

**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**

**Date**

**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.

The Knox County Public Schools (KCPS) average a loss of 20-25 instructional days per year due to inclement weather (winter weather and flooding), with several students unable to immediately return to school once it resumes due to continued hazardous weather in their area preventing transportation.

Non-traditional days will enable KCPS to offer anytime, anywhere learning to all students to extend learning beyond the classroom when weather conditions prevent student attendance.

KCPS will provide educational services and learning opportunities through NTI for a maximum of ten days using the means of delivery listed below. The KCPS plan will not be a substitute for the district's established "Plan B" which calls for schools to be open with bus transportation provided on state maintained roads.

KCPS teachers will be notified 24 hours in advance of a planned NTI day to post content electronically to a course management system (described below). By posting content as NTI days occur, students are presented with relevant content to promote retention of current knowledge instead of past content or content that has not been formally introduced in the classroom.



year that it is deemed that additional tools, or additional courses beyond the free version, is needed by faculty – the district will then pursue other means of course management whether it be the paid version of BlackBoard or Moodle, an open course alternative.

- 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?

See 3a above. In addition to utilizing Course Sites as the “gateway” for assignments, teachers may link to existing online subscription / learning services such as Study Island, WinLearn, etc. Course Sites will be the primary site for students to gain access the assignment that teachers have decided on for each NTI day.

In addition to a Course Site, teachers will have a choice of whether being available to students electronically (through the course management system, Google Voice phone number, e-mail) or on-site at a school when a NTI day is declared. Additional methods include class Facebook and Twitter accounts.

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

N/A

- 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?

Surveys are currently being conducted in our schools to determine the number of students with Internet access at home. Our homeroom and content area teachers will take their individual survey results into consideration when preparing electronic assignments.

KCPS will declare no more than 2 NTI days during a single week in order to offer students ample time to complete the assignment – which will be particularly important for households with more than one student and only one electronic device.

If a student does not have Internet access at home, they may print the assignment from the school computer lab or library upon return from school. The public library and schools will also be open on NTI days to allow access to electronic resources for those students who can safely be transported to the sites.

After a NTI day has been declared, students will have three school days in order to complete and submit the assignment for grading. This will allow time for students who did not have access on the NTI day to print the assignment, work on completing the assignment, ask for any clarification from their teacher, and submit the completed assignment.

Course Sites will provide tools needed to monitor student logins and time spent completing each assignment. Teachers may review this data prior to returning to school to see which students may need to print the assignment or need additional assistance in completing.

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

The Knox County Public Library and Corbin Public Library provide free Internet access and access to computer workstations for all students/residents. Students will have an opportunity to visit one of these two sites, if transportation permits, to access electronic resources.

In communicating plans for NTI, KCPS will prepare a list of sites in the community where Internet access is available for students who have a wi-fi ready device. Through the Knox County Chamber of Commerce, this list of businesses/organizations will be compiled (e.g.: McDonalds, Union College, etc.)

**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.**

KCPS will provide staff to train faculty during teacher equivalent work days and after school faculty meetings on utilizing Course Sites. Online tutorials will also be posted to the KCPS website for quick reference. Our technology department will create an NTI help desk phone number and email address for the exclusive use of NTI / Course Sites related questions.

Teacher leaders at each school will be identified based on successful setup of Course Sites to serve as the school-level experts for their colleagues.

Directors will work with special education and itinerant staff on strategies to offer students with accommodations quality instruction during NTI days.

**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.).**

Contractual obligations will be fulfilled by:

- Checking email 24 hours prior to an NTI day for instructions to post an online assignment.
- A relevant assignment being posted to Course Sites for students to access.
- Teacher being accessible by technology (mentioned above) or on site at school from 10am – 2pm on the NTI day.
- Teacher grading NTI assignment.

- Teacher providing school/district with evidence supporting student learning on the NTI day.

- 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.

School level clerical staff/office administrators will have the option of reporting to school on a NTI day to ensure that the building is open and adequate staff is available for any students who decide to complete their assignment on-site.

