

**Non-Traditional Instruction Program
Application for Districts New to the Program
2015-2016**

KRS 158.070 Section 9:

Notwithstanding any other statute, each school term shall include no less than the equivalent of the student instructional year in subsection (1)(d) of this section, except that the commissioner of education may grant up to the equivalent of ten (10) student attendance days for school districts that have an alternative instruction plan approved by the commissioner of education for the use of alternative methods of instruction, including virtual learning, on days when the school district is closed for health or safety reasons, on nontraditional days, or on nontraditional time. The district's plan shall demonstrate how teaching and learning in the district will not be negatively impacted. Average daily attendance for purposes of Support Education Excellence in Kentucky program funding during the student attendance days granted shall be calculated in compliance with administrative regulations promulgated by the Kentucky Board of Education.

District	<input type="text" value="Green County"/>
Date	<input type="text" value="April 22, 2015"/>

Please complete the following questions as completely as possible. Expand the text boxes as necessary. Definitions can be found at the end of the question section.

1. a. Briefly describe the district's plan to combat lost instruction and learning loss on adverse weather or other emergency days.

For the 2015-16 school year, the Green County School District plans to continue to implement blended learning using learning management systems currently in place along with other digital and/or print resources, to enable our instruction to continue whether students are in school or at home due to school closings. Each day will be identified as a "Gold Day." Green County schools will offer blended learning instructional opportunities by offering work online and also providing each student the opportunity and assistance to download assignments onto jump drives prior to implementing a Gold Day. On-line assignments may also be printed and put into folders for students to take home; therefore, all students could complete their snow day assignments either on-line, as downloaded documents, or by paper/pencil. The Gold Day instruction will help to continue content knowledge and skill development while students experience unavoidable time away from their classrooms. Each school in the district will develop a specific plan in the fall of 2015 for learning on days the non-traditional instruction plan is in effect.

- b. How were stakeholders (students, teachers, administrators, parents, community members, etc.) involved in the development of the district's Non-Traditional Instruction plan?

All of the certified staff along with the district administrators responded to a short survey on the development of the non-traditional instructional application. 90.12% of the staff was in favor of pursuing non-traditional instruction days while 9.88% of the district staff was not in favor of the application. Some of the staff provided written feedback of their support or concerns of implementing this plan. District administrators also held a meeting to discuss support, ideas and review the application. The majority of district stakeholders are in favor of implementing non-traditional instruction days.

2. What previous experience does the district have with non-traditional learning, either with blended, digital, or other non-traditional methods? Briefly express the evidence of the district's capacity to execute a successful plan.

In the Green County Schools, we have many teachers who use CIITS, Google Docs/Classroom, Edmodo, and various learning management applications in their classrooms in order to communicate and keep students continuously connected and engaged. The Success Academy in Green County, a credit recovery program, is a non-traditional environment for students. Students take on-line courses in APEX but also have the option to complete career and technical courses. Students are successful in completing on-line courses at the Success Academy. Several Green County High School students take on-line AP courses with successful completion. All of our schools incorporate learning management systems as instructional tools which is commonplace during a traditional day for our students. Our district intends to improve and refine blended instructional strategies in all classrooms with further professional learning from the Kid-Friendly/RTTT grant support as well as various resources. Gold Days will be a continuation of instruction already provided to our students.

Teachers have several digital resources that have been used throughout the district. These include but are not limited to:

- CIITS
- Edmodo
- Google Docs/Classroom
- Khan Academy
- MobyMax
- APEX
- Schoology
- Study Island
- Writestepswriting

3. a. What method will the district use to deliver instruction on Non-Traditional Instruction days?

Professional learning will continue to enhance the level of growth of the teachers across the district to incorporate blended learning all during the school year. Teachers will be expected to assign at least one on-line lesson per week beginning with the 2015-16 school year. Therefore, teachers and students will have appropriate skills to manage learning from home during bad weather or emergency days. Since all schools have access to learning management systems, teachers will prepare assignments during the fall for non-traditional instruction days using a system selected by each school. The student assignments will focus on enduring skills that can be reinforced anytime during the months of January, February, and March. Students will have options for accessing and completing work assigned on non-traditional instructional days. Most students will complete work at home, accessing assignments through an on-line management system or from downloadable documents. For students without on-line access at home, they may complete the same on-line assignments but provided in paper form.

- b. If the method is digitally-based, is there a specific learning management system (Edmodo, Blackboard, etc.) that the district will use? What other digital applications and tools will be implemented?

Each school in the Green County District utilizes various learning management systems. All teachers in this district have been trained to use Edmodo, CIITS, and various systems. Some classroom teachers utilize Edmodo on a regular basis to make student assignments or as a form of communication with students and families. The high school faculty has made Google Docs/Classroom their main learning management system. The teachers in Green County commonly use CIITS, Study Island, MobyMax, Khan Academy, Google Drive, along with various other systems specific to certain grade levels. Teachers and students in our district have access to APEX as well.

- c. If the method is not digitally-based, please describe the instructional process.

