

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 by Wednesday, April 8, 2020.

Please direct questions to the following:

- Waiver Application: ddennis@ksde.org
- Plan for Continuous Learning: 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 April 1, 2020

School District Name Santa Fe Trail USD 434

Superintendent name John Denk

Board President name: Tanner Black

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?

845 hours

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

271 hours

NOTE

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

All required documents must be emailed as a single package to CLPlan@ksde.org by Wednesday, April 8, 2020.

Assurances Document



Date April 1, 2020

School District Name Santa Fe Trail USD 434

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 434 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 434 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 434 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 434 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 434 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 434 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.

President, Board of Education

Superintendent of Schools

Please print this document and sign.

All required documents must be emailed as a single package to CLPlan@ksde.org by Wednesday, April 8, 2020.

Continuous Learning Plan Application



Date April 1, 2020

School District Name Santa Fe Trail USD 434

Academic Support

Briefly describe the Professional Development plan for Continuous Learning.

We are communicating regularly with teachers to determine their needs. We are providing local assistance for much of the training we need. We are also partnering with Greenbush professional development providers to provide consistent training in areas that we can not.

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

We followed the guidelines laid out in the Continuous Learning Plan provided by the task force. We are preparing to deliver continuous learning to all students through the use of virtual learning tools and by providing learning packets that can be picked up at school for those without internet access. For those without transportation we have set up delivery service to ensure those students can have access to the learning materials. We have established office hours for teachers to interact with students and families.

Will online learning be used?

Yes, prior to this crisis our teachers and students used Google Classroom. Because of this familiarity for nearly everyone we have selected this platform as our primary instructional delivery and communication platform. We will provide a combination of live lessons via Zoom and posted content and instruction in Google Classroom.

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

Yes, we have established a system for reporting technology support needs. Building principals will gather tech support needs from staff and do a tech request for those needs. The teachers will gather student tech needs and submit a tech request for their needs. The tech department will then address those needs through phone call, video conference, or by use of online instructional video.

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

All required documents must be emailed as a single package to CLPlan@ksde.org by Wednesday, April 8, 2020.

We have distributed chromebooks or ipads to all students who said they needed one in a survey we administered to our families. For those without internet we are working with our local internet providers to assist them with getting internet.

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

We have a plan in place developed cooperatively with our special education cooperative to deliver support and specialized instruction to our students on an IEP. We will provide specialized instruction through Google classroom, interactive Zoom meetings, and classroom packets designed to meet the specific needs of each student. We have also established a support system using Zoom and telephone to assist students as needed with any work they may be doing in their classes. Our Title teachers will collaborate with our general education staff to ensure the needs of all students are met.

How will teachers check-in with students?

We have established daily office hours for our teachers to meet with students online. Our protocol is that we will make contact with each student personally at least once per week to check on both academic and social emotional needs.

Describe your plans for continued Career and Technical Education.

We have established office hours for all of our teachers including career and technical education. We are encouraging them to collaborate with other teachers via regular Zoom meeting to see how they can work together to combine learning for their classes. By doing this we can add real world experiences to the curriculum. We do not want to minimize the importance of these courses and we feel that by collaborating we can reduce the stress on students.

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

Through board action, we have lowered graduation requirements to the state minimum level of 21. Our administrative team, counselors, and staff will work closely with students and parents to ensure they remain on pace for graduation and will work individually with at-risk students to ensure our process does not negatively impact their ability to graduate. We also continue to work with parents and students to find ways to honor our graduates. We are currently developing plans for a virtual graduation ceremony. We have not finalized those plans at this time but we have a team working on it.

Social and Emotional Supports

How will you utilize counselors and social workers?

Counselors will maintain regular meeting schedules checking in with students who have existing needs. In addition, as teachers, parents, and students express concerns relevant to newly identified needs, counselors will accept referrals and check in on those students as well ensuring students have the resources and support necessary through this critical time. Counselors will keep staff and families informed of available resources to support social emotional health during the crisis.

How will you support students' social-emotional needs?

In the ways I described above but in addition we as a staff are going to be very cognizant of changes in our students behavior or demeanor. We have asked teachers to be vigilant and report any social or emotional changes they may see with their students. We also have an established relationship with Crosswinds Counseling and Wellness. They are establishing a team to assist families during this time. We will make this information available to families and facilitate communication with Crosswinds if needed.

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

We are developing activities for the whole family to do together. We want the families to come together and have some fun while learning. We know there needs to be stress relief built into our learning plan and we are including suggested activities for this purpose into our planning. As we consider the needs of our families our plan will include plans for homeless students/families, those who receive free or reduced meals and those who rely on support services at the school.

Family Community Communication

How will you keep families informed?

We have established a communication plan between students and teachers. Teachers will use Google Classroom as a primary source of communication with students. Zoom will also be used for student communication. Communication with parents will be through phone calls and email primarily. From the district level we will use our messenger to broadcast to all families as well as Facebook and our website.

How will you collect feedback from families?

We will use surveys and personal contact to gather information from families. We made personal contact via telephone to gather survey data on technology, transportation and food service needs from our families. We will conduct additional surveys to monitor family/student needs and adjust supports to meet their changing needs.

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

By making personal contact we feel we will get a greater number of people to respond and get more accurate information. We have already use the feedback we received to establish food service delivery to families who can not make it to the curbside delivery. We also determined who needed devices and have delivered devices to everyone who needed a device. We were able to determine who did not have internet service and who did not have reliable transportation. We will continue to poll our families through personal contact for any additional needs they may have.

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

We are informing parents of the office hours for teachers and letting them know that they can contact teachers through Google Classroom, by phone or email. We know that families are dealing with their own difficulties during this crisis and we want to be supportive and allow grace as we work through the last few weeks of school together.

Other

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

Constant and consistent communication will be important in monitoring the effectiveness of our plan. We will survey parents to collect feedback after the first week of learning to see what problems they are experiencing and adjust accordingly. We know that everything is not going to go perfectly and we are letting parents know. We will adjust as we learn where the problems are and continue to make the process better.

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.

County superintedents have met in person with county health officials and we have communicated by phone on several occasions. We have contacted them about several concerns we have had and been given guidance on how to handle the situation. We continue to communicate with county health and seek their guidance.

Superintendent Signature

Date

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