Application to Waive 2019-2020 Attendance Requirements

Date: April 7, 2020

School District Name Mission Valley USD 330

Superintendent name William J. Clark

Board President name: Clinton Lambotte

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?
   815.5 hours

3. How many hours are you requesting be waived from school term of 1,116 hours for the 2019-20 school year?
   301.5 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 7, 2020

School District Name Mission Valley USD 330

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 330 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 330 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 330 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 330 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 330 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 330 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 7, 2020

School District Name  Mission Valley  USD 330

Academic Support

Briefly describe the Professional Development plan for Continuous Learning.

USD 330 Mission Valley was on Spring Break the week of March 9th so preliminary meetings also occurred the week of March 16th. Following the announcement from Governor Kelly and Dr. Watson on March 15th regarding the closure of school building for 2-weeks we had our initial district level meetings utilizing our District Administrative Team and our District Internal Crisis Team on March 16th.

Since that time USD 330 Mission Valley staff has been meeting with content and grade level teachers with official training occurring the week of March 23rd. Over this time and continuing throughout the time of the continuous learning plan Building Level Administrators are meeting virtually multiple times per week with various groups (building leadership teams, specific content areas, and full staff). The Special Education department is meeting 1-2 times per week to address specific areas of need related to special education issues.

At the K-6 level specifically, weekly newsletters are sent to staff to keep updated on various professional development articles and activities available to them. The K-6 staff also will continue to have PLC meetings and an all staff meeting weekly with agendas to address the needs of the continuous learning plan. At the secondary 7-12 level building administration are and will continue to hold weekly staff meetings where they will review their plans, discuss any concerns, and to collaborate on what the feel is and is not working.

All required documents must be emailed as a single package to CLPlan@ksde.org by Wednesday, April 8, 2020.
The USD 330 Mission Valley Special Education Department will continue to meet one time per week with licensed staff members to provide information regarding Individual Continuous Learning Plans and to receive updates on any special education issues, policy changes, and recommendations. In addition to the weekly staff meetings there will be opportunities for individual or small group communication for any concerns that need to be addressed or for brainstorming meetings on strategies to meet the individual needs of students with special needs.

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

USD 330 Mission Valley followed the guidelines given in the Continuous Learning Plan provided by the task force. We sent out a survey to families which gathered information on access to technology at home, types of technology at home, quality of internet access at home, type of preferred learning for their child(ren), comfortability supporting learning at home, preferred method of communication, and educational supplies at home. Our total student enrollment is 438 and we received 240 responses with multiple families having more than one student enrolled. If we did not receive feedback from a family then administration and/or teachers made contact with the families. Of the replies it indicated that slightly less than 20% of our families reported having poor or no internet access. We contacted Mercury Wireless who have installed “hot spots” in our three communities where information can be downloaded and then taken back to the residence to be worked on.

Specifically at the K-6 level choice boards will continue to be provided to students/families as part of the continued learning plans. Paper copies of choice boards can be provided to any family requesting it, as well as, choice boards can be emailed and can be found on the district website. Families/students are contacted on a weekly basis either by phone or through technology. At the secondary 7-12 level teachers are using Google Classroom and/or Zoom meetings to provide the opportunity for continuous learning. Secondary teachers also are required to make weekly contact with their students. If the teacher is not able to make contact it is to be reported to building administration. At all levels, teachers will continue logging student contact and what activities are being worked on.
Special Service teachers have and will continue to work directly with families and students with special needs to ensure that they also have the opportunity for continued learning and are receiving support provided through their Individualized Continued Learning Plans.

USD 330 Mission Valley has in place a 1:1 initiative at the 7th-12th grade level utilizing Chromebooks so each student has a Chromebook to utilize. USD 330 Mission Valley also has provided any student who did not have a technology at home to support learning either a Chromebook for grades 3rd-6th or an Ipad for students PK-2nd grade. These were distributed when students were returned their supplies.

After the conclusion of each 2-weeks of Continuous Learning USD 330 Mission Valley will gather information from parents about how they feel the continuous learning plan is working for their child, any concerns they are having, the quality of technology and internet capabilities, etc.... This information will be examined and used to make adjustments as needed to ensure that continuous learning remains available for all students and that all students have access.

Will online learning be used?

USD 330 Mission Valley will utilize online learning as part of the continuous learning plan. As part of that plan, students will be provided with opportunities to both participate in "live" lessons, as well as pre-recorded or posted content to do at any time during the day. Our staff are using Zoom, Google Classroom, and Google Chat to house content and connect with students/parents. In some areas, students will also be given the opportunity to access learning such as Khan Academy, New2U, BrainPop, Freckle, etc...

