

**Application of Waiver of  
Kentucky Administrative Regulation  
Kentucky Board of Education**



**School District:** Hardin County

As superintendent of the named school district, I am requesting a waiver under [KRS 156.160\(2\)\(a\)](#) of Section 1, subsections (1) and (4) of [702 KAR 7:125](#) promulgated by the Kentucky Board of Education related to Pupil Attendance. The waiver(s) is requested in order to allow for attendance-based virtual learning that might remove barriers that exist to improve learning.

These waiver requests were reviewed and approved at a meeting of my district's Board of Education on:

The approval is contained in the board minutes that are available for review at the district's central office. The original copy of this request is also available at the district's central office.

I understand that this waiver request is subject to the review and approval of the Kentucky Board of Education (KBE). I further understand that if the KBE approves the waiver request specifically detailed herein, this application and its contents shall become a binding memorandum of understanding (MOU) entered into by and between the named school district and the Kentucky Department of Education (KDE) and both parties will be bound by the terms, conditions, agreements and assurances contained in this document and any attachments thereto. By signing below, the Superintendent and Board Chair represents that they have fully reviewed the contents of this document and agree to be bound by all terms, conditions, agreements, and assurances contained herein if approved by the KBE.

By signing below, the Superintendent and Board Chair affirmatively state that all information contained herein is true and correct to the best of their information and belief, and that they possess authority to bind the school district to this application and MOU

**Superintendent Signature**

Greg Sutton

**Print Name of Primary Point of Contact**

**Local Board Chair Signature**

2707698808; greg.sutton@hardin.kyschools.edu

**Point of Contact Phone and Email**

**Today's Date**

**This waiver request is only for the specific Section(s) named above. This request does not seek a waiver of any other Kentucky Administrative Regulation or of federal law.**

**702 KAR 7:125 Section 1(4) states:**

Pupils shall be physically present in the school to be counted in attendance except under the following conditions:

*The district is requesting a waiver of this language to include in the definition of "the school" to include a public virtual school, program, or academy, established by a Kentucky Public School District, where*

instruction occurs using digital platforms, technologies, with continued access to certified teachers. Where each student is assigned full-time to the virtual school, program, or academy and there are teachers and other staff assigned to support and provide instruction (via the annual superintendent assurance regarding the Kentucky Digital Learning Guidelines). The virtual learning experience design shall allow for the monitoring of each student's interactions and engagement online, allows for synchronous (or live) visual and verbal interactions and the review of student work and completion of assignments in both real-time and on-demand (asynchronous interactions).

**702 KAR 7:125 Section 1(1) states:**

Daily attendance of pupils in elementary schools shall be determined by taking attendance one (1) time each day prior to the start of instruction and maintaining a pupil entry and exit log at each school.

*The district is requesting that for any elementary school pupil that is enrolled full-time in a public virtual school, program, or academy daily attendance shall be determined by taking attendance twice a day: once at the beginning of instruction and once more in the second half of the school day (to account for full day or partial day funding mechanisms).*

### **Virtual School, Program or Academy Information**

**Which best describes the virtual school, academy or program the district will operate as a result of the waivers described above? ([See school classifications](#))**

☐ **School**

**A1 with separate principal and SBDM council** (A school under administrative control of a principal or head teacher and eligible to establish a School-Based Decision Making Council. An A1 school is not a program operated by, or as a part of, another school.)

☒ **Program**

**A full-time program, typically an A5 classified program, where the students' primary enrollment resides. An A5 program may also be used as a secondary enrollment for students in some cases.**

*(District-operated alternative program with no definable attendance boundaries designed to remediate academic performance, improve behavior, or provide an enhanced learning experience)*

☐ **Academy**

**A "school within a school" model enabling students to be scheduled in a full-time virtual course load while retaining enrollment in their A1 school. (students are in a separate calendar within their A1 school)**

**What grade levels will your virtual school, academy or program serve as a result of the waiver described above?**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Kindergarten | <input checked="" type="checkbox"/> 1st Grade | <input checked="" type="checkbox"/> 2nd Grade | <input checked="" type="checkbox"/> 3rd Grade |
| <input checked="" type="checkbox"/> 4th Grade    | <input checked="" type="checkbox"/> 5th Grade | <input type="checkbox"/> 6th Grade            | <input type="checkbox"/> 7th Grade            |
| <input type="checkbox"/> 8th Grade               | <input type="checkbox"/> 9th Grade            | <input type="checkbox"/> 10th Grade           | <input type="checkbox"/> 11th Grade           |
| <input type="checkbox"/> 12th Grade              |   |   |   |

**In Appendix A** please detail, based on your selection above, how instruction will be delivered for students in the program, including, but not limited to descriptions of digital platforms, staff deployment



and collection of evidence of work and outcomes.

