

**WOODFORD COUNTY BOARD OF EDUCATION  
AGENDA ITEM**

**ITEM #:** XF **DATE:** April 9, 2019

**TOPIC/TITLE:** Non-Traditional Instruction Day Application

**PRESENTER:** Garet Wells GW

**ORIGIN:**

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☒ BOARD REVIEW REQUIRED BY

- ☒ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

**PREVIOUS REVIEW, DISCUSSION OR ACTION:**

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

**BACKGROUND INFORMATION:**

KRS 158.070 states in part "the commissioner of education may grant up to the equivalent of ten (10) student attendance days for school districts that have a nontraditional instruction plan approved by the commissioner of education on days when the school district is closed for health or safety reasons."

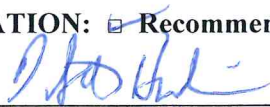
**SUMMARY OF MAJOR ELEMENTS:**

Attached is our application to participate in the Non-traditional instruction program for the 2019-2020 school year.

**IMPACT ON RESOURCES:**

**TIMETABLE FOR FURTHER REVIEW OR ACTION:**

**SUPERINTENDENT'S RECOMMENDATION:** ☒ Recommended ☐ Not Recommended



# Nontraditional Instruction Program

Revised October 2018

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## Renewal Application

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### KRS 158.070(9):

*Notwithstanding any other statute, each school term shall include no less than the equivalent of the student instructional year in subsection (1)(f) of this section, or a variable student instructional year in subsection (1)(h) 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 a nontraditional instruction plan approved by the commissioner of education on days when the school district is closed for health or safety reasons. The district's plan shall indicate how the nontraditional instruction process shall be a continuation of learning that is occurring on regular student attendance days. Instructional delivery methods, including the use of technology, shall be clearly delineated in the plan. 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:

School Year:

Please address the following completely, providing detail and data as appropriate and available.

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### Description of and Improvements to Program

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1. Please give a description of the nontraditional instruction program. Within the description, also address:
  - Revisions to the district's nontraditional instruction program that are being proposed in order for the program to grow in rigor and efficacy;
  - Program adjustments that are being proposed to improve the program for all shareholders (e.g. students, teachers, administrators, parents, community members, etc.); and,
  - Any changes being proposed related to how the district handles food service staff and costs on nontraditional instruction days.

The Non-Traditional Instruction Program in Woodford County consists primarily of technology based instruction and activities at the middle and high school levels whereas the elementary schools focus on more traditional paper assignments. We believe these days have been successful for us so far and have provided quality rigorous instruction or opportunities for our students. In our initial year of NTI, we spent approximately 6 months preparing for implementation, which consisted of committee meetings across schools and grade levels as well as a classified staff committee to address their contract and expectation issues. Some of the guidelines

We certify that this application was reviewed and approved by the Woodford County  
(School District)

Board of Education at a regular meeting of the Board on April 22nd, 2019  
(Date)

Superintendent

Date

Local Board of Education Chair

Date

Completed applications should be mailed to:

Kentucky Department of Education  
Office of Continuous Improvement and Support  
Division of Innovation and Partner Engagement  
300 Sower Boulevard, 5<sup>th</sup> Floor  
Frankfort, Kentucky 40601

**To have an application considered for implementation at the beginning of the upcoming school term, the application must be submitted to KDE at least one hundred and twenty (120) days prior to the beginning of the school term.**



The Non-Traditional Instruction Program in Woodford County consists primarily of technology based instruction and activities at the middle and high school levels whereas the elementary schools focus on more traditional paper assignments. We believe these days have been successful for us so far and have provided quality rigorous instruction or opportunities for our students. In our initial year of NTI, we spent approximately 6 months preparing for implementation, which consisted of committee meetings across schools and grade levels as well as a classified staff committee to address their contract and expectation issues. Some of the guidelines established during our initial implementation and, since revised, include:

Work Hours - 10 am to 1 pm and 4 pm to 7pm.

Assignment Due - 3 instructional days following the NTI Day (ie Due Thursday if last NTI day was Monday)

Documentation of Grades - Due in Infinite Campus within 2 weeks after assignment due date. \*Remember to place NTI Date as assignment date in IC.