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

Yes, tech support is available for families and teachers. We have 1 full-time IT staff member and a second person who can assist with tech support for Ipad for grades KG-2nd. Office hours and contact information has been sent out to families, as well as, being available on the district website. Helpful links and how-to videos have been provided to staff to assist them in learning and developing their technology skills. For families who do not have adequate access to technology or wish not to utilize technology, we will provide continuing learning opportunities in a format which will not require technology.

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

USD 330 Mission Valley surveyed families regarding access to devices and the internet with an online survey. For those who did not respond we had staff call each family to further
identify the needs of our families. We identified that slightly less that 20% of our families reported to have no or poor internet.

USD 330 Mission Valley has in place a 1:1 initiative at the 7th-12th grade level utilizing Chromebooks so each student has a Chromebook to utilize. The district also has provided any student who did not have technology at home to support learning either a Chromebook for grades 3rd-6th or an Ipad for students PK-2nd grade. These were distributed when students returned their supplies. In order to increase reliable internet access we have worked with Mercury Wireless to install additional wireless hotspots in our three communities (Eskridge, Harveyville, and Dover). As a rural school district we have some students that due to the location of their homes have a tough time receiving internet services so we are working with them to provide wireless hotspots at their residences.

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

Our special education teachers and Title 1 teacher collaborate with our general education teachers to ensure that the needs of ALL of our students are being met by having access to the materials and make accommodations and providing support. Special Education teachers will create ICLP’s (Individualized Continuous Learning Plans) to address the specific individual needs of students who are identified with disabilities, as well as, students who received Gifted Services. Special Education staff will support students as they participate with their general education peers in on-line learning and packet learning opportunities, and will also provide continuous learning opportunities in small-group or individual sessions. Related service personnel (OT, PT, Social Work, and Speech-Language) will work with families and students to meet their needs to the best of our ability through the ICLP.

Our Title 1 teacher will continue to communicate directly with families and students. We have already started providing lessons and material packets for students requiring Title 1 Reading services. As with the general education teachers, the Title 1 teacher will also be required to document contact with parents and students, and if necessary, report to the building administrator if contact is unable to be completed.

USD 330 Mission Valley does not currently have any students who receive ELL support or who are considered Migrants.

How will teachers check-in with students?

Each teacher will establish a schedule which identifies contact time with students and their available “office hours”. Teachers will provide their contact information (email addresses)
for parents, as well as, parents can contact the school to notify the teachers of needed assistance or questions. Teacher email addresses can also be found on the district website. Teachers will provide feedback to learning by either communicating directly with the students or through conversations with parents.

Documentation logs have been created for teachers and support staff to use to record their contact with students and parents. Information has been sent out to students and families by our counseling department identifying their contact information if additional support is needed not only for academic support but also for social-emotional support.

The counseling department has also made available to all students & parents forms that can be completed and submitted electronically if there is a need for social-emotional support. These forms are found on the district website.

At the K-6 grade level all teachers will continue to be expected to have weekly class meetings through a technological platform and make individual contact with students and/or parents on a weekly basis. At the secondary 7-12 grade level teachers will hold weekly class meetings. Students and parents shall be provided information on the “office hours” of each teacher and ways to be contacted. During weekly staff meetings the administration and teachers will review any students who have not been able to be contacted and strategize plans to contact that student and/or family.

Describe your plans for continued Career and Technical Education.

Each of our Career and Technical Education programs has a plan to continue instruction through the use of assignments delivered via Google Classroom and video conferencing. These assignments will help the students to demonstrate their achievements of the required competencies and allow the students to complete the classes needed for pathway success.

All programs will focus on prioritizing the outcomes and give students options to demonstrate the required skills. Real-world application and work based learning options are available, as well as links to online demonstrations and coursework. Teachers will give feedback and evaluate students progress through the remainder of the semester.

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

Through USD 330 Board of Education action on March 20, 2020 it was approved to reduce the graduation requirements from (25) to minimum Kansas State Department of Education requirements (21). Our administrative team, counselors and staff will work closely with students and parents to ensure they remain on track for graduation. Any student at-risk of
not graduating will be given every opportunity to earn the required credits to graduate. Building administration and guidance counselors will work directly with students and families to ensure that their opportunity to graduate is not impacted by the change of the educational environment. Students who may need credit recovery will also be able to utilize Edgenuity.

Social and Emotional Supports

How will you utilize counselors and social workers?

Our social worker and counselor participated in the communication efforts with our students, families, and staff regarding various resources available in our communities and through the school making sure to follow current HIPPA/FERPA guidelines. They provided direct communication for those students and families most likely in need of services and support. Social-emotional support will be available to students, families, and school staff upon request. Our social worker and counselor also will continue to make frequent contact with those students and families who we believe fall into the highest category of needing assistance. Students who have an IEP or 504 plan where social work services are identified as a service will continue to receive those services if desired by the family.

