



# Waiver Application Packet

As a result of COVID-19 and the closing of school buildings, school districts must submit an application to waive 2019-2020 attendance requirements in order to receive exemption from KSA 72-3115. (1,116 attendance hours for all students and 1,086 attendance hours for high school seniors)

To apply for the waiver, you must complete and submit by April 8th the following items contained within this document:

1. Waiver Application
2. Assurances Document
3. Continuous Learning Plan Application

**All required documents must be emailed as a single package to [CLPlan@ksde.org](mailto:CLPlan@ksde.org) by Wednesday, April 8, 2020.**

Please direct questions to the following:

- Waiver Application: [ddennis@ksde.org](mailto:ddennis@ksde.org)
- Plan for Continuous Learning: [mmiller@ksde.org](mailto:mmiller@ksde.org)

To access Continuous Learning guidance documents and resources, visit:  
<https://sites.google.com/ksde.org/kansascontinuouslearning2020/home>

# Application to Waive 2019-2020



## Attendance Requirements

Date March 23, 2020

School District Name Ness City USD 303

Superintendent name Derek Reinhardt

Board President name: Jason Ratliff

1. Who closed your schools? (Check all applicable)

- County Health Department
- Secretary of Health and Environment
- Governor
- Military Base Commander

2. How many hours was your school district open during the 2019-20 school year?

898.70 hours

3. How many hours are you requesting be waived from school term of 1,116 hours for the 2019-20 school year?

217.30 hours

### Note

**All required documents must be emailed as a single package to [CLPlan@ksde.org](mailto:CLPlan@ksde.org) by Wednesday, April 8, 2020.**

A continuous learning plan must be submitted as part of this waiver request in order to receive approval.



# Assurances Document

Date March 23, 2020

School District Name Ness City USD 303

This assurances document needs to be returned to KSDE with your request to waive attendance requirements and your continuous learning plan no later than Wednesday April 8, 2020, to indicate that the district will adopt a plan to ensure continuous learning for all students through the remainder of the 2019-2020 school year.

USD 303 hereby assures the Kansas State Board of Education it will follow the requirements for a Continuous Learning Plan for the remainder of the 2019-2020 school year:

1. USD 303 assures the State Board that it will develop a continuous learning plan that will meet the Kansas requirement for a waiver of the minimum requirement of 1,116 hours of school.
2. USD 303 assures the State Board that it will pay all current hourly employees during the balance of the 2019-2020 school year based on the plan developed and approved by the local Board of Education.
3. USD 303 assures the State Board that it will send the Continuous Learning Plan to the Kansas State Department of Education on or before April 8, 2020.
4. USD 303 assures the State Board that it will enroll all new students according to the state statute and the school district's enrollment policies and provide an educational plan for all new students for the duration of the 2019-2020 school year.
5. USD 303 assures the State Board that it will apply a health and safety policy limiting the opportunity for students, staff and families to be exposed to potential pathogens that could lead to illness.

**All required documents must be emailed as a single package to [CLPlan@ksde.org](mailto:CLPlan@ksde.org) by Wednesday, April 8, 2020.**

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President, Board of Education

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Superintendent of Schools

*Please print this document and sign.*

# Continuous Learning Plan



## Application

Date March 23, 2020

School District Name Ness City USD 303

### Academic Support

**Briefly describe the Professional Development plan for Continuous Learning.**

USD 303 Teachers met virtually March 19 and 20 to start the process of developing our continuous learning plan. During these meetings, the different paths moving forward were discussed, and teachers shared what they would need for training for these different paths.

March 23-27, Teachers worked to develop lesson plans for their classrooms which allowed them to better determine what additional professional development they would need to successfully put their plan in place. Teachers requesting additional support and training were provided with that training through video tutorials, virtual meetings, and face-to-face meetings.

Moving forward, all USD 303 Teachers will meet in a building level virtual PLC every Wednesday through Google Hangouts (Elementary 2:00, Jr/Sr High School 3:30). These PLCs will be used to:

1. Check on student progress and discuss any concerns
2. Check on the mental health of our staff
3. Provide any training focused on distance learning

**All required documents must be emailed as a single package to [CLPlan@ksde.org](mailto:CLPlan@ksde.org) by Wednesday, April 8, 2020.**

4. Provide any additional support that is needed
5. Determine and develop any changes that need to be made to the Continuing Learning Plan

Furthermore, USD 303 will leverage the relationships and services it has through SWPRSC and ESSDACK along with our many social media learning communities to ensure all staff have what they need during the implementation of our Continuing Learning Plan.

**Please describe how you will ensure continuous learning is available for every student.**

### **Grades 7-12**

All 7-12 teachers will use Google Classroom as the main learning platform for all classes.

All 7-12 teachers will use Google Hangouts/Meets and Zoom for a meeting platform.

Learning packets will be available to students unable to utilize technology or as a backup if technology becomes an issue as a way to help supplement, guide, and focus student learning.

