

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

**District**

**Date**

**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?

District-wide policies and procedures will ensure that communication, teacher training, program development, implementation, monitoring, and evaluation are conducted with fidelity. PLCs, administration meetings, school level staff meetings, will plan online, paper based learning projects/ instructional activities and hybrid learning opportunities that combine synchronous and asynchronous learning initiatives. All activities will be high quality learning opportunities tightly aligned with the Common Core Standards and ACT College Readiness Standards. (middle and high school). Learning activities will align with pacing guides/curriculum maps to ensure that learning activities support what is occurring in the regular school day instruction and is congruent with learning goals for students.

PLCs, administration meetings, school level staff meetings, SBDM, and the district level leadership team will be integrated into the planning, implementation and monitoring of the snowbound/non-traditional program. Communication about the program will be integrated with students, parents, and community leaders. Principals meet as part of an administrative cadre regularly and the Non-Traditional/Snowbound Program will be a regular agenda item for monitoring, evaluation, and program improvement.

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

Wolfe County Schools have long utilized at home learning opportunities recognizing the value of continued instructional activity during days school could not be in session due to weather. Missing 15 or more days during the winter months is common in our area. During the 09-10 school year school was cancelled 25 days for weather. In the 2010-11 school year classes were cancelled 22 days and during 13-14 school was not in session for over 30 days. Wolfe County schools recognize that nontraditional learning is crucial to learning continuity on days missed due to weather. During the 2011-2012 and 2012-2013 school year Wolfe County Schools utilized the Snowbound/ Non-Traditional Pilot to provide at home instruction during days classes were cancelled. Teachers, administrators, parents and community stakeholders were involved in the process of planning and providing at home instruction. Teacher websites, blogs, email, school websites, Study Island, online learning sites, other hybrid learning activities, and paper based learning projects/ instructional activities were employed to provide high quality instruction during days missed. Student participation was monitored and work was reviewed, graded and entered into student academic progress reports to ensure follow through of learning activities and instruction. Staff work days were integrated to cover contractual obligations.

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?

Infinite Campus will be utilized to manage instruction for the non-traditional program. Grading components will allow student work to be monitored for quality as well as participation. Students will participate in the Digital Driver's License program through KDE and the University of Kentucky, have equitable digital/technology access, follow appropriate user practices, and utilize a wide variety of digital learning experiences. Teachers will utilize digital platforms for planning, implementation and monitoring of the non-traditional program. School websites, district websites, IC Parent Portal, school Facebook, etc. will integrate community/parent involvement. Administrative and school leadership will monitor the program according to district policies/procedures. These aforementioned aspects will be an integral part of following Digital Guidelines from KDE. Other digital aspects will include; WIN Learning career readiness, Study Island, Plato, teacher websites, Facebook, email, blogs, Lync, hybrid learning platforms, and school websites.

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.

Student online access will be monitored through digital participation logs in online programs such as Study Island, AR Reading and WIN Learning. Traditional paper based activities/learning opportunities will be afforded to supplement instruction for those without access to internet. Community partners will be engaged through communication via various media sources: local newspaper, school Facebook, and school websites. District facilities will be open for students including access to computer labs and libraries.

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.

All teachers will receive training during PLCs on hybrid learning activities in order to design learning activities that utilize technology when appropriate to support/strengthen learning. Trainings have been conducted with certified staff on CIITS, Infinite Campus, teacher websites, WIN Learning college and career readiness program, Discovery Ed, Study Island, Accelerated Reader and Lync allowing certified staff to have a broad range of knowledge to create digital learning opportunities along with traditional paper based learning activities/opportunities. School level and district level administrative teams will monitor the planning, implementation and evaluation of high quality blended instructional projects and learning activities for the nontraditional program.

Certified staff will incorporate CIITS for planning and resources for learning activities. The previously mentioned technology/digital platforms will be utilized for planning, implementing and monitoring of the nontraditional program. Additional technology platforms such as Email, blogs, and Facebook will also be utilized to provide connected learning on days school is not in session.

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

Staff will complete their contractual obligation by monitoring nontraditional program i.e. accessing IC, Home visits, staff work days, phone contacts, facilitating internet connected instruction, lesson planning for nontraditional program, working with students at school access points on days roads are safe for staff to travel. Staff will report to school allowing administrative team to monitor the implementation of snowbound instruction.

\*Please see attached Timesheet for visual for staff time worked tracking

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?

Student participation will be measured through Gradebook in Infinite Campus. Participation will be same as prior year's average daily attendance.

We certify that this application was reviewed and approved by the Wolfe County  
Board of Education at a regular meeting of the Board on 7/10/14  
Date

Kenny Bell 7/10/14  
Superintendent Date

Susan Cabe 7/10/14  
Local Board of Education Chair Date

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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:

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