Services will be provided through virtual technology, phone calls, etc. We will also stay connected and maintain communication with Crosswinds Family Wellness and Counseling, and Family Service and Guidance in communicating the needs of students and families in the district which they serve.

The counseling department has also made available to all students & parents forms that can be completed and submitted electronically if there is a need for social-emotional support. These forms are found on the district website. http://www.mv330.org/request-for-support-form

How will you support students' social-emotional needs?

USD 330 Mission Valley staff will provide consistency in daily school routines and use appropriate student-family-school building communication and relational practices. Staff who notice any social-emotional concerning behaviors in students will report it immediately to the building administrator and counseling staff. Staff will demonstrate an understanding in the different needs that our families have and respond to each student and their family's needs on an individual basis. It is the goal of USD 330 Mission Valley not to place any additional or undue stress on our students and families.
In addition the contacting counseling department staff directly or by completing the Request of Support form that can be accessed via our district website the counseling department has also provided a list of various support agencies and hotlines that may also be accessed. These Well-Being Resources can be found at [https://docs.google.com/document/d/1TfrAUjq0rxJ-d1ydwoiCM8p1_lliwdZ_9qRIDhzwqE/edit](https://docs.google.com/document/d/1TfrAUjq0rxJ-d1ydwoiCM8p1_lliwdZ_9qRIDhzwqE/edit)

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

USD 330 Mission Valley staff will provide students and families with consistent communication, as well as guidance and support in talking with their child(ren) about COVID-19. Information will be periodically sent to parents and students regarding the COVID-19 situation and recommendations for coping with the various changes it has brought.

When planning and responding to the needs of our students and families USD 330 Mission Valley staff will make decisions based off the individual needs of each person supported. For teachers who believe support is needed for a student and/or family they will contact their building administrator of the counseling department.

USD 330 Mission Valley also has establish the Free Meal Program for any child Ages 1-18, as well as, student over the age of 18 who still attend school in the Special Education Age 18-21 program.

**Family Community Communication**

How will you keep families informed?

We had our first meetings beginning on March 16th and over the next 2 weeks our staff continued to meet to discuss plans at the building levels. Throughout this process we have and will continue updating students, families, and community members through various methods, as well as, public access to Board of Education meetings.

The building principals will schedule virtual meetings every 2 weeks throughout the remainder of the schoolyear that will be offered for families participate in. Teachers will be in contact with parents and can also provide support information to parents as needed. During PCL time at the building level the teachers will be able to discuss any student concerns and ensure that these concerns get to the right person.
Out 7-12 Guidance Counselor and Social Worker will continue to check-in with students deemed "high risk".

Communication with families will occur using some or all of the following methods: Direct contact via phone, email, and/or virtual platforms. Using our group messaging system: Apptegy (email, text notification, Facebook, Twitter, Push Notifications, etc...)

Information can also be found on our district website www.mv330.org

How will you collect feedback from families?

USD 330 Mission Valley has utilized surveys to gather feedback from families. The surveys were created using resources from the Kansas State Department of Education, and Greenbush Educational Service Center. The information that we gathered was used to develop our continuous learning plans to meet the needs of our students and families. Additional surveys will be sent out to gather information on the effectiveness of the plan implementation and to continue gather information regarding the needs of the Viking students and families.

During the remainder of the year parents will have the opportunity to provide feedback to teachers during 1:1 meetings with them as teachers "check-in" with parents. Parents can also ask questions or voice concerns during the virtual parent meetings that will be held with building administration. At any time parents may also call or email district and building administration questions or concerns.

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

The feedback that we received on our initial surveys were reviewed by our administration teams and we responded to any family who identified a need that we felt would be a barrier to participating in the continuous learning plan. Parents who directly contacted our administration were responded to quickly to provide answers to their questions or to address their concerns. We will continue to offer parents and patrons to contact staff with any questions or concerns that they might have.

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

It is the goal of USD 330 Mission Valley that every student participate in the Continuous Learning Plan to their fullest extent with the understanding that we must not place any additional undue hardship and our students and families. The focus on activities will be enrichment and activity based learning that is comfortable for parent(s) and students alike. USD 330 Mission Valley staff will identify "office hours" that they will be available to assist students and parents.
When parents express a need for support or have a question then it will be acted upon in a timely manner. USD 330 Mission Valley will make every effort to handle parent/student concerns with dignity, respect, and grace.

Other

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

We will continue to survey our stakeholders and will use the survey data to continually update and improve our content delivery and communication.

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.

USD 330 Mission Valley will continue to adhere to policies, procedures, and recommendations from the Wabaunsee County Health Department, Kansas State Department of Health & Environment, and the Center for Disease Control. USD 330 Mission Valley participates in weekly meetings with Wabaunsee County Emergency Management, as well as, had direct lines of communication with various county officials.

Please print this document and sign.

Please direct questions to the following:
Plan for Continuous Learning: mmiller@ksde.org