New Business

Consider Adoption of Emergency Policies:

- #1903- School District Meetings & Gatherings- new
- #1904- Transportation Funds- revised- new number- was 1901
- #1906- Student Instruction & Services- new
- #1906P- Student Instruction Resources & Best Practices-new
- #1907- School District Declaration of Emergency- new
- #1909- Human Resources & Personnel- new
- #1910- Personnel Use of Leave-new
- #1920F1- Emergency Paid Sick Leave for Employees Request Form-new
- #1920F2- EFMLA Employee Request Form-new
- #1911- School District Budget Adoption and Amendment and Audit-new

Discuss & develop agenda for May 20, 2020 regular meeting

## Next Meetings:

Special Committee Meeting- May 4, 2020- 4-6pm- IBB

Regular Meeting- May 20, 2020 @ 6pm

Special Meeting- June 5, 2020 @ 10am- agenda setting

## Adjournment

*Due to COVID-19 public health concerns, and social distancing restrictions the meeting will be conducted by electronic means. Members of the public will be able to observe and participate in the meeting by utilizing an online platform. Please use one of the following options if you wish to participate:*

1. Download the mobile Zoom app from Google Play or Apple Store
  - a. Meeting ID: 822 2146 3570
  - b. Password: 3535GGS
2. Use the following link to access online:
  - a. <https://us02web.zoom.us/j/82221463570?pwd=cVtTEtVSzJmejJidERtMVRLSGtFZz09>
  - b. Meeting ID: 822 2146 3570
  - c. Password: 3535GGS
3. Call in:
  - a. +1 669 900 6833
  - b. Meeting ID: 822 2146 3570
  - c. Password: 3535GGS

## Excerpt from GGS Policy #1441- Audience Participation

### Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

Cross Reference:        1420    School Board Meeting Procedure

Legal Reference:        Article II, Section 8, Montana Constitution – Right of participation  
Article II, Section 10, Montana Constitution – Right of privacy  
§§ 2-3-101, et seq., MCA        Notice and Opportunity to Be Heard

**Agenda Item:** Discuss and consider continuing distance learning plan through the remainder of the academic year based on Governor's April 23, 2020 directive

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**Background:**

The Governor's April 22, 2020 Directive states the following for public schools:

Local Control of School Closure Beginning May 7

- All non-residential public schools are closed through May 6 and will continue to be eligible for a waiver of pupil-instruction time and receive associated state funding through the funding mechanism described in prior Directives.
- Beginning May 7, all schools have the option to return to in-classroom teaching delivery, at the discretion of local school boards.
  - The intent of this provision is to allow local control over decisions about the provision of quality public education to students in Montana, while assuring that school districts will continue to receive full funding support from the state to provide learning.
  - The mechanism for a gubernatorial waiver of student-instruction time will expire.
  - However, nothing in this Directive prevents a local school board from declaring a local emergency as provided in § [20-9-806, MCA](#). Local boards and their districts that do so will continue to receive all state funding, including transportation funding.
    - If your board wants to continue offsite instruction and is concerned regarding its ability to comply with aggregate hours of instruction, It is also important for your board to adopt its own declaration of emergency, effective through at least June 30, 2020.
    - The June 30, 2020 date just ensures the District as it active through this school fiscal year. The District would not have to operate offsite through that date.
- The State recognizes that if a school reopens for in-person instruction, reopening will require the district to make adjustments and create plans, policies, and procedures. Schools that plan to reopen should consult the school reopening guidelines provided in [Appendix A](#), attached.
- In addition, if schools plan to reopen they should consider:
  - [School Reopening Considerations Document](#)
  - Implementing an alternative educational delivery model that includes a mix of in-person and remote learning.
  - Providing focused individual education, especially for at-risk students.
  - How to reconnect and meet the educational needs of students who fall behind in a remote learning environment.
  - The importance of maintaining the connection between students, teachers, and parents.
  - The important role that schools play in the health of students, families, and communities.
  - Graduation environments that can meet the social distancing requirements

***Other Considerations of School Reopening Information for May 1, 2020 Board Meeting***

**Community Survey -- 84 Respondents**

*With the phased re-opening of Montana and parents returning to work, will there be an adult in the home to supervise children, if the school continues the Distance Learning Model?*

80% Yes

13% No

4% Sometimes/Other

*If the GGS Board declares that the Brick and Mortar School open, following the Governor's Considerations, will you send your student(s) back to school?*

57% No

36% Yes

7% Unsure/Other

### Staff Survey

30% of Staff would not be able to return to work due to “high risk” status as defined by CDC

100% of Staff would like to finish the school year with Distance Learning

- Amount of time left in the year
- Governor’s considerations
- Emotional trauma to student returning to school with Governor’s Considerations in Place -- new rules, continued social distancing
- Inability to provide a “quality education,” in regards to quantity (every other day) of learning

### School Lunch Program

A return to the Brick and Mortar School would mean that our Waiver with USDA for Free Breakfast and Lunch for all children 18 yrs and younger would end.

### Custodial Services

The current contract for custodial services would have to be amended to provide for the necessary cleaning per Gallatin County Health Guidelines. The [additional cost](#) to the district would be \$2273 monthly.

### **Fiscal Impact if continue distance learning:**

The Governor’s executive order states that public schools will receive full state funding provided they continue either onsite or offsite instruction.

### **Recommended Motions:**

#### Motion to Declare Unforeseen Emergency:

*"I move that the board of trustees declare an unforeseen emergency within the meaning of that term as set forth in Title 20, Chapter 9, Part 8, to become immediately effective and to continue through June 30, 2020. This motion is based on COVID-19 risks; in recognition that the Governor's waiver of student instruction time will expire on May 7; and in recognition that the Governor's April 22, 2020 Directive implicating Executive Orders 2-2020 and 3-2020 specifies that elected school boards and their districts that adopt their own declaration of emergency will continue to receive all state funding, including transportation funding."*

#### Motion to Continue Offsite instruction:

*"I move that the board of trustees order the continued use of the offsite instructional models currently in place through the end of the 2019-20 school year. This motion is made in recognition of the Board's March 18, 2020, and May 1, 2020 declarations of emergency and the ongoing COVID-19 pandemic in the District."*

Other Alternative:

Motion to Reopen Schools:

*"I move that the board of trustees reopen the schools of the district to in-classroom teaching delivery on (select Date - No sooner than May 7, 2020) consistent with Governor Bullock's [April 22, 2020 Directive](#) implementing Executive Orders [2-2020 and 3-2020](#) and guidance for the phased reopening of Montana."*

# Building Committee Scope

Committee Established- April 15, 2020

Scope Adopted- April 15, 2020

The Building Committee will make recommendations to the Gallatin Gateway School Board on scope, timeline, and bond election promotion for the District's upcoming facility project to begin April 2020.

- The Committee will elect a Chair among its members and will report on progress to the School Board on a monthly basis or as necessary.
- The School Board may delegate certain tasks to the Committee, however, all decisions regarding the building project remain with the School Board.
- The Committee may establish sub-committees with a defined scope of work to help carry out the Committee's scope.
- The Committee may invite members of the public, District staff or other experts to assist in its work.
- The Committee will remain in effect until the completion of the current project beginning April 2020..
- The committee will be limited to no more than 10 members, not to include the Design-Build team or the District Clerk:
  - 2 Board members
  - Superintendent
  - 4 Community members (in-district parents/guardians and taxpayers)
  - 2 Staff Members
- The Building Committee and all established subcommittees will conduct meetings in public and in accordance with the provisions of Montana's open meeting laws. Members of the Gallatin Gateway community are encouraged to attend meetings of the Building Committee, subcommittees and School Board and participate in the process

## Committee Appointments:

- 2 Board members
  - Mary Martin (appointed April 15, 2020)
  - Patti Ringo (appointed April 15, 2020)
- Superintendent
  - Theresa Keel (appointed April 15, 2020)
- 4 Community members (in-district parents/guardians and taxpayers)
  - OPEN
  - OPEN
  - OPEN
  - OPEN
- 2 Staff Members
  - Alix Davis- certified teacher (appointed April 15, 2020)
  - OPEN

The Board Chair shall make appointments to committees per GGS Policy #1130.

School District Meetings, Gatherings, Events, and Visitors

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

School District Events (Boards must select Option 1, Option 2, or Option 3)- **Superintendent Recommendation**

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

#### Visitors to Schools

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

#### Volunteers

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

#### Facilities Use Agreements

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

#### Enforcement

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

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

#### Policy History:

Adopted on:

Reviewed on:

Revised on:

Terminated on:

**Gallatin Gateway School District**



Use of Transportation Funds During Periods of Emergency Declaration

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

- Transportation of food and meals used in nutritional programs.
- Purchase of equipment to ensure food safety.
- Providing accessibility to student services for remote learning.
- 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.
- Costs of providing services to students with an IEP or a plan adopted pursuant to section 504 of the 1973 Rehabilitation Act.
- Costs of time off or repurposed time for staff normally paid from the transportation fund

