

Application to Waive 2019-2020 Attendance Requirements



Date April 6, 2020

School District Name Geary County Schools USD 475

Superintendent name Dr Reginald Eggleston

Board President name: Rina D Neal

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?

822.35 hours

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

293.65 hours

*May 21, 2020 = students last day
May 22, 2020 = tchrs. last day*

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.

* Item 2:

Assurances Document



Date April 6, 2020

School District Name Geary County Schools USD 475

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 475 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 475 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 475 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 475 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 475 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 475 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.

Amal Neal
 President, Board of Education
 4-6-2020

Reginald Egleston
 Superintendent of Schools 4-6-2020

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 6, 2020



School District Name Geary County Schools USD 475

Academic Support

Briefly describe the Professional Development plan for Continuous Learning.

The Teaching and Learning department, as well as Instructional Technology team, began developing a professional development plan on March 16. Our plan included determining which resources we would ask teachers to use to deliver instruction for ALL students. We are a 1:1 district, K-12, so we have the ability to provide face-to-face instruction for all students with internet access.

The professional development plan included an online conference to be held on March 23 and 24. A series of sessions on our delivery platform, Schoology, were conducted both days in chunks of 1 hour or 30 minute sessions, depending on the tool and/or topic. On Monday, March 23, all certified staff were expected to attend Schoology Basics, PowerPoint Recording, Skype and a Q&A session. These sessions were divided by either grade level or content area to ensure all could not only get in the group, but could ask questions as well. Each presentation included a presenter and a moderator to address questions submitted in the chat box.

On Tuesday, March 24 all certified staff were required to attend 3 sessions: Schoology Conferencing and Recording, Schoology Discussions and Chats, and another session of their choosing. The additional offerings on Tuesday were: Schoology Online Assessments and Assignments, Office 365, iStation, iReady Math and Reading, ThinkCentral, Discovery Ed, Office Translator, and Freckle Math. We also included additional Q&A sessions facilitated by the IT Director and the Teaching and Learning Director to answer questions about how this "new normal" would unfold.

Wednesday, March 25 and Thursday, March 26 began with a Schoology Q&A session to provide additional support to teachers in need. The rest of Wednesday and Thursday teachers participated in grade level or content meetings. During these meetings,

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department leaders and grade level leads facilitated conversations about critical components of content to still be addressed during the remainder of the year, selecting the priority standards at each grade level or content area. In addition, best practices for online/virtual instruction were shared, as well as a time for each group to brainstorm how they might deliver the content most effectively.

The Instructional Technology department has created a website that includes short instructional clips on the resources provided, as well as links to the recorded sessions from the online PD conducted on the 23rd and 24th. They also have begun using an online scheduling tool to provide more individual support to teachers in need of additional instruction on the available resources.

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

USD 475 is a 1:1 district, K-12. All student machines were available for pick up by students at the end of the week, March 20. Each building established a distribution plan for technology. In addition to technology, student workbooks and materials were also distributed to ensure students had what they needed to continue learning for the remainder of the school year. Additional times were established for parents to pick up the rest of the student materials once it was determined that schools would be closed the remainder of the year. Since Spring Break, USD 475 is issuing devices to 76 students who have enrolled.

During this initial set up process, information about recommended resources was shared with parents and students to be used during the weeks of March 23 - April 6. These resources included online tools which the district currently uses in a variety of content areas. Our goal during these two weeks is to ensure that students are able to get into the Schoology classrooms to begin formal instruction April 6. Teachers are to make contact with students during this time to check in and ensure they have internet access and the tools necessary to participate.

Will online learning be used?

Yes, online learning will be used for the majority of students, however specialized programs will provide additional opportunities for students once deemed necessary.

Building administrators have created schedules for teachers that include both online face-to-face time with teachers, as well as "office hours" so parents and students when they have the best chance of getting support. It is important that we provide a sense of

structured flexibility during this new normal that includes a schedule for parents/students to follow, but allows teachers to do what's necessary to meet the needs of their students.

If paper/pencil approach is deemed necessary, building principals will work with teachers to provide instructional resources to students. This will be evaluated on a district-wide basis by mid-April to determine the scope of needs throughout the district.

