

**SWAN RIVER ELEMENTARY SCHOOL DISTRICT**

**1900 SERIES  
COVID-19 EMERGENCY POLICIES**

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1 **Swan River Elementary School District**

3 **COVID-19 Emergency Measures**

1901

5 Emergency Policy and Procedures

7 Applicability of Emergency Policy Series

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

16 Legal References

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

22 Adoption and Amendment of Policies

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

31 Suspension of Policies

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

38 Administrative Procedures

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

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

47 Policy History:

48 Adopted on: 04/30/20

49 Reviewed on:

50 Revised on:

51 Terminated on:

1 **Swan River Elementary School District**

3 **COVID-19 Emergency Measures**

1902

5 Alternative Grading

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

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

16 The default option for students and parents/guardians is the grade typically assigned for students  
17 in the grade level or class which may include an A-F letter grade or proficient/non-proficient as  
18 seen fit by administration.

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

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

- 29 Legal Reference: Section 20-1-301, MCA School fiscal year
- 30 Section 20-9-311(4)(a)(b)(d), MCA Calculation of average number  
31 belonging
- 32 Section 20-3-324, MCA Powers and duties
- 33 Section 20-7-1601. Transformational learning
- 34 10.55.906 ARM High School Credit

37 Policy History:

38 Adopted on: 05/11/20

39 Reviewed on:

40 Revised on:

41 Terminated on:

1 **Swan River Elementary School District**

2  
3 **COVID-19 Emergency Measures**

1904

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6 Use of Transportation Funds During Periods of Emergency Declaration

7  
8 Pursuant to guidance issued from the Office of Public Instruction, the Board of Trustees  
9 authorizes the following expenditures of its FY21 budgeted transportation funds that are in  
10 addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI  
11 guidance, transportation services which provide instructional services to students.

- 12
- 13 • Transportation of food and meals used in nutritional programs.
- 14 • Purchase of equipment to ensure safety in food transportation.
- 15 • Providing accessibility to student services for remote learning.
- 16 • Providing instructional materials to students, including but not limited to internet service
- 17 adequate to allow students to effectively access curriculum during periods of school
- 18 closure.
- 19 • Cost of instructional materials, supplies, and software licenses.
- 20 • Costs of technological equipment needed for offsite instruction/correspondence study
- 21 purchased by the school district and loaned to students without such equipment.
- 22 • Cost of correspondence study.
- 23 • Costs of providing services to students with an IEP or a plan adopted pursuant to section
- 24 504 of the 1973 Rehabilitation Act.
- 25 • Costs of time off or repurposed time for staff normally paid from the transportation fund.
- 26 • Costs to contractors of transportation services.
- 27

28 Cost Guidelines

29  
30 The Board of Trustees authorizes the Superintendent to exercise his/her professional judgment  
31 and discretion as to the necessity, quality and amount of all expenses referenced below.  
32 Aggregate costs of items below are to remain within the budget limits adopted by the board of  
33 trustees for the FY21 transportation budget, including any budget amendments adopted by the  
34 board of trustees prior to the completion of FY21.

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

- 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: 05/11/20

Reviewed on:

Revised on:

Terminated on:

1 **Swan River Elementary School District**

2  
3 **COVID-19 Emergency Measures**

1905

4  
5 Student, Staff, and Community Health and Safety

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

14  
15 Symptoms of Illness

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

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

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38 Physical Distancing

39  
40 To the extent possible, elementary school courses will be delivered to the same group of students  
41 each day, and the same teachers will remain with the same group in the same separate and  
42 designated room each day. If physical distancing is not possible during meal service and courses  
43 delivered in a separate area such as the library, gymnasium, and music room, the service or  
44 course will be delivered in the designated classroom for each group of students. Recess and use  
45 of playgrounds during recess are permitted on an adjusted schedule to maintain appropriate  
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4 student groupings. Transportation services will be provided in accordance with cleaning and  
5 disinfection procedures outlined in this policy.  
6

