

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 March 30, 2020

School District Name Shawnee Mission School District USD 512

Superintendent name Dr. Michael Fulton

Board President name: Heather Ousley

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?

870 hours

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

246 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 March 30, 2020

School District Name Shawnee Mission School District USD 512

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 512 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 512 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 512 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 512 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 512 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 512 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 March 30, 2020

School District Name Shawnee Mission School District USD 512

Academic Support

Briefly describe the Professional Development plan for Continuous Learning.

Professional Development is available in several forms for Shawnee Mission School District (SMSD) teachers. The district's instructional coaches are available to work individually with teachers to help them plan and deliver instruction, both digitally and offline. In addition, the coaches are developing tutorials on the use of web-based tools, which can be viewed on-demand by teachers. Curriculum coordinators are also working with teachers in their content areas of specialty. Plans are being developed to provide additional support in a series of web-based sessions from prominent experts in the profession.

SMSD will continue to operate according to its published calendar in regards to professional development. Therefore, April 10, May 1 (½ day for K-8), May 4 and May 27 will remain professional learning days for district staff.

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

Learning during an extended school closure will necessarily include both electronic and non-electronic components in order to ensure access for all students. Not all students have access to the internet in their homes. With the potential for disruption in business due to COVID-19, students may not have access even in common gathering places, such as libraries and coffee shops. Therefore, in addition to electronic communication, teachers are planning for offline resources to support learning. Teachers will provide a greeting and activities for students on a daily basis, and they are available during office hours for additional support.

Shawnee Mission Continuous Learning Plan -

<https://docs.google.com/document/d/1Y5M46dTawK0Zb8GMmYI6LYNgPWxahaHaVCRzfJxXJ8/edit>

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

Parent's Guide to Continuous Learning Plan -

https://docs.google.com/document/d/16gN_LIQWYI0D7S5hEfsez5yTb69wqekBuNPDRit6ETM/edit

Will online learning be used?

Yes

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

Yes. District Information and Communication Technology (ICT) HELP desk assistance phone numbers and an online ticket assistance system have been made available to all families. A direct link to ICT assistance has been provided on digital devices for all students.

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

All students PreK-12 have district-issued devices during the normal school experience. Students in grades 3 through 12 have their devices at home with them now. Each building is working on a plan to potentially distribute Pre-K through 2 iPads when appropriate. Students without Internet capability can continue to utilize learning apps already installed on their device. Additionally, any student device can access the internet from ANY school facility parking lot. The district is working to expand coverage to include all school parking lots.

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

1. ELL teachers are putting together educational resources to support general classroom teachers instructing second language learners.
2. Student devices provide accommodations/modifications for language barriers and students with disabilities.
3. Braille teams are continuing to provide large print items for students needing this resource.
4. Special Education providers will partner with parents and general education staff to identify individual student services, accommodations and modifications the student will access during the closure. Special Education providers will log communication and services provided.
5. A Virtual Special Education Provider Checklist has been provided to all special educators - docs.google.com/document/d/1hJMS8fEHh1hR9jgJoYvolaZxj9YJuoKky3Q555e03ZY/edit?usp=sharing.
6. Shawnee Mission Parents as Teachers (SM PAT) will align with the school district's response and plan for continuous opportunities to learn/connect with families. In addition, SM PAT will follow guidance from the Parents as Teachers National Center (PATNC) with regard to virtual personal visits used with families. Parent educators will utilize the district-supported technology platform to connect with families virtually or by phone.

How will teachers check-in with students?

WebEx

Phone calls with students and parents - this will be primarily used for families without internet access

Some staff are connecting through "Jabber" so that school phone numbers are active.

Facetime with students and parents

Online platforms such as SeeSaw

Describe your plans for continued Career and Technical Education.

Staff will prioritize essential competencies remaining in their courses, with a focus on workplace readiness skills as outlined in SMSD Professional Learning Experience Work Evaluation Rubric - <https://docs.google.com/spreadsheets/d/1gbSeRdgQKhGN8yzWA9HW-LLNCxB-9rNMvee-455tNQo/edit?usp=sharing>

Staff will utilize both live and recorded video conferencing from their home to demonstrate applicable skills

Staff will assist students with resumes and portfolio development to document learnings from their coursework

Staff will provide students with project packs as needed with materials to complete activities

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

Seniors will complete the semester like all other students and graduate as scheduled.

The Shawnee Mission Board of Education approved a Resolution for Suspending Board Policy IHF for the seniors graduating in 2020.

High school principals and counselors will work independently with all seniors considered "at-risk" of not graduating to support as needed.

Because of guidance from the local health department, traditional ceremonies will likely be canceled.

High school principals will work with senior leadership teams to recommend approved graduation activities - slideshows, video, virtual graduations - for each high school, should the traditional ceremonies need to be canceled.

Social and Emotional Supports

How will you utilize counselors and social workers?

Counselors and Social Workers will work with administrators and staff to identify students and families that have additional needs and/or concerns. Identified students and families will be contacted and additional support and resources will be provided.

Counselors and Social Workers will assess client needs and reach out to administrators, nurses, and colleagues for help identifying appropriate resources.

Counselors and Social Workers will continuously check in with building administrators and teachers and continue to provide support and resources to staff, students, and families as needed.

Teachers and staff members will be encouraged to communicate with students and families and given information about contacting counselors and social workers as needed.

Community resources will continue to be shared with teachers and families.

Counselors and Social Workers will make virtual appointments with families who need additional resources and/or support.

Mental health team members will develop treatment plan options for Tier 2 or 3 students with the highest need in conjunction with parents and teachers. This will involve communication of goals they were working on in intervention and collaboration on how to continue that work via home or virtual sessions. (behavior plans, skill development, check in/check out process, consequence maps, coping strategies, social skill development, etc).

Mental health team members will maintain records of referrals, contacts and services as per their professional standards to ensure continuity and coordination of services provided to students.

How will you support students' social-emotional needs?

Important Social Emotional Learning (SEL) resources are being provided to all staff, families and students. For example, Mental Health professionals are creating Google Sites and Classrooms with contact information and links to important information and resources. In addition, local, state and national SEL resources are being provided to families through online sites created and maintained by the Kansas School Counseling Association - <https://padlet.com/ksvision/SEL> - and the National Association of Social Workers - <https://www.socialworkers.org/Practice/Infectious-Diseases/Coronavirus>. Social workers and counselors are also available via email and virtual platforms such as WebEx to work one on one with students. Virtual Counseling sessions will be governed by American School Counseling Association (ASCA) Ethical Guidelines and Kansas State Department of Education (KSDE) Distance Learning Guidance. Finally, programs that support at-risk populations, including those experiencing or who may be close to experiencing homelessness, will continue in a virtual, off-site environment. For example, Project Home, a collaborative effort involving the Shawnee Mission School District, local and county service providers, communities of faith and community

partners, will continue to meet and work with families virtually, with a goal of assisting those in unstable housing and/or currently experiencing homelessness. Finally, just like in a school setting, if a teacher/staff member feels that a student needs counseling and/or mental health services, the school counselor or social worker will be contacted according to the district plan.

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

Because SEL is a required KSDE standard, Social-Emotional lessons and discussions have already been an ongoing part of the classroom curriculum. As part of ongoing SEL lessons, online resources have been provided to students and families through online apps such as SeeSaw and Google Classroom. Moreover, many schools have already incorporated trauma-informed lessons and practices into their curriculum, so students are comfortable discussing and sharing these concepts and ideas. The imperative for counselors and social workers is to assist parents with feeling comfortable continuing these efforts and providing them with the tools and skills necessary to effectively do so. This can be done through various modes of communication, including virtual meetings, emails, and phone calls. Finally, in addition to resources, social workers will continue to engage students by reviewing and maintaining social, emotional and resiliency skills, supporting families with accessing community resources, and working with the school team to embed social emotional resources, activities, and information in the lessons that teachers will be providing to families.

Family Community Communication

How will you keep families informed?

1. The superintendent regularly will share important district-level information with the community.
2. Principals continue with school-wide parent emails and weekly newsletters, with details specific to each building.
3. Teachers connect with families through email, phone calls, and digital platforms, which have been used throughout the school year. Many teachers communicate with weekly newsletters.
4. Messages are reinforced using social media, the district website, and the district television channel.
5. Web pages on the district website have been created to provide resources and information.
6. As needed, the district engages local news media and community partners, including local school districts and county and city officials, in sharing key messaging.

7. Updates are provided at public Board of Education meetings twice a month. A recap of these updates and the details of the meetings are sent via direct email to all district employees and families and posted on the website and social media.

8. A print magazine will be mailed to more than 100,000 households in our community this spring including information about the post-closure plan and about resources available to families in our community.

9. Urgent news and time-sensitive information is shared with family members and staff members via email blast, phone call blast, and text push, for those who have signed up to receive alerts.

10. Email messages from the superintendent and school district are translated into Spanish and sent directly to those who have requested the translations.

11. Information and messaging is provided to district staff members who interface with families, so they can provide timely and accurate answers and details

How will you collect feedback from families?

1. Surveys - staff, students and parents.

2. ThoughtExchange - online dialogue platform.

3. Formal and Informal observations through the Spring of 2020.

4. Daily review of Ask the District and adcommun email accounts

5. On-going monitoring of comments and questions on district social media platforms

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

The district will design a program evaluation to support continuous improvement on our strategic plan objectives.

Data will be triangulated across sources, in order to ensure validity, and will be used to inform future surveys and questions.

Surveys will be translated into Spanish, in order to gather information from Spanish-speaking families

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

Teachers and school administrators will be in regular communication with students, using the means that is most effective with each student and family.

Counselors and social workers will be available to support the individual needs of students, as they arise.

The Help Desk will be available to support students who are having challenges with devices or connectivity.

District Communications Office

A) Communications will serve as an information station for all members of the community and as a liaison to connect them with needed resources and information.

B) Communications will highlight and amplify effective strategies and success stories to serve as examples and ideas.

C) Communications will continue to communicate about our goals and objectives so they are clear.

D) Communications will share information with the broader community so citizens have a better understanding of continuous learning and so they may provide appropriate and necessary support.

Other

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

1. Design a program evaluation to support continuous improvement on our strategic plan objectives.
2. Survey staff, students and parents on topics related to continuous learning.
3. Engage staff, students and parents in a Thought Exchange to gather information on experiences with continuous learning.
4. Conduct informal observations and gather information on implementation of continuous learning
5. Use fall-to-fall comparisons to measure academic and social-emotional wellness.
6. Report summary of results to the Board of Education during the 2020-2021 school year.

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.

1. Daily (Monday-Friday) free food distribution is being provided for all students ages 1-18 at 4 school locations in the district. Students and families are able to receive 2 meals per day. The first 2 days served over 1000 students each day. Centers for Disease Control (CDC) and Johnson County Department of Health and Environment (JCDHE) guidance was applied to ensure safe distribution of food at all sites while practicing social distancing.

2. School nurses partnered with the Johnson County Department of Health and Environment (JCDHE) to provide phone bank coverage through the Johnson County Health Department community call in lines. Nurses responded to health-related questions at high volume over several weeks at the start of school closures and county-wide mitigation strategies.

3. The Health Services Department partnered with JCDHE to collect and distribute school district personal protective equipment to local community partners in need. Partners include the District’s Priority One Health Center and Health Partnership Clinic as well as childcare provided within schools in partnership with the YMCA and Johnson County Park and Recreation District for health care providers. Community needs will be evaluated on an on-going basis with established partners.

4. School nurses worked with families to secure medicine from each school and established return procedures for students following guidance from JCDHE.

5. The Health Services Department has collaborated with the District Communications Team with respect to ongoing communication with the learning community emphasizing social distancing, personal safety, CDC Guidance, and ongoing COVID19 updates as they become available. This information is provided via the district website, social media channels, and direct-email announcements to the district community.

6. The Health Services Department has collaborated with JCDHE in developing District Meeting Guidelines as well as Building Access Protocols in communicating safe access to facilities for identified staff as needed through school closure. These documents help ensure all staff are aware and adhering to guidance provided by the JCDHE for personal safety.

7. It is the intent of the SMSD to continue to pay all hourly employees currently employed with the District, including, but not limited to paras, maintenance, and custodial employees, in accordance with House Substantiate for Senate Bill No. 142, and in accordance with all applicable state and federal employment laws and Board policies.

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