Teachers will document student attendance during virtual meetings, and students will be required to fill out a daily Google Form as part of their homeroom responsibilities. This form will allow teachers to gather information on attendance, student progress, and student concerns/obstacles. Any issues with attendance will be reported to the building administrator immediately.

Teachers will have daily office hours scheduled that allow for students and parents to ask questions and receive additional support if needed.

USD 303 may consider limited in person instruction at a later time with restrictions. This option will not be considered prior to April 9, 2020, and will be evaluated on a weekly basis thereafter. Any consideration of limited in person instruction will be done under the guidance of the County Health Nurse.

### **PK-Grade 6**

Teachers will send out daily lessons through Seesaw and Google Classroom based on the platform their grade level has been using throughout the school year.

Teachers will host weekly virtual meetings through Google Classroom, Skype, or Zoom based on parent comfort level with the platform (only one platform will be used for each grade level). These meetings will be offered during two different time frames to

help facilitate parent and daycare schedules. Students will be asked to attend one of these weekly meetings.

Teachers will have daily office hours scheduled that allow for students and parents to ask questions and receive additional support if needed.

Teachers will use Freckle to provide additional distance learning opportunities. This will allow teachers to meet students on their level, provide additional support, and enrichment for student learning from home.

Learning packets will be provided to all students as a way to help supplement, guide, and focus student learning.

Teachers will document student attendance during virtual meetings. Any issues with attendance will be reported to the building administrator immediately.

USD 303 may consider limited in person instruction at a later time with restrictions. This option will not be considered prior to April 9, 2020, and will be evaluated on a weekly basis thereafter. Any consideration of limited in person instruction will be done under the guidance of the County Health Nurse.

## **PK-12**

USD 303 Continuous Learning Plan will begin no later than April 1, 2020, and end May 15, 2020. Additional calendar information:

1. No instruction/academic/virtual meetings will occur on the following dates due to previously scheduled holiday breaks:
  - a. April 10
  - b. April 13

Students receiving extra support (IEP, ELL, Title) will receive virtual support in addition to the instruction that all students receive. The teachers in charge of these programs have contacted parents and set up virtual sessions each week to provide this additional support. Our teachers and para-professionals will be meeting with students through Google Hangouts and Zoom meetings. These meetings will be designed to meet individual student needs and work will be done to support the lessons from the classroom and to continue working on overcoming achievement gaps. The number of virtual meetings offered each week will depend on the individual needs of the student.

### **Will online learning be used?**

Yes

### **If so, is tech support available for families and teachers?**



Yes, tech support will be provided through Bill Allen, Tom Flax, and Derek Reinhardt. Because we are a one-to-one District, our students are familiar with the use of technology, and use the programs daily we plan to use during our Continuing Learning Plan. We understand that there will be issues that arise, and the three individuals listed above will be available via phone, virtual face-to-face, and limited face-to-face to help students, staff, and parents work through the technology issues. Additionally, we will be working with Golden Belt Telephone (local Internet provider) to provide additional technology support when needed.

**If so, how will you ensure that all students have adequate access to devices and internet?**

Through surveys and phone calls to every parent in the District, we were able to determine that 94% of our families had Internet access at home. Golden Belt Telephone is increasing the bandwidth to those homes to ensure adequate streaming bandwidth for our Continuing Learning Plan. Furthermore, USD 303 is working with Golden Belt Telephone to provide Internet access to those homes that do not currently have Internet access. We believe that this partnership will provide access to all homes before we begin our Continuing Learning Plan.

USD 303 will be providing all students with a chromebook during our Continuing Learning Plan. Because we are a one-to-one District, our students are familiar with this device and the programs we will be using during our Continuing Learning Plan.

In the event we are unable to get students Internet access teachers will work with students via phone, and provide learning packets and activities for the student to complete.

**Please describe additional measures you will take to support students with disabilities, and students served under Title Programs (ELL, Migrant, etc.).**

Parents of students served in these programs have been contacted, and additional virtual meetings have been scheduled with those students to provide support and continue with their Individualized Learning/Education Plan. Teachers and support staff will provide lesson support in small group and when necessary one-on-one virtual settings to ensure students receive the help they need. Additionally, scheduled hangout times available to all students with an IEP/ILP will be made available so that students can receive additional help outside of their individually scheduled times.

**How will teachers check-in with students?**

Teachers will be making weekly contact with students through virtual meetings. In addition to these virtual meetings, teachers will schedule daily office hours providing students times they can reach out to teachers for additional support.

### **Describe your plans for continued Career and Technical Education.**

CTE courses will continue to provide continuing learning virtually through weekly lessons/challenges/activities to ensure students have learned the CTE standards, and gained a deeper understanding and knowledge of the skills required to gain a professional license in those areas.