Cost Guidelines

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

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

among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

Cross Reference: Policy 3612 – District-Provided Access to Electronic Information, Services, and Networks

Policy 3612P - District-Provided Access to Electronic Information, Services, and Networks Procedure

Policy 3612F – Internet Access Agreement

Policy 3650 – Montana Pupil Online Personal Information Protection Act

Policy 3650F – Montana Model Data Privacy Agreement

Policy 2168.- Distance Learning

Policy 2170 – Montana Digital Academy

Policy 2170P – Montana Digital Academy Procedures

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

Policy History:

Adopted on: March 27, 2020

Reviewed on:

Revised on:

Terminated on:

**Student Instruction and Services**

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

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

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

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

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

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

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

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

**NOTE: Select all of the Options the Board decides to implement in the School District.- Superintendent Recommendation**

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

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

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

#### **Option 2: Offsite and Online Instructional Setting**

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

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

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

#### **Option 3: Proficiency-Based Learning**

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

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

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

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

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

#### **Student Attendance**

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

#### Student Safety and Counseling

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

#### Homeless Students and Students in Foster Care

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

#### Student Discipline

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

#### ~~Optional: Summer School~~

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

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

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

#### Student Instruction Resources and Best Practices

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

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

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

#### Planning & Communication

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

#### Set Expectations

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

#### Differentiated Instruction & Learning Models

- Embed experiential learning that fosters a learning environment that promotes connections. Districts participating in Transformational Learning funding can utilize their Strategic Plan as a guiding document and adapt to a virtual environment.
- Social Emotional Learning and connections.
  - Begin the day by connecting with students—a Brain Teaser or an exercise for students to share a topic of interest or something from home with others.
- Record lessons

- Lessons should come with visual substance and multiple types of instruction to facilitate learning—downloads, PowerPoints, videos, readings, audio recordings, etc.
- Honor students interests and passions through experiential learning opportunities.
- Project based learning.
  - Engage the students to do the work through research, developing, and creating a product which encompasses a variety of subject areas.
  - Encourage creativity.
  - Consider pointing students to the right resources (videos, websites, files) and allow them to be contributors to their own learning-- Creation of a science project—writing, demonstration of items needed, YouTube video with the end result being submitted to the teacher and classmates.
    - Wax Museum example: reading about character, writing about individual, dress up and record via YouTube or creation of a Power Point with pictures
  - Project based learning 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  
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                                   Policy 2150 – Suicide Training and Awareness  
                                   Policy 3125 – Homeless Students  
                                   Policy 3122 - Attendance Policy  
                                   Policy 3310 - Student Discipline

School District Declaration of Emergency

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

Legal Reference:

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



Human Resources and Personnel

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

Work Schedule and Assignment for Certified Staff

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

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

**Option 1**

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

**Option 2**

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

Personal Conduct

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

Student Services

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

Compensation and Benefits

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

Evaluation of Staff

The Board of Trustees authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar for the remainder of the 2019-2020 school year unless there is a

Collective Bargaining Agreement or Memorandum of Understanding specifying the evaluation process of a member of a bargaining unit.

Cross Reference:

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

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 healthcare 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 healthcare provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

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

Emergency Family Medical Leave

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

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

Legal Reference: Families First Coronavirus Response Act

Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form

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

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

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

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

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

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

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

**EMPLOYEE REQUEST FOR LEAVE AT FULL PAY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**EMPLOYEE CERTIFICATION AND SIGNATURE**

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

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

**FOR SCHOOL DISTRICT USE ONLY**

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

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

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

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

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

**GALLATIN GATEWAY SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY FMLA**

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

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

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

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

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

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

**REASON FOR LEAVE**

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

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

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

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

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

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

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

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

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

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

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

*Vacation: \_\_\_\_\_Hours*

*Sick Leave: \_\_\_\_\_Hours*

*Personal: \_\_\_\_\_Hours*

**CONTINUOUS OR INTERMITTENT LEAVE**

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

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

*I am requesting (choose one):*

*Continuous leave*

*Intermittent leave*

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

\_\_\_\_\_

**EMPLOYEE CERTIFICATION AND SIGNATURE**

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

*Employee Signature: \_\_\_\_\_*

*Date: \_\_\_\_\_*

\_\_\_\_\_

**FOR SCHOOL DISTRICT USE ONLY**

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

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

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

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

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

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

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



## **Gallatin Gateway School District**

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

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#### School District Budget Adoption, Amendment and Audit

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

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