

**“Non-Traditional Instruction”
Application per KRS 158.070**

District

Date

DEFINITIONS:

Blended Learning

A formal education program in which a student learns at least in part through online delivery of content and instruction with some element of student control over time, place, path or pace. While still attending a “brick-and-mortar” school structure, face-to-face classroom methods are combined with computer-mediated activities.

Innovation

A new or creative alternative approach to existing instructional and administrative practices intended to improve student learning and student performance of all students.

Learning Management System

A learning management system (LMS) is a software application or Web-based technology used to plan, implement, and assess a specific learning process.

Student Attendance Day

Means any day that students are scheduled to be at school to receive instruction, and encompasses the designated start and dismissal time.

NOTE: Expand the text boxes as necessary.

1. Please describe your overall approach to combating lost instruction on adverse weather or other emergency days? How have you involved all stakeholders in planning for this approach?

Corbin Independent Schools provides its own Blackboard service, providing teachers with a web-based comprehensive learning management system. Teachers are able to develop their own curriculum which is aligned with their daily content. This service is connected directly to college/career readiness skills for students as well, being the most widely used LMS system with all major colleges and universities.

The system allows teachers to monitor time on the system, and has its own gradebook with a comprehensive system of tests and assessments which can be developed by the teachers to individualize student learning.

The benefit of having Blackboard is that it is available on a 24 hour basis, can serve as a supplemental resource, or provide enrichment/remediation controlled by each school’s teacher.

The service also provides web conferencing so a teacher can hold a formal class online and record sessions for access later.

This project has included all administrators, teachers and board members as stakeholders.

2. What evidence of capacity and previous experiences with non-traditional environments does the district have?

The Corbin Independent School District was one of the first districts in southeastern Kentucky to implement alternative strategies for students. It provides an alternative program for non-behavior students (needing individualized programs due to numerous home-life situations), along with a KECSAC/DJJ court-adjudicated day treatment center for youth.

The school district has also worked with a regional hospital for years, providing home/hospital services for students from over six counties. This experience has allowed the district to develop educational programs that assist with various learning styles and situations due to the length of stay, severity, and various school district schedules (semester, trimester, block, regular schedule, etc.).

3. What learning management system will the district use to manage the non-traditional program? What features does this system possess that can track student participation and measures of learning? Include in your description how the district is following the new Digital Guidelines from KDE. What other digital platforms, applications or tools will the district use to ensure learning is taking place on non-traditional student attendance days?

Blackboard is the learning management system that will be used with this proposal. The system is able to track student participation through time signatures as well as work completed, which includes every aspect of course implementation and assessment as designed through the school district and teacher.

In relation to meeting KDE's Digital Guidelines, the Corbin Independent School District utilizes the following:

- Blackboard training and endorsement from each highly qualified teacher using the system;
- Student performance and mastery of content is monitored by the highly qualified teacher overseeing content;
- All students utilizing Blackboard have access to highly qualified teachers who have masters in the course fields taught;
- Student learning experiences are personalized, providing individualized diagnostic data which is tailored for learning styles and needs; and
- Teaching practices are based upon the Professional Growth and Effectiveness System, mirroring effective learning experiences taught in the classroom.

Blackboard, being a comprehensive platform for teachers to use, allows other digital applications to be incorporated. Such applications include APEX Learning and My Skills Tutor (for Tier III remediation). Infinite Campus can be incorporated as well through Blackboard.

4. Please describe in detail the process the district will use on non-traditional student attendance days. Please include how you will account for all students' access to on-line resources and how you will provide equitable instructional materials for those students that do not have access to the internet? Include how community partners will be engaged

and any opportunities that will exist at community locations or if the district will open schools to provide access.

On non-traditional days, the Corbin Independent School District will notify students through its own callout, text and email system that the day will be utilized as a non-traditional day (or “L” day). Additional announcements will be made available through local cable and radio outlets.

Accounting for on-line access by the students is measured through their logins and work completed. Blackboard and all associated instructional programs provide time signatures for their participation. In addition, their work completed can be monitored by the teachers in charge at any time.

In relation to providing equitable instructional materials for students that do not have access to the internet, printed packets of course work will be provided ahead of schedule to students, allowing them alternative forms and methods to access and complete assignments. Another outlet for students without internet to receive content is through the school’s local television and radio station.