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

Tech support will be provided through the district Technology Department. A phone number for support has been provided to teachers, students and families to ensure students are able to participate in this new learning environment. 785-717-HELP(4357)

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

The Technology Department conducted a survey through our district Facebook page to determine the connection needs of our families. To provide support for connectivity, 500 hotspots have been ordered and will be distributed to families in need. As teachers touch base with students during the week of March 30, they will communicate with administrators and district staff with concerns about student connectivity.

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

Students having been identified as eligible for special education services will have their respective case managers/service providers in contact with parents in order to determine an appropriate platform in order to continue to provide a free and appropriate education. Together, parents and the IEP team will create an individualized continuous learning plan (ICLP) outlining the appropriate and necessary services and supports that will be provided during this time. A service log for each student will be maintained by the special education staff in order to document services and contact being provided to our special education students. Individualized instruction may include on-line learning, coaching supports, work packets, and "real life" opportunities for instruction utilizing educational staff and parents.

Additional opportunities for instruction for special education students will be continuing therapy provided on-line or through instructional resources including OT, PT, SL, SW, DHH, VI, etc.

Students who previously received academic support through Title 1 programs will continue to receive the support through the platforms identified for all students. These supports will include the Title 1 teachers communicating with their students on the lessons they are required to completed and offering additional time and support. In addition, the Title 1 teachers will assist core teachers with the modification of expectations of lessons.

How will teachers check-in with students?

All certified teachers are expected to check in multiple times per week with students to ensure they are engaged in this new learning platform. This live connection can be done through either video-conferencing or through live chats or discussion forums. Special education teachers and related service providers will check in with parents and students via phone conferences, video conferences, Schoology, e-mail, etc. and keep a log of communication for each student.

Teachers will check in with their students eligible for Title 1 support through Schoology.

Describe your plans for continued Career and Technical Education.

Our Career/Technical Education staff has collaborated in all of the E-Learning professional development sessions provided by the district to continue teaching and learning within their respective curricula. This same staff has participated in online content meetings with their respective Principals and our Career Technical Coordinator to ensure compliance with KSDE, essential learning outcomes for curriculum and the processes for completing and assessing the semester successfully. All CTE instructors will begin their E-learning platforms on April 6th; utilize a learning platform to conduct classes and have developed lesson plans for their students.

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

The USD 475 Board of Education adopted the resolution from KSDE regarding the shift in accepting the minimum criteria of 21 credits for the Class of 2020. This information has been communicated to our families (via the Principal); each senior has received a revised credit check from their counselor (under these new standards) and families have been personally contacted by a JCHS Counselor to establish a plan for completing these credits. Seniors will begin this plan on April 6th.

A JCHS Grading Communication Plan was also distributed during the week of March 30 for all students. This plan addresses transcripts, completion of academic content and the

process for permanent educational records. We have also waived the Service Learning Component for these seniors.

Separately, meetings have occurred with the Activities Director and our Senior Class Sponsors to determine the process for seniors who meet all graduation criteria. We will meet again on April 6th to devise the formal plan for graduation.

Social and Emotional Supports

How will you utilize counselors and social workers?

Counselors will continue to provide services to students in USD 475 through our approved platforms SKYPE and Schoology. Counselors have provided letters to the families of their students to explain how services will continue to be provided and will do individual counseling sessions, small group lessons and whole class video presentations that will be recorded for use as the students schedule allows.

Social workers will continue to provide social work services to students through on-line and video conferencing. Social workers will create lessons for students and have small group instruction. In addition social workers will be assisting with any/all students/families that have irregular attendance or are showing warning signs of stress. Social workers will be assisting teaching staff and families in utilizing community based resources and assisting as needed

How will you support students' social-emotional needs?

Student social and emotional needs will be met through their social worker, counselor, behavior health specialist and classroom teachers. The social and emotional learning curriculum utilized by teachers prior to continuous learning will continue to be provided to students. In addition, core teachers will keep a close eye on potential social and metional needs of additional students during this new learning format and refer them to the appropriate staff.

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

USD 475 teachers will alert any necessary parties regarding concerns families present. In addition, our school nurses, behavior health specialists, counselors and social workers will push out how information on how to access any support families may need during this time. The traditional referrals to social and emotional supoport systems will

continue. We will also utilize social media platforms for information on accessing social and emotional support.

Family Community Communication

How will you keep families informed?