On-line assignments will be provided as hard copies and will be designed according to common core standards, daily learning targets, and district pacing guides. Students will focus their instructional time on completing tasks based on enduring skills identified by teachers. The paper versions will be given to students during the first week of December of the current school year. The paper assignments will include a minimum of five day assignments and a maximum of ten days. Students will work on reading, math, science, social studies, college/career readiness standards, or any other projects/products deemed necessary by teachers and staff.

4. a. How will the district account for all students' access to on-line resources and/or equitable instructional materials for those students who do not have access to the internet and/or devices and for students who may need to access information differently?

Parent and student surveys will be completed at the beginning of each school year to determine the access students have for internet services and devices available while students are at home. According to the results of the survey, teachers and staff can plan on-line assignments as well as paper versions depending on the results of the survey. Teachers will also consider the learning styles of their students so that students have a choice in how the assignments are completed on non-traditional instructional days.

- b. What opportunities exist for community partners to be engaged in Non-Traditional Instruction days?

The Green County Public Library will certainly partner with schools to open work stations for students during non-traditional days. District administration will collaborate with the Green County Judge Executive and the Greensburg Mayor to develop points of on-line access throughout Green County. Wi-Fi is also available on a small number of busses in the fleet; therefore, busses parked in strategic locations throughout the district may provide opportunities for students and parents to connect with on-line announcements and assignments.

5. Please explain the professional learning plan the district will implement to ensure certified staff have the knowledge and capacity they need to provide quality blended, digital, or non-traditional instruction to students.

Our staff will participate in professional learning during make-up days at the end of the 2014-15 school year. Teachers and staff will be informed of the process that students and staff will follow on days deemed as non-traditional. Teachers will have time to collaborate with other teachers skilled in utilizing blended learning on a regular basis. Also, staff will continue to improve their skills in blended learning during early release Fridays when time is set aside for work during PLCs. Teachers will work together to determine appropriate lessons to assign on-line as well as include in the students' work folder.

6. a. Please describe the deployment of certified school staff on Non-Traditional Instruction days and describe how they will fulfill their contractual obligations on these days (access the learning management system from home, serve as facilitator at school or community access points, serve as a phone facilitator, etc.).

Administration: Principals, without jeopardizing personal safety, may work normal hours in assigned buildings. Principals will support and monitor all on-line classrooms by checking on content being delivered during the non-traditional instruction day. They will be available to answer questions from teachers, parents, students, and/or community. The principals will also assign and oversee work done by employees whether they are physically working in the buildings or maintaining an on-line presence at home.

Classroom Instructors: Teachers shall maintain on-line presence and be readily available between the hours of 8:00 am- 11:00 am and 12:00 pm-3:00 pm, unless the administration determines that staff can safely report to their home schools to maintain their physical presence during the same hours to ensure that students have support either face-to-face, on-line, and/or by phone.

Special Educators: Special education teachers will provide necessary modifications and adaptations for all caseload students prior to December 2015. Teachers will maintain on-line presence or physical presence as stated in the guidelines described above.

- b. Please describe the district's plan for classified school staff on Non-Traditional Instruction days. Describe how they will fulfill their contractual obligations on these days or indicate that they will make-up days at the end of the school year.

Instructional Assistants: Assistants shall maintain on-line presence with an assigned certified teacher and be readily available between the hours of 8:00 am- 11:00 am and 12:00 pm -3:00 pm, unless the administration determines that staff can report safely to their home schools to maintain their physical presence during the same hours to ensure that students have support face-to-face, on-line, and/or by phone.

Bus Drivers, Monitors, Food Service: Staff should work with their immediate supervisor to plan for make-up of hours missed. The supervisor will develop trainings that will be beneficial to their work. Supervisors will also communicate with their staff if they can safely report to schools on days identified as non-traditional instructional days in order to work normal hours in assigned buildings.

7. a. How will information on student participation be gathered on Non- Traditional Instruction days?

Student participation will be monitored through the learning management systems when students have access to on-line assignments. Google Docs and Edmodo are prevalent learning management systems currently used in our district. Both will track participation and measures of learning. These are a couple of examples that teachers can use to communicate assignments, collaborate on projects, open discussion points that lead to other digital learning tools. Students that complete paper versions of on-line assignments will be required to turn the work into their teachers once school is back in session.

b. How will information on staff participation be gathered on Non- Traditional Instruction days?

A log of all hours worked shall be maintained and reconciled prior to the end of the school year. A call log/on-line log will track students' time on instructional tasks and will be kept by each teacher. Principals may work with individuals to develop an alternate plan if staff availability does not meet duties outlined in this plan. Staff that have not met contractual obligations shall make up work prior to the closing day of the current school year.

8. a. What learning outcomes will be met on Non-Traditional Instruction days? How will evidence of learning be gathered? (LMS reports, formative or summative assessments, projects, etc.)

The expectations for student work will be the same as if the students were sitting in the classroom. Students will be expected to participate and engage in the on-line or paper/pencil work as well as complete all work assigned by their teachers. Evidence of learning on non-traditional instructional days will be gathered by utilizing learning management system reports and maintaining records of outcomes completed. Student work folders will be collected when students return to school and graded for completion and accuracy. Teachers will provide feedback to students while monitoring their progress on-line, through email, or by phone.

b. What method will the district use to ensure the learning on Non-Traditional Instruction days parallels the learning on regular instruction days?

The district will collect reports from each school following the first non-traditional instruction day in order to make necessary operational adjustments before utilizing an additional day. This will allow administration to ensure the proper time and resources are available to all students in order to continue high levels of learning when non-traditional time is being used. Teachers will evaluate the student work from the digital assignments and formative assessments to determine if students have met the learning outcomes. PLC teams will review student work submitted and develop an analysis report for building principals. The analysis will include evidence of student growth on enduring skills, work completed, and average time on-task.

9. a. Please explain how the district will ensure implementation of Individual Education Programs (IEP) for students with disabilities (SWD), including how the students' Admissions and Release Committees (ARC) will be involved in planning for and making decisions related to the participation and needs of SWD on Non-Traditional Instruction days.

Special education teachers shall have access to all digital content and paper assignments where their caseload of students is involved. These teachers will also collaborate with regular education teachers to plan lessons according IEP plans developed for each student. Modifications and adaptations will be made before any assignments are communicated to students. Plans for student work assignments and results of that work will be discussed in ARC meetings as needed.

- b. Please explain how the district will ensure the implementation of other student specific plans, such as Program Services Plans (PSP) for students who are English learners, and the Gifted Student Service Plans (GSSP) for students who are gifted and talented.

All grade level and department teachers will collaborate on assignments made for students with Gifted Student Service Plans and Program Service Plans in order to make sure the instructional assignments are enriched/accelerated or modified for English Language Learners. Classroom teachers will be responsible to ensure the plans are being followed on all of the students' work.

10. In what ways will the district inform the community about Non-Traditional Instruction days and highlight the instruction and learning occurring on these days? (Facebook, Twitter, district websites, etc.)

The Green County School District utilizes the One Call system as well as Facebook and Twitter to inform parents and students about school closings. This will continue to be the avenue for informing parents and guardians of bad weather or emergency days. The non-traditional days in Green County will be referred to as Gold days; therefore, when the announcement is made the superintendent will inform parents, guardians, students, and staff that a Gold Day is being implemented and a corresponding number will identify the student work to be completed. (Gold Day #1, Gold Day #2...) The announcement will also include information pertaining to staff reporting to their buildings.

Definitions

ARC

An Admissions and Release Committee (ARC) is a group of individuals described in 707 KAR 1:320, Section 3, that is responsible for developing, reviewing, or revising an individual education program (IEP) for a child with a disability.

Blended Learning

Blended learning is a formal education program in which a student learns: (1) at least in part through online learning, with some element of student control over time, place, path, and/or pace; (2) at least in part in a supervised brick-and-mortar location away from home; (3) and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience. (Clayton Christianson Institute for Disruptive Innovation)

Digital Learning

Digital learning is any instructional practice that effectively uses technology to strengthen a student's learning experience. It emphasizes high-quality instruction and provides access to challenging content, feedback through formative assessment, opportunities for learning anytime and anywhere, and individualized instruction. (Alliance for Excellent Education)

Equitable Instructional Materials

Equitable instructional materials are tools used to assist in student learning of various formats that provide equal levels of content, rigor, and opportunity to all learners.

GSSP

A Gifted Student Services Plan is an educational plan that matches a formally identified gifted student's interests needs, and abilities to differentiated service options and serves as the communication vehicle between the parents and school personnel. The determination of appropriateness of level and type of services provided to a student shall be subject to continuous assessment. (Kentucky Department of Education)

IEP

An Individual Education Program (IEP) is a written statement for a child with a disability that is developed, reviewed and revised in accordance with 707 KAR 1:320.

Learning Management System (LMS)

A Learning Management System (or LMS) is a software that enables the management and delivery of learning content and resources to students. It is used to plan, implement, and assess a specific learning process. Most LMS systems are web-based to facilitate " anytime, anywhere " access to learning content and administration. (EdTech Review) Examples of a learning management system include Blackboard, Canvas, Edmodo, Moodle, Schoology, etc.

Non-Traditional Instruction Day

A Non-Traditional Instruction Day is a day in which school has been cancelled due to weather or other reasons and non-traditional instructional methods are implemented in order to maintain academic continuity and reduce student learning loss.

Non-Traditional Learning

Non-traditional learning is any process of gaining knowledge that occurs outside the traditional methods of delivery/mode, time, or setting.

PSP

A Program Services Plan is an educational plan for each student identified as having limited English proficiency. The PSP should include the following: the reasons for identification (results of the W-APT screener, and when available, the ACCESS for ELLs® annual language assessment), level of English proficiency, previous academic background and experience, cultural and language history, service delivery model/s for English language instruction, and all

Application Deadline: May 1, 2015

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

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