

**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

Mason County

Date

04/13/2015

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. How have you involved all stakeholders in planning for this approach?**

The Mason County School district cancelled instruction 20 days in the 2013-2014 school year and 14 days in the 2014-2015 school year. This school year, five of the missed days were consecutive which means that students missed an entire week of instruction soon after returning from Christmas break. Although the missed days are made up at the end of the approved calendar, students have missed the continuity of classroom instruction.

For the 2015-2016 school year, Mason County Schools requests to utilize non-traditional instruction days if an exceedingly large amount of days are missed or in the case of a full week of cancelled classes.

The instructional staff of Mason County Schools (administrators, teachers, and board members) recognizes that research data indicates that direct instruction provided by highly qualified and effective teachers is the ultimate method of improving student achievement. The instructional staff also recognizes that research data supports innovative strategies to facilitate promote and enhance blended learning, innovation and the use of learning management systems to provide students with educational opportunities where learning can occur regardless of the physical location of teacher and student.

By participating in the Non-Traditional Instructional Program, the district will provide students an opportunity to integrate innovation into the curriculum and expand the knowledge and opportunities of students and staff while creating a culture of learning that meets the needs of individual students by using effective instructional strategies and increasing student engagement.

Following the first year of the opportunity for Kentucky school districts to apply to use a non-traditional approach for keeping students engaged during bad weather and following the districts that implemented a plan for the 2014-2015 school year, staff, administrators and parents have discussed the viability and the benefits of using a similar plan for the students of Mason County Schools.

During non-traditional days, students will use a variety of online instructional software to complete assignments given by each teacher. Students will enter the Mason County District Portal, and from there will select his/her school website. Once on the school's website, the student will enter his/her grade link and will complete the assignments in all subject areas. On-line resources/software is currently being used in all four schools and will be used to complete assignments. These resources will include but not be limited to the following: ODDASYWARE (6-12); Khan Academy (K-12); READ 180 (6-8) FASTT Math (K-8) ; DreamBox (K-2) Reading Eggs (K-2) ; Envisions (Math K-5); DIGITS (6-8) .

Students who do not have access to the internet will be given an assignment packet prior to the threat of any inclement days (teachers will have packets prepared and distributed to identified students no later than November 1st). These packets will be given to parents during parent/teacher conferences. Students will have five days after school is back in session to complete and turn in the nontraditional day homework assignments. Teachers will track and document student work completion, both those students who complete assignments during the missed day as well as those who complete assignments once school has resumed.

To prepare the staff, parents, and community for the possibility of these Non-Traditional Instructional days, the Mason County District will communicate the plan in a variety of ways. Teachers will be trained during PLC days on the requirements of students and staff on these days. Additionally, teachers will be trained on how to maintain grade level web pages and how to upload assignments.

Parents and the community will receive information concerning this plan via informative meetings, school/district web pages, School Messenger phone messaging system, school newsletters, and social media.

Additionally, to gain a full understanding of resources available, a survey completed at the beginning of the year concerning student access to internet at home will be analyzed and students who will require packets will be identified.

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.**

Mason County Schools will use the current learning management systems, along with other digital and/or print resources to prevent the lack of continuity of instruction due to adverse weather or other emergency days. Currently, the Mason County High School has a one to one iPad ratio for students. Almost all students take the iPad home and therefore students will access assignments the same as if they were present at school.

Teachers are currently using technology in the classroom on a daily basis and therefore both teachers and students are well equipped to continue instruction on bad weather days instead of waiting until the end of the school year to make up the missed days.

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

As previously stated, students will use a variety of online instructional software to complete assignments given by each teacher. Students will enter the Mason County District Portal, and from there will select his/her school website. Once on the school's website, the student will enter his/her grade link and will complete the assignments in all subject areas. On-line resources/software is currently being used in all four schools and will be used to complete assignments. These resources will include but not be limited to the following: ODDASYWARE (6-12); Khan Academy (K-12); READ 180 (6-8) FASTT Math (K-8) ; DreamBox (K-2) Reading Eggs (K-2) ; Envisions (Math K-5); DIGITS (6-8) .

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- 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?**

The District will utilize Edmodo for the learning management system to manage the instruction during the Non-Traditional Instruction days. Edmodo will allow teachers to interact with students and track assignments. The Infinite Campus student portal will continue to be used for teachers to submit student grades and progress.

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

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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?

At the beginning of the 2015-2016 school year, each classroom teacher will keep a list of those students with and without internet access at home as indicated by the technology survey that is completed at enrollment. By November 1st paper "snow day" packets will be completed and ready for those students without internet access.

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

Opportunities for community partners to be engaged in the Non-Traditional Instruction days include the following:

- Tom Browning Boy's and Girl's Club: There are a large number of students that attend the Boy's and Girl's Club each day. Assignments could be completed in the computer lab there. Tutors will assist students with assignments.
- YMCA: The YMCA has a "snow day" program for students. Students would be able to work on assignments with support.
- Public Library: There is a large population of our students who live within walking distance of the Public Library. Many students use the library computer lab to access the internet.
- MCTC: Mason County High School students have the opportunity to take college courses. The MCTC courses are accessed through Blackboard. The schedule and opportunity to submit work will remain available on days of cancelled classes.

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

During the Professional Learning Community days (PLC) in August and September, teachers will be trained on how to implement the snow day plan. Teachers are currently using all methods that will be used for instruction; therefore, the planning will focus on expectations and planning of at least 5 non-traditional student attendance day lessons that will be used when a Non-Traditional Instructional day is used.

Each school principal/administrator will then meet with school certified staff to provide instructions on the step by step process for implementation as well as the expectations for the certified staff on days that the non-traditional instruction occurs and for expectations of staff for when students return to school. Follow up meetings with certified staff will occur as needed. Additionally, staff will be given the opportunity to share ideas and work with colleagues concerning this process during PLC 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 serves as a phone facilitator, etc.).**

Due to the geographical diversity of our district and our concern for the safety of all stakeholders, certified and classified staff will not be required to be physically present at their school during inclement weather days or other emergency days except for those days in which the Transportation Director determines that roads are clear enough for staff report to work on a delayed schedule. On those days a call will be sent to all staff informing them of the time to report to the schools.

On Non-Traditional Instructional days, certified staff will complete contractual obligations by completing a variety of duties. They will facilitate any questions, comments, or concerns via school email (which will be listed on the schools' web pages), phone or skype; analyze student data; work on CIITS assessments; work on student growth plans; and professional growth plans. Certified staff will check email regularly throughout these days and respond to student questions in a timely fashion. Additionally, certified staff will run reports each day from the specific online program that he/she assigned lessons for the day and will analyze each student for understanding of the content. Additionally, the teachers will record any grades for the day, and will track any students that do not complete the assignments due to lack of access or other reasons. The teachers will then ensure that students have the materials and opportunity to complete the assignments once school is back in session.

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.

Mason County Schools uses a "One Call" system to announce school closings to all stakeholders. On days that the Transportation Director determines that it is unsafe for staff to travel to work, a call will be sent to all staff. Classified staff will work with their immediate supervisor to make up the days missed prior to the end of the school year.

A log of hours worked will be maintained and reconciled prior to the end of the school year, Principals may work with staff to develop an alternative plan when appropriate if the given plan does not fit an individual staff member.

On the days that weather permits, school secretaries, school custodians, school nutrition staff will report to work as normal or on a delayed schedule and will perform work duties as assigned by the supervisor. Instructional assistants will report to their assigned classroom if weather permits. Upon direction from the classroom teacher, they will assist in monitoring student logins and grading student assignments. Additionally, they will assist in making sure that paper packets are distributed to students with no internet access, and will assist teachers in taking up/scoring written packets once school is back in session.

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

Teachers will submit to the school Principal a monthly report at the end of each month that a Non-Traditional Instructional day was used. The report will include the participation level of students and the learning outcomes addressed.

This data will be used and teachers will be surveyed at the end of the school year as to the changes that may be necessary for the following school year.

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

A Non-Traditional Instructional Day work log will be used by all staff to document time worked and activities completed. Each building Principal will collect and maintain these records on file.

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.)**

Teachers will assign lessons based on formative assessments (CIITS). Learning outcomes and learning targets will be developed based on area of needed growth of each student. Teachers will differentiate the lessons based on the individual needs of each student. Lessons will be designed to apply skills or content already mastered; improve skills deficits for students who have not mastered the content; and provide practice, review and enrichment for those who have mastered the content.

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

Non-Traditional Instruction days will parallel the learning of regular instruction days by building and enhancing lessons being taught during the regular school 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.**

Each student who has an IEP has a Case Manager. Each Case Manager will be responsible for contacting the student by phone or email and going over the student's lessons.

Prior to distribution of homework packets, lessons will be modified to meet the student's needs based on their IEP.

Teachers will be available by phone, email, or the communication tools used by the learning management systems. When school is back in session, the Special Education teachers will work with students to complete any incomplete work. The ARC will discuss the plan at each student's annual review.

- 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.**

Mason County Schools will utilize the current methods of assisting students who are English learners and those students who have Gifted Service Plans in place. Digital learning programs are currently in place for ESL students (Rosetta Stone).

Differentiated lessons and enrichment according to each student's GSP will be provided.

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.)

Mason County Schools will inform the community about the Non-Traditional Instruction days through the use of the following communication avenues currently in place: School messenger; Facebook; Twitter; Mason County New and Views (District radio program on WFTM) ; email; parent/teacher conferences; District website; Infinite Campus, Edmodo; text reminders; .

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.