Community partners include local media outlets, helping to promote and broadcast information for the school district. In addition, the Corbin Family Resource and Youth Services Centers provide linkages with many families that need assistance with resources such as this type of project, and will help to coordinate alternative outlets described above.

The Corbin Independent School District prides itself in being a community school system, and offers its buildings when school is not in session and after hours for students and families, providing extra learning opportunities.

5. Please explain the professional learning plan you will be implementing to ensure certified staff have the knowledge and capacity they need to provide quality blended instruction to students. Also describe how you will incorporate CIITS and any additional technology platforms teachers may use.

Professional development programs have been provided for certified staff the past two years with Blackboard implementation. Along with professional development through Blackboard staff and webinars offered, the Corbin Independent School District provides local staff proficient in Blackboard to train beginning teachers.

Professional development is offered at a minimum of twice a year in formal training sessions, but is also available as needed for staff to request.

Incorporation of CIITS provides statewide and standards-based instruction with lesson plans and scheduler that compliments the online-delivery features of Blackboard. In addition, Blackboard lessons and other activities can be exported to other programs as well through Word and Excel formats, allowing cross platform use.

6. Please describe the deployment of certified and classified school staff on non-traditional student attendance days. In what ways will certified and classified school staff complete their contractual obligations on these days (access the learning management system from home, serving as facilitator at school or community access points, serving as a phone facilitator). Please include a visual representation (e.g. chart, spreadsheet)

The Blackboard system allows administrators to monitor and document all work of both certified and classified staff. Through time signature logins and participation information, staff time can be determined. The system also provides for any enhanced documentation, such as recorded lessons from non-traditional student attendance days in relation to web conferencing and blogging sessions with classes.

The school district currently documents professional development time for staff to obtain certain required training in areas such as bloodborne pathogens, confidentiality, etc. This system has been extremely efficient for employees being hired throughout the school year when regularly scheduled group professional development has been missed. This process of professional development has been modeled through the current PD being provided through Eastern Kentucky University.

A paper timesheet can also be made available to staff as needed to document their time for their administrators.

Please refer to the following process to document the deployment and documentation of both certified and classified staff for working non-traditional student attendance days:

1. Provide training and orientation for staff to participate in non-traditional student attendance days.
2. All participating staff will receive notification in relation to being able to participate in non-traditional student attendance days.
3. Any non-participating staff members will be required to complete their contracted days through an approved alternative calendar.
4. On "L" (non-traditional student attendance) days, trained staff members will provide instructional services to students.
5. Documentation of provided learning services will be provided through Blackboard documentation (time signatures, recorded sessions, completion and grading of assignments).
6. For alternate documentation, a timesheet may be used (also documenting work performed and samples).

7. Please describe the process the district will use to collect information on participation, what outcomes are expected and how those outcomes will be assessed on non-traditional student attendance days?

The collection of information and participation will be reviewed as separate classes through Blackboard as well as through a separate export into Excel, which can then be collected into a comprehensive spreadsheet for the district. Principals at each building will then tally the information collected, documenting both student and staff participation.

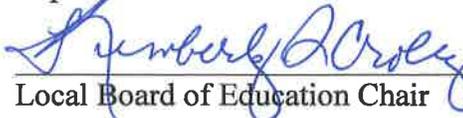
The Blackboard system contains a comprehensive grade center (also allowing export features) which can be used to not only collect information on participation, but also measure performance.

Outcomes that are expected include the following with the assessment tool:

Outcome(s)	Assessment Tool(s)
Students will be able to continue their coursework through the Blackboard Learning Management System.	Grade Center and other assignment modules contained within Blackboard.
Student work will reflect quality learning activities.	Assignments conducted through Blackboard with time signatures.
Contracted staff participants in non-traditional attendance days will be documented through the Blackboard system.	Blackboard system login/logout time, grading of student work completed, recorded sessions and other documentation (actual timesheet with description of work performed, if needed).

We certify that this application was reviewed and approved by the Corbin Board of Education at a regular meeting of the Board on July 10th, 2014.


Superintendent _____ Date 7/10/2014


Local Board of Education Chair _____ Date 7/10/2014

Terry Holliday, Commissioner of Education _____ Date

Please download this application and return completed form, including required signatures (scan completed document as a PDF file) to david.cook@education.ky.gov or mail it to:

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