All other classified staff will be expected to make up time at the end of the school level or on other non-school days in the school calendar. Department supervisors and directors will establish a plan for trainings that can be completed by classified staff on these days (e.g. safety training, required annual trainings for upcoming school year, etc.)

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

Course Sites offers reporting tools to determine the number of student logins and time spent completing each assignment. This will be the primary data that teachers will pull from when completing participation reports.

The District will develop a reporting tool for teachers to complete and submit during PLCs the week following the due date for all NTI assignments. The reporting tool will include Course Sites data reporting in addition to the number of assignments completed in paper format, number of students completing the assignment, the number of students who sought teacher assistance/help, and average grade.

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

The District will develop a special time sheet for certified staff to complete to document their time spent preparing, grading, and being accessible to students on NTI days. Additional documentation from email records and Course Sites access logs can be used as evidence.

- 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.)

80% of students will demonstrate that learning outcomes will be met on NTI days through formative and summative assessments that will be reported during PLCs following NTI days. Reports through the Course Sites course management system will also provide evidence of student participation through login and assignment submission.

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

By communicating to staff 24 hours in advance of a NTI day, the instruction that is provided can be connected to standards that are currently being taught in alignment with the district's pacing guide and curriculum maps. All teachers are expected to provide students with an online assignment through Course Sites, therefore, all content areas will be represented during the NTI day.

- 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 and other itinerant teachers will be assigned a case load of students to personally contact on a NTI day and offer accommodations based on their IEP and other identified needs. For some special education staff, the case load will be same students that they already serve in the school. For others, the case load will be built around those students who spend most of their time in regular classrooms but need special accommodations (e.g. large print/visual, etc.)

The District's Special Education Director and Special Education Committee will begin in fall 2015 of including NTI in student plans.

- 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.

The District's Gifted and Talented program currently utilizes a course management system (Edmodo) to deliver supplemental instruction to students. It is the District's plan to continue to offer this to students with GSSPs on NTI days by making the Gifted and Talented coordinator/teacher available electronically – the same service that is offered presently.

ELL students will be provided the same translation services that they are normally provided. ELL staff will be available via telephone and electronic communication with the students. ELL staff will be responsible for making personal contact with each ELL student on NTI days.

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 school district will elect to use a non-traditional Snow Bound day after schools have already been closed for at least one day and when Plan B would not be an option. The district will communicate to students, parents, and staff the evening prior to a Snow Bound day using existing communication methods including: SchoolMessenger telephone message to all households, message posted to the information telephone hotline, district website and social media, and local radio stations.

The District's Public Relations Department will work to spotlight instruction and learning on these days in the local newspaper, district website, and social media accounts. For the 2016-2017 school year, information displays will be designed to promote NTI during open house and orientation events based on success and information on participation gathered in 2015-2016.

## **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 appropriate instructional and assessment accommodations and/or modifications. (Kentucky Department of Education)*

### **Stakeholders**

*Stakeholder typically refers to anyone who is invested in the welfare and success of a school and its students, including administrators, teachers, staff members, students, parents, families, community members, local business leaders, and elected officials. Stakeholders may also be collective entities, such as local businesses, organizations, advocacy groups, committees, media outlets, and cultural institutions, in addition to organizations that represent specific groups. (Great Schools Partnership)*

### **SWD**

*A student with a disability (SWD) is a child evaluated in accordance with [707 KAR 1:300](#), as meeting the criteria listed in the definitions in this section for autism, deaf-blindness, developmental delay, emotional-behavior disability, hearing impairment, mental disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment which has an adverse effect on the child’s educational performance and who, as a result, needs special education and related services.*

We certify that this application was reviewed and approved by the Knox Co.  
(school district)

Board of Education at a regular meeting of the Board on 4/28/2015  
(date)

Kelley Sprinkle  
Superintendent Date 4-30-2015

Paul Smith  
Local Board of Education Chair Date 4/30/15

\_\_\_\_\_  
Terry Holliday, Commissioner of Education Date

**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](mailto:beth.peterson@education.ky.gov) or mail to:

Beth Peterson  
KDE - Division of Innovation and Partner Engagement  
8<sup>th</sup> Floor CPT  
500 Mero St.  
Frankfort, KY 40601