# 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 30, 2020

School District Name Beloit USD 273

Superintendent name Jeff Travis

Board President name: Jason Johnson

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

County Health Department

Secretary of Health and Environment

Governor

Military Base Commander

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

880.25 hours

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

245 hours

**Note**

The Continuous Learning Plan Application must be completed and submitted as part of the waiver request.

# Assurances Document

Date March 30, 2020

School District Name Beloit USD 273

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 273 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 273 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 273 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 273 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 273 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 273 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.

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| Superintendent Signature |  | Date |

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| Board of Education President Signature |  | Date |

*Please print this document and sign.*

# Continuous Learning Plan Application

Date March 30, 2020

School District Name Beloit USD 273

## Academic Support

Briefly describe the Professional Development plan for Continuous Learning.

The USD 273 Administrative team reviewed the guidance document that was provided from KSDE. At that point we shared the document with our Building Leadership teams and started to craft our plan. The "Less is More" approach was discussed and was used as the focal point of crafting this plan. The superintendent has created a youtubelive event where he can address staff in a weekly meeting and interact with the staff. This is to give updates on where we are with the process and to answer questions as we go through the process.

The Building Leadership teams will focus on what is pertinent for the Continuous Learning Plan and what content will be given throughout the rest of the school year. The team has also focused on how this content will be given. The elementary school delivery will be different than the Jr/Sr High School delivery.

Teachers will work and provide schedules on how each student will be given opportunities to interact with the instruction given. A master schedule was first developed with individual teacher schedules developed within this scope. Teachers will virtually meet with students and go through schedules and expectations of the developed course work.

Student and teacher collaboration is a focal point. Teachers will use different virtual methods for delivery, including Zoom, Google Classroom, Class DoJo, and E Spark Learning. The Jr/Sr High has plans of having office hours to where students can meet face to face if and when necessary with an instructor in compliant small consistent groups. Paper packets are also a viable way for our teachers to use with students when needed.

There will also be a focus on delivery of special education services through the virtual settings. These services will stay compliant with regards to the law.

Mental Health will be addressed with social workers and counselors making checks through virtual means as well. Phone calls may be used during these checks if necessary. Teachers will continue to address mental health as well. The teachers will collaborate with councelors and social workers during this time.

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

All students will be given instruction. The instruction will be from a combination of teaching methods. These methods will rely heavily on technology as virtual will be used for the majority of the Face to Face time. Beloit Elementary School will not do any in person face to face. The Beloit Jr/ Sr High School will allow teachers to have small office hours where students can come in for help when and if needed.

The KSDE guidance document is being used to create the amount of time for each student. Also other guidance from the document is being used to create the infrastructure of how the faculty and staff interact with the students.

Packet time can be used, but the majority of the instructional delivery will come from online methods. These methods will utilize Google Chrome in most aspects, as USD 273 - Beloit has a one-to-one initiative with Chromebooks from 2nd grade through Seniors. The district has enough Chromebooks to also use with PreK 4 through 1st grade.

Internet connectivity is being worked out during the week of March 30 through April 4. Our local internet distributor is putting internet into homes for students without internet connectivity at no cost. Another provider is helping with mifi's where physical internet connectivity cannot happen.

The distict understands that we have to allow for change as things will change during this time. We have allowed for flexibility with the internet connectivty not at 100% throughout the entire district.

All families were communicated with, allowing them to get internet connectivity at no charge to their homes and technology from the school.

Learning will still be personalized from teachers to students. Our teachers feel that this is extremely important. Special Education services, ELL, and Title Services will continue to be personalized to the students as well.

Instructional opportunities will be rolled out on April 6. USD 273 had Spring Break during the week of March 23 through March 27.

As stated before, learning will be personalized for each student. No student will be left out. Relationships and Relevance will remain our top goals during this time as it always is. All of this still falls under the theory of "Less is More."

Will online learning be used?

Yes, online will be relied on heavily during this time. As we say online, it will still be teacher driven curriculum with individualized learning plans. Our IPS work will continue to go on for our students. We are not relying on a software program to deliver the instruction. The district is relying on online for our teachers to interact and give educational opportunities to our students.

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

Yes, all families have been given an opportunity to be connected and have school Chromebooks checked out to their homes. Our IT team will work with all parties involved to make this work the best possible way that it can. USD 273 feels confident that these opportunities will be quality and work well.

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

USD 273 put out calls and has touched base with all students and parents so that access has made it where needed and devices are checked out to those in need of them. If we do not hear from students after the first day, teachers and administrators will contact families to make sure they are planning on the appropriate attendance for the Continuous Learning Plan.