7 Secondary school courses will be delivered using a restructured bell system to minimize student  
8 interaction in common areas. Upon arriving in a classroom, secondary school students will be  
9 provided disinfecting wipes or disinfecting spray and disposable paper towel and time to clean  
10 their learning area or desk. Meal service for secondary students will be provided through a grab  
11 and go lunch that will be eaten in designated areas.  
12

13 Parent arrival times to drop-off and pick up students riding with parents and caregivers will be  
14 staggered in designated intervals by grade level through a schedule set by the supervising teacher  
15 or building administrator.  
16

17 Drop off and pick up of students will be completed in a manner that limits direct contact between  
18 parents and staff members and adhere to social distancing recommendations in the exterior of the  
19 building.  
20

21 Visitors to the school authorized by District Policy 1903 will maintain a six-foot distance  
22 between themselves and others. This distancing requirement does not apply to individuals who  
23 are a part of the visitor's regular household isolation group when the group is authorized to  
24 present at the school facility.  
25

### 26 27 Masks as Personal Protective Equipment 28

29 Staff and students may wear a mask while present in any school building. The School District  
30 does not require the use of masks and will not provide masks except in cases required by this  
31 policy or at the discretion of the administration. The Board of Trustees' decision to not require  
32 or provide masks is based on a review of the circumstances in the community and consultation  
33 with local health officials on issues including but not limited to the possibility of exposure and  
34 availability of masks.  
35

### 36 37 Cleaning and Disinfecting 38

39 School district personnel will routinely both clean by removing germs, dirt and impurities and  
40 disinfect by using chemicals to kill germs on all surfaces and objects in any school building and  
41 on school property that are frequently touched. This process shall include cleaning  
42 objects/surfaces not ordinarily cleaned daily.  
43

44 Personnel will clean with the cleaners typically used and will use all cleaning products according  
45 to the directions on the label. Personnel will disinfect with common EPA-registered household  
46 disinfectants. A list of products that are EPA-approved for use against the virus that causes

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4 COVID-19 is available from the supervising teacher or administrator. Personnel will follow the  
5 manufacturer's instructions for all cleaning and disinfection products.  
6

7 The District will provide EPA-registered disposable wipes to teachers, staff, and secondary  
8 students so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped  
9 down before use. Supervising teacher or administrators are required to ensure adequate supplies  
10 to support cleaning and disinfection practices.  
11

### 12 13 Student Arrival

14  
15 Hand hygiene stations will be available at the entrance of any school building, so that children  
16 can clean their hands before they enter. If a sink with soap and water is not available, the School  
17 District will provide hand sanitizer with at least 60% alcohol. Hand sanitizer will be kept out of  
18 elementary students' reach and student use will be supervised by staff.  
19

20 A District employee will greet children outside the school as they arrive to ensure orderly  
21 compliance with the provisions of this policy.  
22

### 23 Temperature Screening

24  
25 Designated School District staff are authorized to test the temperature of students with an  
26 approved non-contact or touchless temperature reader. Students who have a fever or are  
27 exhibiting other signs of illness must be isolated in a designated area until such time as parents or  
28 caregiver may arrive at the school to retrieve the ill student. All surfaces and areas should be  
29 thoroughly cleaned and disinfected once the student has vacated the area by staff utilizing safety  
30 measures in accordance with state and/or local health standards as applicable.  
31

32 When administering a temperature check on a possibly ill student, designated staff members will  
33 utilize available physical barriers and personal protective equipment to eliminate or minimize  
34 exposures due to close contact to a child who has symptoms during screening.  
35

### 36 37 Healthy Hand Hygiene Behavior

38  
39 All students, staff, and others present in the any school building will engage in hand hygiene at  
40 the following times, which include but are not limited to:

- 41 • Arrival to the facility and after breaks
- 42 • Before and after preparing, eating, or handling food or drinks
- 43 • Before and after administering medication or screening temperature
- 44 • After coming in contact with bodily fluid
- 45 • After recess
- 46 • After handling garbage



- After assisting students with handwashing
- After use of the restroom

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

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

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

#### Vulnerable Individuals

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

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

#### Food Preparation and Meal Service

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

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

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

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5 Transportation Services  
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7 The Board of Trustees authorizes the transportation of eligible transportees to and from the  
8 school facility in a manner consistent with the protocols established in this policy. The  
9 transportation director and school bus drivers will clean and disinfect each seat on each bus after  
10 each use.  
11

12  
13 Public Awareness  
14

15 The School District will communicate with parents, citizens, and other necessary stakeholders  
16 about the protocols established in this policy and the steps taken to implement the protocols  
17 through all available and reasonable means.  
18

19  
20 Confidentiality  
21

22 This policy in no way limits or adjusts the School District's obligations to honor staff and student  
23 privacy rights. All applicable district policies and handbook provision governing confidentiality  
24 of student and staff medical information remain in full effect.  
25

26  
27 Transfer of Funds for Safety Purposes  
28

29 The Board of Trustees may transfer state or local revenue from any budgeted or non-budgeted  
30 fund, other than the debt service fund or retirement fund, to its building reserve fund in an  
31 amount not to exceed the school district's estimated costs of improvements to school and student  
32 safety and security to implement this policy in accordance with District Policy 1006FE.  
33

34 Cross Reference: Policy 1901 – School District Policy and Procedures  
35 Policy 1906 - Student Services and Instructional Delivery  
36 Policy 1907 – Transportation Services  
37 Policy 1006FE – Transfer of Funds for Safety Purposes  
38 Policy 3410 – Student examination and screenings  
39 Policy 3417 – Communicable Diseases  
40 Policy 3431 – Emergency Treatment  
41 Policy 1911 - Personnel Use of Leave  
42 Policy 1910 – Human Resources and Personnel  
43 Policy 4120 - Public Relations  
44 Policy 5002 – Accommodating Individuals with Disabilities  
45 Policy 5130 – Staff Health  
46 Policy 5230 - Prevention of Disease Transmission

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Policy 6110 – Superintendent Authority  
Policy 6122 - Delegation of Authority

Policy History:

Adopted on: 04/30/20

Reviewed on:

Revised on:

Terminated on:

1 **Swan River Elementary School District**

2  
3 **COVID-19 Emergency Measures**

1906P

4  
5 Student Instruction Resources and Best Practices

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

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

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

21  
22 Planning & Communication

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

35 Set Expectations

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

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

30 Demonstrating Learning

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

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

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

**Policy History:**  
Adopted on: 05/11/20  
Reviewed on:  
Revised on:  
Terminated on:

1 **Swan River Elementary School District**

2  
3 **COVID-19 Emergency Measures**

1906

4  
5 Student Instruction and Services

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

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

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

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

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

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

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

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

15  
16  
17 Offsite and Online Instructional Setting

18  
19 The Board of Trustees authorizes offsite and online instruction of students in a manner that  
20 satisfies the aggregate number of instructional hours outlined in the School District's adopted or  
21 revised calendar for a school year affected by a public health emergency. Offsite and online  
22 delivery methods shall include a complete range of educational services offered by the School  
23 District and shall comply with the requirements of applicable statutes. Students completing  
24 course work through an offsite or online instructional setting shall be treated in and have their  
25 hours of instruction calculated in the same manner as students attending an onsite institutional  
26 setting.

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

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

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36 Special Education and Accommodation of Disabilities or Diagnoses

37  
38 Students shall receive services in accordance with the applicable Individualized Education Plan  
39 or Section 504 Plan based on methods and locations agreed upon and documented by the  
40 applicable team to meet the student's needs and goals. The supervising teacher or building  
41 administrator shall coordinate with parents and the special education staff or cooperative to  
42 ensure all applicable statutes are followed in accordance with U.S. Department of Education  
43 guidelines.



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

17 Student Safety and Counseling  
18

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

24 Homeless Students and Students in Foster Care  
25

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

30 Student Discipline  
31

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

36 2020/2021 School Schedule and Calendar  
37

38 It is the objective of the Board of Trustees to ensure the proactive operations of the School  
39 District during a public health emergency by: (1) meeting the educational needs of the students;  
40 (2) complying with all applicable statues and rules pertaining to the aggregate hours of  
41 instruction; and 3) identifying and implementing innovative methods to meet educational and  
42 other needs of each student in the School District.  
43  
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45

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4 Summer School  
5

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

13 Extended School Year  
14

15 In accordance with District Policy 2011, Section 20-1-301, MCA, and any applicable collective  
16 bargaining agreement covering the employment of affected employees, the Board of Trustees  
17 may establish a school calendar with an earlier start date and a later end date from non-  
18 emergency school years to ensure students receive the minimum number aggregate instructional  
19 hours. The purpose of an extended school year will be to maximize flexibility in the delivery of  
20 instruction and learning for each student in the School District in in the event of school closures  
21 or other impacts to School District operations due to a public health emergency. When setting an  
22 extended school year, the School District will collaborate with students, parents, employees and  
23 other community stakeholders. When proposing to adopt changes to a previously adopted school  
24 term the Board of Trustees will follow the procedures outlined in Policy 2100.  
25

26 Legal Reference: Article X, Section 1, Montana Constitution  
27 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  
33

34 Cross Reference: Policy 1005FE – Proficiency-Based Learning  
35 Policy 1902 – Alternative Grading  
36 Policy 1905 - Staff, Student, and Community Health and Safety  
37 Policy 2100 – School Calendar  
38 Policy 2140 – Guidance and Counseling  
39 Policy 2161 – Special Education  
40 Policy 2168 – Distance Learning  
41 Policy 2410 – Graduation  
42 Policy 2420 – Grading and Progress Reports  
43 Policy 2421 – Promotion and Retention  
44 Policy 2150 – Suicide Training and Awareness  
45 Policy 3125 – Homeless Students  
46 Policy 3122 - Attendance Policy

Policy 3310 - Student Discipline

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- 6 Policy History:
- 7 Adopted on: 05/11/20
- 8 Reviewed on:
- 9 Revised on:
- 10 Terminated on:

1 **Swan River Elementary School District**

2

3 **COVID-19 Emergency Measures**

1907

4

5 School District Declaration of Emergency

6

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

15

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

21

22 Policy History:

23 Adopted on: 04/30/20

24 Reviewed on:

25 Revised on:

26 Terminated on:

1 **Swan River Elementary School District**

3 **COVID-19 Emergency Measures**

1908

5 Family Engagement

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

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

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

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

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

36 Policy History:

37 Adopted on: 05/11/20  
38 Reviewed on:  
39 Revised on:  
40 Terminated on:

1 **Swan River Elementary School District**

2  
3 **COVID-19 Emergency Measures**

1908F

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5  
6 Family Onsite Instruction Opt-Out Form

7  
8  
9 A family who does not want their student to receive instruction and educational services onsite at the  
10 school may request to have instruction completed offsite and/or online by completing this form.

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

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

28  
29 I understand my student is expected to complete all assigned work and return it to the teacher in order to  
30 receive credit toward a grade to be considered for promotion or credit and in accordance with Policy  
31 1902, if applicable. I further understand that failure to complete work assigned may result in a  
32 determination that my student will be retained or otherwise not earn credit.