As our plan progresses and in conjunction with our Local County Health Nurse, we will ultimately begin bringing groups of students into our building to finish the projects they are working on in their CTE classes. Any plan to do so will include the 10 person, 6 foot separation guidance, will be done under the guidance of our Local County Health Nurse, and will have very strict policies and procedures requirements.

### **Do you have a plan in place to address graduation for seniors?**

When given approval by the County Health Nurse, and the Governor's Office, we will hold a graduation ceremony for our seniors. We have communicated with our seniors and their parents that the ceremony does not currently have a scheduled date, and that it may be well into the summer before we are able to hold it.

USD 303 is monitoring seniors' credits to make sure all students can successfully graduate with meeting the district requirements. The district is aware of the state minimum requirement of only 21 credits and could use this option if necessary.

## **Social and Emotional Supports**

### **How will you utilize counselors and social workers?**

We will continue to offer virtual weekly character development lessons and activities provided by our Counselor and MTSS Behavior Support Teacher as a resource for students and parents. These lessons will focus on student well being, and provide students with coping strategies during these trying times.

Additionally, our Counselor and MTSS Behavior Support Teacher will provide daily office hours that allow for students and parents to reach out for support. Our Counselor and MTSS Behavior Support Teacher will reach out by phone and virtual meetings weekly to students they currently see on a regular basis to provide support and services during this time.

### **How will you support students' social-emotional needs?**

Weekly character development lessons will be shared with students. Our Counselor and MTSS Behavior Support Teacher will provide daily office hours that allow for students and parents to reach out for support. Our Counselor and MTSS Behavior

Support Teacher will reach out by phone and virtual meetings weekly to students they currently see on a regular basis to provide support and services during this time. .

**How will you engage families and caregivers in supporting the social-emotional needs of their children?**

The weekly character education lessons/activities will include things for families to complete together, if they so choose. Parents/caregivers will be provided with the office hours and contact information of our Counselor and MTSS Behavior Support Teacher so they can reach out for additional support.

## Family Community Communication

**How will you keep families informed?**

USD 303 will utilize social media (facebook and twitter), our website, our ADT direct messaging program, and teacher phone calls to keep families informed. Teachers will reach out to parents on a weekly basis if a student is or appears to be struggling academically and/or emotionally.

**How will you collect feedback from families?**

USD 303 will utilize Google Form surveys to collect feedback. Additionally, under the guidance of the Local County Health Nurse, our Building and District offices will be staffed by our secretaries and administration providing families with the ability to call in with questions and concerns. A Google Form will be sent to parents through email and/or Seesaw to gather information, impact, and concerns about the progress of our Continuing Learning Plan.

**How will you evaluate the validity of the feedback and respond?**

USD 303 will compare all feedback to ensure there is validity and continuity in what we are receiving. We will ultimately work to meet the individual needs and find a solution for every parent and student concerns. Through empathy, we understand that this situation is not ideal for anyone, but we will try to work with all stakeholders to ensure individual student needs are being met.

How will you support families and caregivers as they facilitate learning at home?

Parents will have access to teachers through their office hours virtually, and by phone. Administration will be available to provide support and ideas. Parents will have access to student's Google Classroom accounts so they are able to see what the students are doing.

## Other

### **How will you reflect, monitor & evaluate the effectiveness of the implementation of this plan and the results?**

Through our weekly PLC meetings, teachers will discuss what they have accomplished, share concerns about their students, the process, and instruction. Surveys will be sent out to parents throughout the remainder of the year to gather information on the impact of our continuing learning plan. Conversations with parents during lunch pick up will also be used to evaluate the effectiveness of our plan.

### **Please describe the measures you will take in collaboration with your local county health department to protect the health and safety of students, staff and families.**

Our County Health Nurse has been involved with our plan from the beginning. She has laid out the following guidelines for any students, staff, or patrons that enter the building.

All staff, students, and visitors must enter through the designated doors

Staff will be asked to only use the building from 8:00 - 4:00 Monday through Friday

All staff, students, and visitors must have their temperature taken upon entering the building

A digital thermometer and disinfecting wipes will be on a table outside of the office. Individuals will be required to take their own temperature and show the display to office staff. Office staff will then ask the questions through the window to protect them.

All staff, students, and visitors must complete the following questionnaire:

1. Has there been travel within the last 14 days in a state or country identified as a hot spot for COVID-19?
2. Has there been any exposure to an individual diagnosed with COVID-19?
3. Is anyone in the home/family showing signs of illness including:
  - a. a fever greater than 100 degrees
  - b. cough; and/or
  - c. shortness of breath

If answer is yes to any of these questions, the person will not be allowed in the building, and will be directed to see their local medical provider, and return no earlier than at least 14 days.

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Superintendent Signature

Date

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Board of Education President Signature

Date

*Please print this document and sign.*

**Please direct questions to the following:**

Plan for Continuous Learning: [mmiller@ksde.org](mailto:mmiller@ksde.org)