Communication on NTI Days - when parents/students contact you (during NTI Day work hours) the expectation is to respond in "timely" manner. All communication needs to be documented in communication log. Calls to school during school day will be relayed to teacher.

Communication about NTI Days - utilize websites, email chains, newsletters, remind 101, etc. to inform/prepare families for NTI Days. Students must know how to access (digital or paper) assignments well before an NTI Day is called.

Instruction - see below for appropriate level

Primary Level

Instructional Focus - Reading, Writing, Math, and Specials Skill based instruction focused on deficits and/or review material not an introduction of new concepts or a continuation of current instruction.

Intermediate Level

Instructional Focus - Reading, Writing, Math, and Specials Skill based instruction focused on deficits and/or review material not an introduction of new concepts or a continuation of current instruction.

Middle School

Instructional Focus - skill deficits, review of content, and/or KPREP practice. No new content or a continuation of content.

Rotation Courses - instruction to focus on work sample confirmed through recorded activity and/or parent confirmation.

High School

Calendar Day - Gold/Black day based on current calendar set to start school year.

Core Courses - instruct on skill and content deficiencies from prior assignments.  
Elective Core Area Courses - instruct on skill and content deficiencies or direct students towards the completion of 25% of their ILPs.  
Elective Courses - direct students towards the completion of 25% of their ILPs.  
AP Courses - have flexibility to instruct on content in order to keep pace for exams in May.

#### Safe Harbor

English instructional focus will be on reading and writing. All other courses will focus on skill and content deficiencies from prior assignments.

#### \*\* Rotation Schedule for Primary and Intermediate

NTI Day 1 - K-1 (Art), 2-3 (Music), 4-5 (PE)

NTI Day 2 - K-1 (PE), 2-3 (Art), 4-5 (Music)

NTI Day 3 - K-1 (Music), 2-3 (PE), 4-5 (Art)

NTI Day 4 - see day one

NTI Day 5 - see day two

NTI Day 6 - see day three

\*Suspensions/Aimes - move suspension dates to physical attendance day. Students will be required to complete assignments on NTI Days.

\*EHO (previous approval granted) - students required to complete work 3 days after return.

\*Sick Days - Assignments due 3 days after return to school.

\*Tech School Students - complete Woodford NTI assignments and catch up with tech school work like snow days in past.

\*Special Education - information from Special Education Director on MSD, Speech, OT/PT, MMD, and SLD students.

In addition, we have had a high participation rate. Our partnership with Georgetown College allows students to attend class on NTI days when possible and we will provide transportation.

Woodford County is a highly technology integrated district. A district survey of families shows that 95% of our students have technology and internet access at home. Much of what we do in the classroom is supplemented by Google Classroom or other online systems which along with our students' access at home facilitates having school remotely.

We are one-to-one in grades 2 through 12 with grades 3-5 having classroom sets, grade 6 students having an assigned device (that does not go home) and grades 7-12 having devices that do go home. Because we are one to one in grades 3-12, our teachers and students can, in many instances, continue with the same type of activities that were planned for the regular school day or, if not, activities that are similar. While the vast majority of students in grades 7-12 do take their devices home, the small number that do not may have an alternate assignment provided to them. We also have



a system for students to check out MiFi devices which provides internet access at home through our network for those that do not otherwise have that access.

At the elementary school level, teachers work together across grade levels and contents to prepare packets that are sent home on or around December 1st. The packets focus more on skill building rather than specific content. Basic reading, writing, and math skills are receiving more emphasis for our elementary students on NTI days.

Our teachers are expected to be online and available on NTI days during the hours of 10:00-1:00 and 4:00-7:00 to provide any specific directions to students and/or parents as well as to answer any questions. The staggered schedule allows for most working parents to also be able to contact our teachers with questions or clarifications as they may be assisting their child with their work.

All of our teachers are required to complete and submit a communication log. This documents their interactions with students and parents. Other duties are also recorded on this log which is distributed to them on an NTI day.

It is understood that we would not recover lost food service funds as a result of using an NTI day. While our food service staff do not work on NTI days, they do complete their contract through trainings later in the year on days not previously scheduled as a work day.