USD 475 uses a variety of methods to ensure good communication with families. The district utilizes a program that allows messages to be sent to all student and parent email addresses. In addition, the program sends text message alerts to all parents, students, and staff in the district to alert them to check email messages for important information. Emails are sent to all parents and students to include important information that they need to know, and in some cases, text message alerts follow to inform them to check emails. When parents do not receive the emails, they contact the communications office to ensure that their information is correct and up to date within the email system.

The communications staff works on an on-call basis to answer emails and messages from 7 am to 9 pm, so that student issues, concerns, and feedback can be addressed in a timely manner. All district communications are distributed through the communications office, to ensure that all communications are distributed in a timely manner, and for the ability to track communication delivery as well as collect feedback and questions.

Each school, as well as the district office, will include all important information on their websites, and will keep this information updated as changes and updates occur. Additionally, each school, as well as the district office, has a Facebook page where important information is shared. Updates that apply to the entire school community are also shared with local media to be published on popular local news websites and in the local newspaper.

Teachers have been contacting each student or family directly to ensure that email and phone contact information is updated and correct, and that communications from the district, school, and teacher are being received

How will you collect feedback from families?

Families may provide feedback in multiple ways. Families are able to respond to emails sent from the communications department. They may also leave comments on posts on Facebook. These comments and emails are collected by the communications department and distributed to the appropriate district staff to be addressed. The district

has implemented a special section of the website (www.usd475.org) to ensure that the most frequent issues and questions are easily addressed and answered without unnecessary delays.

Families and students are encouraged to express concerns and give feedback to their teachers directly, so that student issues can be addressed in a timely manner. Students and families are also encouraged to provide feedback to the school principal or appropriate district staff directly. nter text.

In addition, a parent survey about technology needs, and one on instructional needs were distributed the week of March 23 to collect information about needs of families and students. This information will be shared with the IT department to address technology needs and building principals to address instructional needs.

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

Parents and students that provide feedback will receive a response within 2 hours or less for communications received from 7 am to 9 pm on weekdays, and within 4 hours on Saturday and Sunday. The initial response will be to acknowledge the receipt of the feedback and to ask clarifying questions to determine the appropriate person to route the information to. Additional information requested can include student's name, grade, teacher, subject, principal, and contact information for student or parent. This will allow the district to ensure that all feedback received is from a current parent or student, and will allow for feedback to be forwarded to the appropriate individuals for response in a timely manner. Additional responses may come directly from individuals addressing the concerns or issues. Some concerns can not be addressed in an immediate manner, and the response will let the parent or student know that the issue is being addressed and include an expected timeframe for answers or responses.

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

USD 475 has implemented a technology help line to assist with technical issues. The help desk has a phone number parents can call for assistance with issues with student laptops, access to district programs and applications, login difficulty, and internet connectivity. Communications personnel will also ensure that messages from parents and students will be responded to in an appropriate and timely manner, to ensure parents and students do not wait too long for assistance. Tutorials and walkthroughs will be provided as necessary, and will be made easily available on the district website.

USD 475 has also purchased wireless hotspot devices to issue to students that lack adequate access to an internet connection. These devices will be checked out to

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students on an as-needed basis, and the district will cover all costs associated with connectivity for these devices to ensure that each student has the opportunity to participate in the continued learning environment.

Other

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

USD 475 district staff will meet weekly with building administrators to discuss implementation progress. In addition, the Teaching and Learning department will continue to facilitate discussions with elementary steering chairs and secondary content area teams to ensure we are meeting the needs of our students. An additional survey will be shared towards the end of April to gauge needs we may not have addressed.

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.

USD475 is:

- An active participant in daily (seven days per week) Emergency Operations Center COVID-19 update briefings conducted by Geary County and its Health Department.
- Providing dedicated liaison between the general contractor building the new District high school and the County Health Department.
- Maintaining direct contact capability between key District leadership and the County Health Department program Director and her Deputy.
- Supplying County identified needs (healthcare sites) for sanitizer and wipes taken from classroom and warehouse inventories.
- Supplying, from school nurse inventories, touchless digital thermometers to County health workers as needed.
- Supporting stay at home orders by supplying "hot spots" for students / staff with poor or without internet access.
- Supplying dedicated custodial personnel to sanitize food distribution sites and the Central Kitchen on a daily basis.
- Providing food distribution site personnel to enforce safe distancing and food handling protocols.