## District Assurances

The district assures that:

1. Performance-Based virtual students included in the exception set forth at 702 KAR 7:125(1)(4)(g) shall not be covered by this waiver. The district shall continue to count Performance-Based virtual students in pupil attendance subject to all provisions of 702 KAR 7:125.
2. Attendance shall be tracked by a certified teacher at a course level for virtual middle and high school students covered by this waiver. Each course shall have attendance stored in the student information system attendance tables following KDE guidance. Attendance shall be tracked by a certified teacher at least two times each school day for fully virtual elementary school students with checks three hours apart. Each course shall have attendance stored in the student information system attendance tables following KDE guidance. These courses shall not be set up as virtual/performance-based courses.
3. Attendance clerks or other assigned district personnel shall reconcile attendance for each course/period to ensure proper codes are entered for absent students. Attendance events shall continue to be entered at the office level (i.e. Dr. Excuses/parent excuses). District understands and agrees that attendance information provided shall be subject to audit by KDE.
4. All truancy laws shall be followed for virtual students. District shall develop and implement policies to address virtual attendance absences, including the attendance status of students with an internet outage and the process to return students to in-person instruction for truancy violations, in addition to legal action which may be required by KRS 159.150, 159.180, and other applicable truancy laws.
5. Only students whose families have requested to be enrolled in the virtual school, program, or academy are included under this waiver, accompanied by school and district approved documentation resulting from locally adopted policies for enrollment. No student shall be involuntarily placed in the virtual school, program, or academy. No student shall be placed in the virtual school, program, or academy solely due to disciplinary reasons. The Admissions and Release Committee (ARC) of any student with an Individual Education Program (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA) shall document the students enrollment in the virtual school, program, or academy in the ARC Conference Summary.
6. All students shall be full-time enrolled in the virtual school, program, or academy.
7. Only students with determined appropriate digital access and support beyond the school campus shall be candidates for enrollment in the virtual school, program, or academy. The district shall establish and implement an application and on-boarding process to ensure students and families understand the expectations for full-time enrollment in a virtual school, program, or academy and a determination of candidacy. The district shall ensure all students enrolled in virtual school, program, or academy have appropriate digital access to fully participate in and access the virtual program.
8. The virtual school, program, or academy shall have teachers and other staff assigned to support and provide instruction aligned to the grade-level expectations established in the *Kentucky Academic Standards (KAS)*, including the selection, vetting, and usage of high-quality instructional resources aligned to the *KAS* and grade-level appropriate work. The use of standards-aligned high-quality instructional resources and curriculum is also assured via the annual



superintendent assurance regarding the [Kentucky Digital Learning Guidelines](#). District shall maintain evidence of having systemic formative assessment processes in place to: (1) accurately measure student progress on grade-level standards for students enrolled in a virtual school, program, or academy; and (2) support students enrolled in the virtual school, program, or academy needing accelerated learning on grade-level standards within Tier 1 universal instruction as well as those students who need more targeted Tier 2 and Tier 3 interventions and supports.

9. The virtual school, program, or academy shall implement synchronous (real-time or live) strategies and digital platforms for two-way student to teacher visual and verbal interactions. Additionally the virtual school, program, or academy shall utilize a learning management system (LMS) or other digital platforms that allows teachers to monitor student's progress, interactions and engagement with the teacher and other students online for the review of student work and completion of assignments in both real-time and on-demand (asynchronous interactions). District understands and that frequent live, regularly-scheduled contact with a Kentucky certified teacher is suggested to produce more effective results and assures that the virtual school, program, or academy implemented pursuant to waivers contained herein will prioritize frequent live, regularly-scheduled contact with a Kentucky certified teacher.
10. The district shall fully comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and all applicable laws and regulations for the education of students with disabilities. District shall fully implement accommodations and Individual Education Programs (IEP) for students with disabilities enrolled in a virtual school, program, or academy. District shall ensure that all Section 504 Teams and Admissions and Release Committees (ARC) were involved in determining how all special education, related services, and accommodations will be implemented for students with disabilities in the virtual setting.
11. The district shall ensure a system of high-quality professional learning on the high-quality instructional resources and on evidence-based instructional practices for virtual learning.
12. Fully virtual students shall be assigned a schedule that aligns with the standard day of in-person students. Virtual student schedules shall adhere to the standard day and hour requirements set forth at KRS 158.070.
13. District shall document all fully virtual students as non-transported for transportation funding purposes.
14. District understands that meals provided to students in a non-congregate setting for school year 2021-2022 are not eligible to receive reimbursement from the United States Department of Agriculture under the USDA School Meal Programs, absent approved USDA waivers. District shall review and consider how this may impact students enrolled in a virtual school, program, or academy pursuant to this waiver.
15. District understands that pursuant to KRS 156.010, the Commissioner of Education has authority for monitoring the management of school districts, including administration and finance, implementation of state and federal laws and regulations, and student performance. District understands that KRS 156.210 provides the Commissioner of Education with access to the papers, books and records of all teachers, superintendents, or other public-school officials. District hereby agrees that such authority specifically extends to all aspects of its operation of a virtual school, program, or academy pursuant to this waiver request and MOU. District hereby agrees that it shall ensure full and timely cooperation during any program review or audit of any aspect of its operation of a virtual school, program, or academy pursuant to this waiver request and MOU.

## Appendix A - Plan Narrative

Please see attached virtual school document.

### Duration

If approved by the KBE and signed by the Commissioner of Education or authorized designee, this MOU shall be effective beginning July 1, 2021 and shall continue in effect until June 30, 2022 or termination as provided herein, whichever occurs first.

### Termination

Pursuant to KRS 156.160(2)(c), this MOU shall be subject to termination upon a determination by the Kentucky Board of Education that the school district has subsequently failed to meet the intent of the waiver and assurances contained herein. The parties agree that such a determination by the Kentucky Board of Education shall be final and binding on the parties hereto.

Commissioner of Education or Designee  
Kentucky Department of Education

Date



# Hardin County Virtual School Information

## Elementary

HCS will offer Virtual School for grades K-5 during the 2022-23 School Year using the online Pathblazers program.

Parents requesting for their child/children to attend the HCS Elementary Virtual School must do the following:

1. Complete a Virtual School **APPLICATION** found at <https://bit.ly/HCVSElem22-23>. As a part of this application process, a committee will review each application. The committee will review student behavior, transcripts/report card, attendance (participation), previous success in online platforms, and I-Ready/K-PREPscores.
2. If the student application is accepted, the student and a parent/guardian must come in person to enroll.
3. Each parent/guardian must sign a **Memorandum of Agreement /Contract** which outlines the expectations of the program. (Please refer to the student expectations and Memorandum of Agreement below)
4. Once the student is accepted and enrolls in a Virtual School, they are no longer considered to be a student of the school where they reside in the district. The Virtual School will NOT have extra curricular activities or sports. Virtual School students will NOT be allowed to participate in activities at their districted school.
5. Students will complete their classes through an online program/platform, which could take several hours a day. The HCS Virtual School teacher will ALSO provide live instruction daily for approximately 1 hour. Both live instruction and online coursework are mandatory daily. This will serve to meet academic, social, and emotional needs of these younger students.
6. Additional tutoring opportunities will be available by appointment.
7. Participation for students who are eligible for IDEA services will be determined by the ARC to ensure student needs are able to be met in a virtual format.
8. Specially designed instruction for students with disabilities may be provided in brief live sessions with a special education teacher/service provider as determined by the ARC. Students will be expected to participate in scheduled sessions.

## Memorandum of Agreement / Contract

**HCS Virtual School students must commit to the following:**

- Ensuring access to a working device (Chromebook, laptop, desktop) and strong, reliable internet for the duration of time enrolled in HCS Virtual School. *Devices are **not** provided by the virtual school.*
- Parent/Guardian will serve as an important partner in their students' learning, therefore they will commit to an in-person technology training session prior to the start of the school year. This will be completed at either open house or during an individual intake session.
- Completing all assignments and tasks independently without copying the work of others or having others do their work---all work submitted must be of the student's own creation.
- **ELEMENTARY ONLY:** Daily attendance is required for this program. Students are required to do coursework online and attend live teaching on a schedule 5 days a week. Students may be marked

absent for missing live teaching or not completing coursework online. Attendance and truancy laws and policies are applicable to this program.

- Students will be expected to come in person for assessments (I-Ready Diagnostic, Kentucky Summative Assessments) as much as once a trimester throughout the year.
- Complying with the Virtual School teacher for task completion on assignments, quizzes, and assessments.
- Maintaining passing grades at all times; stay at or ahead of the pace of assigned material.
- Spending extra time on completing tasks/assignments if starting the program after the beginning of the school year; this is necessary to complete all required work prior to the end of the nine weeks period.
- Maintaining an appropriate, respectful tone with Virtual School teachers and staff at all times both verbally and in written form.
- Students/Families will communicate with the Virtual School teachers and staff through HCS Email and Direct Phone calls.
- Complying with any other directions or guidelines communicated by the Virtual School teachers and staff.
- Any change of residence, phone contact information, e-mail address, etc. must be communicated to the Virtual School immediately.
- Students who receive IDEA services must participate in sessions with a special education teacher and/or service provider on a set schedule. The platform, length and frequency of these sessions shall be determined by the ARC.
- Students may transition back to their district home school at the end of a quarter or trimester. Once they choose to leave the Virtual School they will not be allowed to return during the calendar school year.

**Removal from Hardin County Virtual School may occur for the following reasons:**

- Inappropriate conduct or communication through the virtual programs may be grounds for dismissal from Virtual School, and/or may result in disciplinary action consistent with the HCS Code of Conduct
- Students must maintain a passing grade in all courses and attend required meets daily. A 30-day trial period will be implemented for each new student in the program. As long as they are completing all necessary requirements, progress will then be monitored at the end of each quarter or trimester. However, if students are not making adequate progress or attending daily meets after the initial 30-day trial period or at any time during the school year, they may be dismissed from the program.

I, \_\_\_\_\_, understand the requirements to remain in the Hardin County Virtual School, and am fully committed to meeting the expectations that have been clearly stated in this document. My signature below indicates I understand all the stipulations in this document, and that I will exercise the discipline to complete every course in which I am enrolled.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name