

Appendix H

1 **Cascade School District**

2

3 **COVID-19 Emergency Measures**

1908

4

5 Family Engagement

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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.

10

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.

22

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.

25

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

32

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

35

36 Policy History:

37 Adopted on:

38 Reviewed on:

39 Revised on:

40 Terminated on:

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6 Family Onsite Instruction Opt-Out Form

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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, requests 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 _____
Parent

_____ Date

38
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:

48 Reviewed on:

49 Revised on:

50 Terminated on:

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1909

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5 Human Resources and Personnel

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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 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 Staff

25
26 Option 1

27 In accordance with the individual employment contracts issued to classified staff, the District
28 reserves the right to change employment conditions affecting an employee’s duties, schedule,
29 assignment, or supervisor. The District shall notify the employee in writing of any change in
30 their workday or duties. Classified staff shall comply with the emergency policies adopted by the
31 Board of Trustees and related directives from the administration.
32

33
34 Personal Conduct

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36 This policy in no way limits or adjusts the School District’s expectations for staff conduct. All
37 applicable district policies and handbook provision governing staff conduct remain in full effect
38

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40 Student Services

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

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4 Compensation and Benefits
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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

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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:

35 Reviewed on:

36 Revised on:

37 Terminated on: