

**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.

For the 2015-2016 school year Non-Traditional Instruction Initiative, known as Live RED Days throughout this application, Livingston County Schools will utilize web-based options such as *Lexia Core5, Reading Plus, and APEX* as well as non-web-based instructional packets that are aligned to the Common Core standards.

Livingston County schools currently used web-based programs in their daily instruction in order to differentiate and individualize instruction. According to data collected at the beginning of the school year, 38% of our families have access to the Internet at home. The programs mentioned above are accessible to students at home, and many students currently take advantage of this opportunity to work in those programs outside of school. Teachers are able to monitor student progress and provide direct instruction as needed. This would continue on Live RED Days.

Instructional packets for all students would also be developed at the school level by grade level teams to ensure that all content areas are included in the packet. Assignments will include the option to complete online work or offline work. Performance-based learning projects will be incorporated with the use of rubrics for student self-assessment and the product and other homework will be submitted upon return to school.

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

The interest in applying for this initiative was discussed with the Board of Education members, and with their support, information and opportunity for feedback was posted on the district webpage. The opportunity to provide feedback was communicated through Facebook, Twitter, One Call and e-mail groups. Sixty one percent of staff polled responded, and of those 90% were in favor of applying for the waiver. Fifteen percent of parents/students responded, and those 96% were in favor of submitting an application. Of the ones who were not in favor, the biggest concerns were that those days would not be as effective for providing instruction as a day in the classroom with the teacher and that students may not participate. Those concerns are real and will be closely monitored throughout the process.

This input was taken to various stakeholder groups, including building level administrators, District Leadership Team, consisting of administrators and teacher leaders, school level professional learning communities and school based decision making councils for further discussion and input in planning for this Non-Traditional Instruction opportunity. These same groups will continue to provide input on the plan as the details are developed in the Fall of 2015.

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.

Our district has successfully graduated 169 students from our Alternative School program called Open Campus. This is a non-traditional learning opportunity that allows students who aren't finding success in a traditional high school program to graduate by earning performance-based credits through APEX, a web-based program, and job placement.

Our schools, have utilized on-line learning platforms for several years such as *PLATO* and now *APEX*. We have used these platforms for blended learning, credit recovery, and remediation/enrichment in various content areas.

Like in the secondary schools, elementary schools have been using *Lexia Core5*, *Reading Plus* and *MobyMax*. All elementary and middle school students have access to these programs at school and home, and teachers have communicated with parents about the availability of these programs to serve as a resource for continuing learning at home.

Middle and High school teachers have had some training in flipped classroom instruction, and this will be beneficial as schools and teachers begin to develop their specific plans during the fall of 2015.

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

Instructional Packets will be developed for all students with explicit directions for all assignments. Teachers will be able to utilize their websites to post instructions and videos to assist with learning. They will also be able to utilize a text messaging system, like Remind, to communicate with students and parents. Edmodo, Celly, No Red Ink, Google Classroom, and Today's Meet are other resources that teachers can use to communicate with students and deliver instruction.

Access to web-based programs such as *APEX*, *Lexia Core5*, *Reading Plus*, *Moby Max*, *Ten Marks*, and *Front Row* will be distributed to students and parents at the beginning of the year since this is an integral part of daily instruction in the Livingston County Schools.

- 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?

For students who have Internet access, some instruction will be delivered digitally.

Lexia Core5 provides explicit, systematic, personalized learning in the six areas of reading instruction for students in grades Pk-5. It provides students immediate corrective feedback, multiple levels of scaffolding, and explicit instruction both online and through direct instruction with the teacher.

Reading Plus provides an extensive library of informational and literary selections at grade-appropriate Lexile levels. The program measures a student's reading capacity as well as his or her reading efficiency and motivation, then identifies individualized actions and lessons for the student. Teachers are alerted to students who are struggling or have earned performance awards. It has an embedded texting system that makes it easy for teachers and students to communicate.

MobyMax combines curriculum resources like placement tests, adaptive lessons and progress monitoring. It allows teachers to create individualized plans for each student.

APEX Learning digital curriculum ensures students are meeting the expectations of the standards. Students learn by utilizing video, audio, text, virtual labs, and other digital resources. They explore, apply, practice and extend their learning through real-world examples.

(All above descriptions summarized from vendor-provided information.)

One platform, such as Schoology, will be used to deliver online content.

All of these learning management systems can be used by our district to monitor student access and time on task during Live RED Days. Some of these systems also track student progress and depend on direct teacher instruction when students are no longer making progress. These learning management systems also align with Common Core standards.

In addition to these systems, teachers have the option to use their own web pages to communicate assignments.

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

Instructional packets will be developed by grade level teams to ensure that all content areas are included in the packet. The packets will contain explicit directions for all assignments. Staff will also be available by e-mail or phone or at the school in person to provide additional instruction as needed.

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?

Our district will be able to account for student access to on-line resources through their logins and work completed. Teachers will be able to monitor work throughout the day.

Instructional packets that are developed by grade level teams will be given to all students. Packet materials will be aligned to Common Core standards just as online resources are. Students will be required to turn in completed assignments within two days upon returning to school.

Special education teachers will collaborate with all instructional staff to ensure all special needs students receive appropriate accommodations with all assignments. Staff will also be available on Live RED Days to provide assistance as needed.

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

The local media will be used to communicate information to parents regarding Live RED Days.

The public library will be open to provide Internet access to students.

Local churches and community centers may also be used as centers for students to go for assistance.

Staff may also be at schools to assist students in the computer lab.

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.

Staff have been provided training on the learning management systems that are currently in place. Additional training will be provided to new staff as needed.

Training will also be provided in the selected online platform to assist teachers in communicating with students and parents.

Beginning in September, after-school faculty meetings will be used to discuss expectations for implementing the plan.

During October and November, grade level teams will meet together as a PLC to develop assignments to be used during non-traditional instruction days. Instructional support, including support regarding digital resources, will be provided as needed.

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.).

On Live RED Days, when certified staff is not able to report to school, they should:

- Maintain electronic/phone office hours from 8:00am-11:00am and 12:00pm-3:00pm.
- Monitor the learning management systems.
- Provide support via face-to-face, Internet, e-mail and/or phone access.
- Ensure students receive timely feedback for all online and offline lessons

On Live RED Days, when teachers are able, they should report to school at 8:00am. This will be announced on the local TV station and/or One Call.

Data will be collected at the classroom, school and district level to monitor student participation, student/parent/teacher correspondence and percent of teacher participation.

- 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, Secretaries, Custodians

- On Live RED Days, when unable to report to school, work with your immediate supervisor to plan for make-up hours.
- On Live RED Days, when able, you should report to school at 8:00. This will be announced on the local TV station and/or One Call.

Bus Drivers, Monitors and Food Service

- Work with immediate supervisor to plan for make-up of hours missed.

Time sheets will be used to document work completed on Live RED Days.

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

Teachers will complete an informational survey for each Live RED Day. The following will be collected:

- Number and percentage of homeroom students completing online assignments
- Number and percentage of homeroom students completing offline assignments
- Time spent providing assistance by phone, e-mail or Internet
- What worked/What didn't work

Teachers will also keep samples of student work, formative assessments and follow-up activities.

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

Data and time sheets will be completed and submitted for review to the building principal and district contact.

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.)

Through Live RED Days, we will be able to maintain continuous classroom instruction. On-line assignments will be monitored for proficient completion. Many of the on-line systems being utilized have a built in progress monitoring system. Other online and offline assignments will be analyzed by classroom teachers in order to guide future instruction.

Formative assessments will be utilized to check learning and guide instruction.

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

Plans for Live RED Days will be developed by grade level teams of teachers that will reinforce instruction taking place in the classroom on a daily basis. Digital learning opportunities, such as *APEX*, *Lexia Core5*, *Reading Plus* and *MobyMax*, will allow students to continue on the level in which they are currently working at school. The programs are aligned to the Common Core standards. All other packet material will reinforce grade level standards.

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 will work in collaboration with classroom teachers to ensure individual student needs are being met by reviewing individual instructional packets and noting specific modifications for individual students that have been identified in that student's Individual Education Plan (IEP). These students will be given additional time to complete assignments as noted in their IEPs. They will also be available by phone, e-mail or in person to provide assistance to any students who need additional help.

- 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 Gifted and Talented and English Language Learner Coordinator will work in collaboration with classroom teachers to develop activities appropriate to the plan of the learners. Translations of the plan will be provided in the native language if needed.

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.)

Informational packets detailing Live RED Days will be provided to parents and community members at the Livingston County Back to School Fair prior to school starting.

The district will inform the local media when a Live RED Day is being implemented and the number of the day in the plan on which students should be working.

It will also be advertised on the district webpage, Facebook page and Twitter account. These avenues will include a short summary of the learning platforms that will be used.

We certify that this application was reviewed and approved by the Livingston County
(school district)

Board of Education at a special called meeting of the Board on May, 4, 2015.
(date)

Darryl Chittenden 04/30/15
Superintendent Date

Anthony Lasher 5-4-2015
Local Board of Education Chair Date

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 or mail to:

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