The district also has a list of equipment that has been checked out to students at this time. The records of this checked out equipment matches our equipment request records of equipment that has been requested by students and parents.

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

The special education staff, the ELL instructor, the Title instructors, and migrant progam director has worked with all grade levels and content areas during this time of developing the Continous Learning Plan. The programs will get the necessary programming to the students. These student will receive the essential services and instructional components that they need to be successful.

Our regular education faculty will work with these instructors as well to make all of these programs successful for our students. Collabortation between all instructors will be necessary.

How will teachers check-in with students?

Teachers will keep regular office hours, emails and cell numbers will be provided so that students and teachers will meet a minimum of twice a week. Most teachers will meet far more than this minimum.

Describe your plans for continued Career and Technical Education.

These students will be given other performance level standards for these classes where necessary. The local health department has granted us limited access for these students to work on projects in small consistent groups in Face to Face situations. It is still the plan to allow for this at this time. We do know that this can change in the future, and at that time alternative assignments will occur for all that relates to the standards for these pathways. Business, FACS, Computer Studies will be conducted virtually with instructors meeting with students through Google Classroom, Google Hangout, and Zoom.

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

Our School Board is working with our team to make it possible for seniors to graduate with their current classes. At this time graduation requirements are not being reduced. The faculty and administration feel that instuctors and students will be able to accomplish quality learning in all classes.

## Social and Emotional Supports

How will you utilize counselors and social workers?

Social workers and Counselors will be utilized in providing social and emotional support and learning opportunities to students. Counselors/Social Workers will determine which students are in need of virtual social work services and will provide those services following current HIPPA/FERPA guidelines. Support will come in the form of weekly phone check- ins, coordination of outside agency support services, and checking in with teaching staff for feedback on the students during instructional time. Social workers and counselors will also continue to offer educational programming with social skill lessons, emotional regulation lessons, and general self-care presentations. This will be offered through the online district program. Support of the teaching staff will also be a focus for the social workers and counselors.

How will you support students’ social-emotional needs?

Weekly contact will be offered to families/students via phone calls or Zoom meetings. Materials pertaining to stress, anxiety, depression and other mental health conditions will also be made available. Emotional well-being (age appropriate) will be addressed during weekly lessons prepared by the social workers and counselors. Contact with outside agencies offering services will also be maintained via conference calls and face to face as allowed under Covid-19 restrictions.

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

Information regarding stress, anxiety, depression and other conditions that are linked to social distancing will be made available to families, parents and caregivers. Social workers will make contact on a regular basis with parents/families already identified as “at risk” and to parents/families identified as in need by teacher interactions through on line classroom. Parenting, family health and various activity ideas will be offered through an on-line link prepared by social workers and counselor. This will be an ongoing and developing service as needs arise.

## Family Community Communication

How will you keep families informed?

The District Office will continue to use our website, social media, emails and phone calls to get out information to the public and our families. Our teachers will communicate with their students and parents weekly. We have scheduled office hours for parents and/or students to visit with the teacher. USD 273 still wants stakeholder engagement and feedback from our students, parents, community, and business partners. The district will develope on-line ways for these stakeholders to ineract with the district.

How will you collect feedback from families?

We will send out surveys to parents and students on all needs. We will also use the guidance supplied to us from KSDE for creating and establishing the surveys. Student surverys and parent surveys will be sent out looking for feedback. The district understands that changes will have to be made during this time. We will start the process and understand there are times that we will have to pivot in a different direction to make this process successful.

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

We continue to analyze our feedback from parents and students to develop practices. We have created a FAQ page that will be on our district website and utilize the survey to populate that page with answers to the most frequently asked questions. We have also used office staff and other classified personnel to respond to emails and/or phone calls We will continue to encourage questions from students and parents in every communication piece that we send out.

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

As a district our focus has been on enrichment and activity- based learning that families can do together and parents feel comfortable leading. We provide office hours for all teachers; including special education, Title staff, and counselors/social workers to be sure families can communicate and ask questions.

## Other

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

All principals and directors will have weekly check-ins with departments, grade level teams and whole building briefings. Attendance will be monitored, student work and the social-emotional well being of each student. We will use student and family feedback to help make decisions. This will be a daily process. Change and the need to be flexible is inevitable.

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.

We are in regular communication with our local county health officials and will make decisions based on their recommendations and help. Additionally, official communication we send out will be in coordination with county and state officials. The district will rely on KSDE and KDHE for the major gudiance during this time.

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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)