

**MODEL PLAN OF ACTION
BIGFORK PUBLIC SCHOOL
DATE OF INITIAL PLAN : 3/17/20
REVISION DATES: _____, _____**

OVERVIEW

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

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

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

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

PLAN OF ACTION

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

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

Examples to include:

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

- Phone conference calls
- Hard copy packets of materials
- Online instructional videos
- In order to ensure that all students have access to on-line coursework, the District is
 - providing those students who don't have the necessary devices with laptops for checking out

Kinder-4th Grade Students

Bigfork elementary staff have created print-based work for every student, which will go home weekly. They are also creating video lessons for reading (and some teachers may be posting math) for parents to access through our website. Teachers are also using Google meet or Google hangout to keep interactive class opportunities. Specialist teachers have shared online resources with classroom teachers to address library, art, music, and PE for students to work through at home.

5th – 12th Grade Students

Virtual learning started on 3/18/20 and attendance was above average for the first week. Chromebooks were checked out to students, on 3/13/20, so our lag time was only 1 day (no school scheduled in the calendar for 3/16/20). A remote instruction FAQ page was established.

<https://www.bigforkschools.org/remote-instruction-faqs>

Special Education Services

All of our K-12th grade students received a phone call from the SPED department. It is our aim to continue as many services as possible and we continue to explore remote options. Many of our K-12th grade students will receive instruction and support consistent with their peers, with some requiring addendums to their IEP's, which may include extended school year services.

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

Examples may include:

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

Bigfork Schools is using our school buses to deliver Free/Reduced meals and began service on 3/19/20. Although not regularly planned, we have decided to continue delivering meals during spring break. For those students who do not ride the bus, there is an option for them to pick up their meals from the school directly. We have found a group of students needing supplies and meals and have used our small vehicles to make those deliveries. We have used the following form to coordinate needs. <https://forms.gle/n9Ly2MeDGT45jkEz6>

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

Examples may include:

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

Special Education Services

All of our K-12th grade students received a phone call from the SPED department. It is our aim to continue as many services as possible and we continue to explore remote options. Many of our K-12th grade students will receive instruction and support consistent with their peers, with some requiring addendums to their IEP's, which may include extended school year services.

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

Examples include:

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

Bigfork Schools continue to provide support services to all students and parents. Our counseling team has organized virtual SAP program delivery, while also encouraging the formation of new groups. Our school nurse has taken on the role of liaison between our school community and KRMC <https://www.krh.org/krhc/patients-and-visitors/covid-19-preparedness-and-updates/practicing-social-distancing>.

Additionally, support services continue to be provided by the districts wellness coach and TPA www.FirstChoiceEAP.com

5. Employee contract agreements and working schedules: The District has implemented the following strategies to continually employee staff ensuring our students continue to receive services as if were being educated on-site as well as ensuring they return to a safe environment.

Examples include:

- The District is providing guidance for cleaning as well “red tag/green tag” areas of use.
- The District is engaging both the BAEA and BUC in temporary work agreements.
- The District has employed additional custodial staff to assist in cleaning requirements.
- The District has expanded professional development opportunities for certified staff to expand their knowledge and skills related to virtual learning.

Bigfork Schools recognized the importance of proactive measures and began planning based on the NSBA recommendations. Part of our preparation included hiring a day time custodian on 3/2/20. After the school closure of 3/15/20, we instituted a red tag/green tag cleaning system to identify areas and rooms used by staff. As of 3/23/20 certified staff have the option of virtually teaching from the campus or remotely. Roughly ½ of our staff are teaching from a remote location. Prior to work agreements being reached with respective unions, a decision was made to accommodate a few immunocompromised staff to either work from home or take paid leave. Further temporary work agreements are being worked out for both union staffs.

On 3/20/20, we offered up to 10 hours of virtual learning curriculum development for certified staff. Many are choosing to continue to work during spring break of 3/23/20 – 3/27/20.

CHECKLIST

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

Check all that apply:

- On 3/28/20, the Board of Trustees made a Declaration of Unforeseen Emergency pursuant to 20-9-801 through 20-9-806, MCA
- At a properly noticed meeting, the Board of Trustees reviewed this Plan of Action, engaged in dialogue and deliberation regarding the same, and prior to approving this Plan, the public had an opportunity to provide input regarding the Plan.
- Our administrative staff have taken the lead in coordinating meetings with parents, certified and classified staff while maintaining the social-distancing, self-isolation and other guidance of the CDC, the State and local health officials.

- Our certified and classified staff participated in the development and implementation of this Plan.
- All parents/guardians of our students have been informed of our Plan for the continuity of educational and other services to their children.
- We have maintained regular contact with our community during this time of uncertainty to provide our community that we are providing for the needs of students and families and doing our part to minimize the impact of COVID-19 on our community, staff, parents and students.
- The District has adopted the Model Policy 3650 Pupil Online Personal Information Protection.
- The District has taken measures to ensure that all communications relating to the provision of programs and services for students and families are accessible to individuals with disabilities. This includes ensuring that all messages are available in both audio and visual formats.
- The District leadership has reviewed COVID-19 basic information provided by the CDC.
- The District has established a point of contact with local and state health authorities to discuss the impact of COVID-19 on their community.
- The District has provided students, staff, and parents with COVID-19 fact sheets from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>.
- The District has conducted a training for staff and students on common preventative measures for COVID-19 prevention including:
- Washing hands with soap for at least 20 seconds
 - Avoiding touching eyes, nose, and mouth
 - Covering coughs and sneezes with tissues and throwing away tissues
 - Avoiding contact with others when sick
- The District has and will continue to comply with FERPA in reference to any student who may be identified as having COVID-19
- The District has and will continue to comply with HIPAA Privacy laws in reference to any staff member who may be identified as having COVID-19.
- The District has taken safety measures to comply with CDC guidelines on social distancing (6-feet of distance between individuals), limiting large groups of individuals from being together, and provided disinfectant wipes, etc. to regularly sanitize surfaces within the school, including but not limited to: door handles/knobs, restrooms, surfaces and electronic devices shared by staff and others, etc.

- The District has adequately equipped maintenance and cleaning staff with personal protective equipment gloves and gowns that are appropriate for the cleaning products used and to minimize having contact with potentially contaminated surfaces.
- The District has a cleaning schedule that is updated daily.
- The District has educated all staff to recognize the symptoms of COVID-19 in case they become exposed to the virus themselves.
- The District has cancelled school sponsored events/travel of students and staff.
- The District has a process in place for regular review of and refinement of this Plan to ensure it continues to meet the needs of our students.
- The Board of Trustees will review and when necessary approve any updates to this Plan for submission to the Governor's Office.