

1 **Upper West Shore School District #33**

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3 **COVID-19 Emergency Measures**

1906

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5 Student Instruction and Services

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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.

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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.

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

22  
23 **Option 1: School Facility as Instructional Setting Adopted for 20-21 school year**

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

28  
29 All educational and related services provided at the school facility shall be completed in  
30 accordance with the health and safety protocols outlined in District Policy 1905.

31  
32 **Option 2: Offsite and Online Instructional Setting To use if closures @ gradelevels or school**

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

42  
43 The Board of Trustees authorizes the supervising teacher or district administrator to permit  
44 students to utilize an offsite or online instructional setting at parental request if onsite instruction  
45 is offered in the School District in accordance with Policy 1908.

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4 Students receiving offsite delivery of education services may be eligible for assistance with  
5 accessibility to offsite or remote learning opportunities in accordance with District Policy 1904.  
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7 **Option 3: Proficiency-Based Learning Adopted@Closure & Ongoing if Needed**  
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9 The Board of Trustees authorizes proficiency-based ANB calculation in situations when a  
10 student demonstrates proficiency in a course area as determined by the Board of Trustees using  
11 district assessments consistent with the School District's adopted Plan of Action, District Policy  
12 1005FE, or other measures approved by the Board of Trustees during the course of a school year  
13 affected by a public health emergency.  
14

15 The Board of Trustees waives the minimum number of instructional hours for students who  
16 demonstrate proficiency in a course area using district assessments that include, but are not  
17 limited to, the course or class teacher's determination of proficiency as defined by the Board of  
18 Trustees. This determination shall be based on a review of the student's completed coursework,  
19 participation in course delivery, and other methods applicable to the specific course or class. The  
20 Board of Trustees authorizes the use of the proficiency determination process for students who  
21 have selected this method of delivery, students for whom the School District is unable to  
22 document satisfaction of the required minimum aggregate number of hours through the offsite or  
23 onsite methods outlined in this policy, or other students whom School District personnel  
24 determine satisfy the definition of proficient or meeting proficiency.  
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26 This provision is based in the declaration by the Montana Legislature that any regulation  
27 discriminating against a student who has participated in proficiency-based learning is  
28 inconsistent with the Montana Constitution.  
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30 **Special Education and Accommodation of Disabilities or Diagnoses**  
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32 Students shall receive services in accordance with the applicable Individualized Education Plan  
33 or Section 504 Plan based on methods and locations agreed upon and documented by the  
34 applicable team to meet the student's needs and goals. The supervising teacher or building  
35 administrator shall coordinate with parents and the special education staff or cooperative to  
36 ensure all applicable statutes are followed in accordance with U.S. Department of Education  
37 guidelines.  
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39 **Student Attendance**  
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41 The Board of Trustees authorizes the supervising teacher, building principal or district  
42 administration to set an attendance policy for students that takes into account the location of  
43 instructional services, the applicability of proficiency-based instruction, the student's grade level,  
44 and the health and safety of the student and their household. Students are expected to complete  
45 assigned work. If a student is not present for the instructional day, the student shall be permitted  
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4 to complete all work assigned by the teacher if not present for instruction within a reasonable  
5 period of time determined by the teacher. Students shall not lose credit or incur a grade  
6 reduction for reasons related to attendance without good reason as determined by the Board of  
7 Trustees.

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9 Student Safety and Counseling

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

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

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24 This policy in no way limits or adjusts the School District's expectations for student conduct.  
25 All applicable district policies and handbook provisions governing student conduct remain in full  
26 effect.  
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28 2020/2021 School Schedule and Calendar

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30 It is the objective of the Board of Trustees to ensure the proactive operations of the School  
31 District during a public health emergency by: (1) meeting the educational needs of the students;  
32 (2) complying with all applicable statues and rules pertaining to the aggregate hours of  
33 instruction; and 3) identifying and implementing innovative methods to meet educational and  
34 other needs of each student in the School District.  
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36 NOTE: Select all of the Options the Board decides to implement in the School District in  
37 reference to the schedule for providing educational services will be provided to students of the  
38 School District- If needed because of School Closure by Gov. directive or ongoing emergency.  
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40 Optional: Summer School

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

**Optional:** Extended School Year

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

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

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: March 26, 2020 and April 30, 2020  
Reviewed on: Aug. 17, 2020 for beginning of school year  
Revised on:  
Terminated on: