

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

**District** Washington County

**Date** August 14, 2014

**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?

For the 2014-2015 school year snow bound initiative, Washington County Schools plans to focus on Reading/Language Mechanics and Math in grades K-2. In grades 3-8 we will focus on Math, Reading/Language Mechanics, Science and Social Studies. For the high school, we will focus on Math, Reading/Language Mechanics, Social Studies, Science, English, Humanities, Practical Living and CTE. Each Day will be called “Commander Day.” Washington County Schools will offer dual-based instructional opportunities by offering the work online and also providing each student in the district instructional packets to be completed at home. Commander Day instruction will help combat the loss of content knowledge and skill development by continuing to develop and enhance students’ skills and content knowledge when they are away from the classroom. Commander Day assignments will be developed by Washington County teachers and will be reviewed during PLC meetings.

Each K-5 grade level will have one teacher leader per content area compensated to develop the modules for these instructional days. Grades 6-12 Commander Day modules will be developed by content team leaders with support from the district's Content Leadership Network as well as the district's Instructional Support Team. All Commander Day modules will be reviewed during professional learning community work sessions prior to implementation so that all teachers have the opportunity to provide input.

Based on feedback from teachers, administrators, and families, the program will incorporate the use of Study Island, Reading Eggs, Khan Academy, and other digital resources that have proven to be successful with Washington County students. Because of the intermittent access to technology in some areas of our community, it is necessary to provide instructional packets at this time. The Springfield Washington County Economic Development Agency (SWEDA) is aware of this concern and is working with the Washington County Judge Executive to take measures to support more extensive access for all families. The Washington County Public Library, St. Catharine College and ECTC, Springfield are also willing to support access to technology for families who need assistance.

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

We have teachers who use CIITS, Edmodo, Google Drive, and various other learning management applications in their classrooms in order to keep students continuously connected and engaged. Because of experiences with flipped classrooms and web-based instruction, many of our WCS teachers are well-prepared to develop and implement Commander Day instruction. With guidance from our Washington County Content Leadership Network of teacher leaders throughout the district, Commander Day lessons will promote rigorous learning of essential skills.

Teachers will utilize several digital resources and platforms (free and purchased) throughout the district. These include:

- CIITS
- Vclass (Share Point)
- Study Island
- Reading Eggs
- Edmodo
- A+
- Google Drive
- Khan Academy
- Think Central
- Pearson Online Resources
- Wiki Sites

Commander Day assignments will be aligned with common core standards and may include a multi-day assignment with a project/product as the culminating event. Products/Projects will be scored based on a collaboratively designed rubric which will be posted (along with an accompanying voice over) so that students and families have a clear understanding of what is expected, including timelines. Lessons will be designed so that a depth of knowledge and understanding is required to complete all assignments. Delivery of instruction will take place online or by completing the assignments in paper form from work packets. Teachers will be accessible via telephone, skype, and online discussion boards during Commander Days in order to support all students and families.

Because of our success with collaboratively designed online lessons, units, and assessments as well as our previous partnerships with St. Catharine College and the Springfield Campus of Elizabethtown's Community Technical College, we anticipate great success with our Commander Day learning initiative.

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?

Washington County Schools will utilize CIITS as the primary learning management system for Commander Day instruction. Because CIITS enables teachers to assign lessons to specific groups of students, to monitor data, and to link additional learning resources and websites, this management system will serve as the framework for Commander Day instructional modules. Instructional Support Team members serve as CIITS coaches and coordinators throughout the district, so they are knowledgeable of this system and able to address teacher questions regarding design and operations.

Additional systems and resources will supplement when necessary:

- Vclass (Share Point)
- Study Island
- Reading Eggs
- Edmodo
- A+
- Google Drive
- Khan Academy
- Think Central
- Pearson Online Resources
- Wiki Sites

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.

During a scheduled Teacher Day on October 3, Commander Day design teachers and members of the district's Instructional Support Team will have the opportunity to discuss expectations for modules and to brainstorm elements of instructional design. The instructional modules will focus on enduring skills that have been identified for each content area and grade level. PLC teams will review the Commander Day modules during November.

All Commander Day modules will be submitted to the District Administrative Team by December 1, 2014. Following their review and revisions as necessary, the Washington County central office staff will copy module packets to support off-line learning as necessary.

Packets for off-line instruction will be made available for classroom distribution throughout the district during the first week of January.

Various forms of communication will be utilized to provide information regarding “Commander Day” to our community. Superintendent Robin Cochran will send out a newsletter to all parents/guardians to discuss our expectations for Commander Day instruction. The school district will also conduct a one call to inform parents when we are using a “Commander Day” lesson. Additionally, our district’s Public Relations Coordinator will post Commander Day guidance to our website and Facebook pages. Principals will also post Commander Day reminders to their Twitter feeds as applicable.

The plans will be ready to implement by January 2, 2015. ALL certified staff will be required to physically report to school or a community partner location on the days that school has been cancelled. Teachers will be on site to field any questions from students by using Skype, email, blackboard or face to face teaching. Computer labs and the media centers will be open at all of the district buildings including the central office.

Community partners currently able to provide access for student online learning include:

- St. Catharine College
- Elizabethtown Community and Technical College
- Washington County Public Library

We are continuing to work with partners in Fredricktown and Mackville in order to add student-accessible Internet locations in those communities of Washington County.

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.

In September, we will use after-school faculty meetings to discuss our plan. Commander Day design teachers will meet with the Instructional Support Team on October 3, 2014 to begin developing the plans. Staff will need to develop 5 days of instruction for the students that can be used at any time in the month of January, February and March. The plans will be reviewed by PLC groups in November and will be submitted to the District Administrative Team by December 1, 2014 for review.

Throughout the month of October, members of the Instructional Support Team will coach the Commander Day module developers regarding resources in CIITS, as well as our other digital resources and supports. Because CIITS will be utilized as our framework, all teachers will receive reminders of CIITS functionality and operations during faculty meetings, PLC sessions, and locally developed PD360 professional growth sessions.

Blended learning tools and resources such as the Blended Learning Toolkit at <https://blended.online.ucf.edu/> will be used to enhance teacher capacity so that all WCS teachers incorporate more blended learning opportunities throughout the school year.

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, serve as facilitator at school or community access points, serve as a phone facilitator). Please include a visual representation (e.g. chart, spreadsheet)

<p><b>Deployment:</b> Following final confirmation of all community partner Internet locations, certified staff will be assigned to report at specific locations on Commander Days so that educators are available to support students throughout the district.</p>		
<p><b>Certified</b></p> <p><b>Classroom Instructors</b></p> <ul style="list-style-type: none"> <li>• Maintain a physical presence at school sites and community partner sites between the hours of 8:00 a.m. -11:00 a.m. and 12:00 p.m. - 3:00 p.m. on Commander Days.</li> <li>• Provide student support via face-to-face, Internet and/or cell phone access.</li> <li>• Ensure that students receive timely feedback for all online and offline Commander Day lessons.</li> </ul> <p><b>Special Educators</b></p> <ul style="list-style-type: none"> <li>• Provide necessary modifications and adaptations for all caseload students prior to January 2015.</li> <li>• Maintain a physical presence at school sites and community partner sites between the hours of 8:00 a.m. -11:00 a.m. and 12:00 p.m. - 3:00 p.m. on Commander Days.</li> <li>• Ensure that students receive timely feedback for all online and offline Commander Day lessons.</li> </ul>	<p><b>Classified</b></p> <p><b>Instructional Assistants</b></p> <ul style="list-style-type: none"> <li>• Collaborate with teachers during Commander Days and maintain a physical presence between the hours of 8:00 a.m. -11:00 a.m. and 12:00 p.m. - 3:00 p.m.</li> <li>• Work with classroom teachers to communicate packet information online.</li> <li>• Contact students who have not responded to digital Commander Day supports.</li> </ul> <p><b>Bus Drivers, Monitors and Food Service</b></p> <ul style="list-style-type: none"> <li>• Work with immediate supervisor to plan for make-up of hours missed. Supervisor will develop trainings that will be beneficial to their work.</li> </ul> <p><b>All Classified Personnel</b></p> <ul style="list-style-type: none"> <li>• Without jeopardizing personal safety and with the permission of immediate supervisor may work normal hours in assigned building.</li> </ul>	<p><b>Administration</b></p> <p><b>Principals</b></p> <ul style="list-style-type: none"> <li>• Advise employees of make-up/leave plans if they are not able to safely travel to work location.</li> <li>• Confirm that all school and community partner locations are staffed by certified teachers on Commander Days.</li> <li>• Support and monitor all classroom teachers by checking on content being delivered during the non-traditional instructional day.</li> <li>• Be available to answer questions from teachers, parents, students, and/or community on Commander Days</li> <li>• Approve classified employees to work at their building during a non-traditional instruction day.</li> <li>• Assign and oversee work done by employees that do not have the ability to maintain an online presence.</li> </ul>

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?

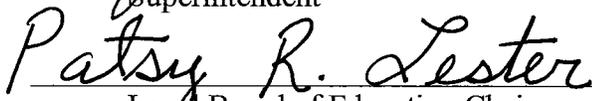
The district will collect an operations/functionality report from each school following the initial Commander Day instruction in order to make necessary operational adjustments prior to additional Commander Days in 2015.

PLC teams will review student work submissions and submit analysis reports to WCS PLC Shared Folders for District Administrative Team review and response. Analysis will address evidence of student growth in accordance to enduring skills.

In addition, the district will administer a perceptive survey to families as well as all certified and classified staff during the month of May 2015. Survey responses will be used to adjust the non-traditional student attendance plan in future years and will be presented at the June District Administrative Team meeting and Board meeting.

We certify that this application was reviewed and will be approved by the Washington County Board of Education at a regular meeting of the Board on 8/28/14  
(date)

 8/12/14  
Superintendent Date

 8/15/14  
Local Board of Education Chair Date

\_\_\_\_\_  
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](mailto:david.cook@education.ky.gov) or mail it to:

David Cook, Director  
KDE - Division of Innovation and Partner Engagement  
1<sup>st</sup> Floor CPT  
500 Mero St.  
Frankfort, KY 40601