33  
34  
35  
36  
37 \_\_\_\_\_  
38 Parent

\_\_\_\_\_ Date

- 39 Legal Reference: Section 20-1-101, MCA – Definitions  
40 Section 20-1-301, MCA – School Fiscal Year  
41 Section 20-9-311, MCA – Calculation of Average Number Belonging  
42 Section 20-7-118, MCA - Offsite Provision of Educational Services  
43 Section 20-7-1601, MCA – Transformational Learning –Legislative Intent  
44 ARM 10.55.906(4) – High School Credit  
45

46 Policy History:  
47 Adopted on: 05/11/20  
48 Reviewed on:  
49 Revised on:  
50 Terminated on:

1 **Swan River Elementary School District**

2  
3 **COVID-19 Emergency Measures**

1909

4  
5 Human Resources and Personnel

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

12  
13 Work Schedule and Assignment for Certified Staff

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

23  
24 Work Schedule and Assignment of Duties for Classified

25  
26 In accordance with the individual employment contracts issued to classified staff, the District  
27 reserves the right to change employment conditions affecting an employee's duties, schedule,  
28 assignment, or supervisor. The District shall notify the employee in writing of any change in  
29 their workday or duties. Classified staff shall comply with the emergency policies adopted by the  
30 Board of Trustees and related directives from the administration.  
31

32 Personal Conduct

33  
34 This policy in no way limits or adjusts the School District's expectations for staff conduct. All  
35 applicable district policies and handbook provision governing staff conduct remain in full effect.  
36

37  
38 Student Services

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

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4 Compensation and Benefits  
5

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

10  
11 Evaluation of Staff  
12

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

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

33 Policy History:

34 Adopted on: 04/30/20

35 Reviewed on:

36 Revised on:

37 Terminated on:



**SWAN RIVER ELEMENTARY SCHOOL DISTRICT - EMPLOYEE REQUEST FORM - EMERGENCY PAID SICK LEAVE**

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

Employee Name: _____	
Mailing Address: _____	E-mail: _____
Home Phone Number: _____	Alternate Phone Number: _____
Anticipated Begin Date of Leave: _____	Expected Return to Work Date: _____

**EMPLOYEE REQUEST FOR LEAVE AT FULL PAY**

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

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

- I am quarantined pursuant to Federal, State, or local government order.
- I am quarantined on the advice of a health care provider.
- I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

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

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

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

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

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

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

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

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

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

Section Continued from previous page

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

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

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

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

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

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

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

**EMPLOYEE CERTIFICATION AND SIGNATURE**

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

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

**FOR SCHOOL DISTRICT USE ONLY**

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

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

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

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

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

**SWAN RIVER ELEMENTARY 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.*

1 **Swan River Elementary School District**

2  
3 **COVID-19 Emergency Measures**

1910

4  
5 Personnel Use of Leave

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

11  
12  
13 District Leave

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

18  
19  
20 Federal Law Controls Federal Leave Provisions

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

31  
32  
33 Emergency Paid Sick Leave

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

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

1  
2  
3  
4  
5 the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury  
6 and Labor.

7  
8 Eligible employees may request leave available under the Families First Coronavirus Response  
9 Act by completing Policy 1910F1 – Emergency Paid Sick Leave

10  
11  
12 Emergency Family Medical Leave

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

19  
20 Eligible employees may request leave available under the Families First Coronavirus Response  
21 Act by completing Policy 1910F2 – Emergency Family Medical Leave.

22  
23 Legal Reference: Families First Coronavirus Response Act

24  
25 Cross Reference: Policy 1910F1 – Emergency Paid Sick Leave Form  
26 Policy 1910F2 - Emergency Family Medical Leave Form  
27 Policy 1909 – Human Resources and Personnel  
28 Policy 5321 – Leaves of Absence  
29 Policy 5328 – Family Medical Leave Act  
30 Policy 5329 – Long Term Illness  
31 Policy 5330 – Maternity and Paternity Leave  
32 Policy 5334 - Vacations  
33

34  
35 Policy History:

36 Adopted on: 05/11/20

37 Reviewed on:

38 Revised on:

39 Terminated on: