

# Nontraditional Instruction Program

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## *Initial Application*

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Revised October 2018

**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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## *Instruction*

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1. How will the district deliver instruction on nontraditional instruction days?
    - If the method is digitally-based, is there a specific learning management system (e.g. Edmodo, Blackboard, etc.) that the district will use? What other digital applications and tools will be implemented?
    - If the method is not digitally-based, please describe the instructional process.
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2. How will the district account for all students' access to online 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?
  
3. What will the district do to ensure a continuation of learning from regular student attendance days will occur on nontraditional instruction days?
  
4. Please explain how the district will ensure implementation of Individual Education Programs for students with disabilities, including how the students' Admissions and Release Committees will be involved in planning for and making decisions related to the participation and needs of students with disabilities on nontraditional instruction days.
  
5. Please explain how the district will ensure the implementation of other student-specific plans, including Program Services Plans for English Learners, 504 Plans, and the Gifted Student Service Plans for students who are gifted and talented.

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*Documentation*

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6. How will information on **student** participation be gathered on nontraditional instruction days?

7. How will information on **staff** participation be gathered on nontraditional instruction days?
  
  
  
  
  
  
  
  
  
  
8. How will evidence of learning be gathered on nontraditional instruction days? For example, evidence may include LMS reports, formative or summative assessments, projects, etc.

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*Staff*

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9. 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 nontraditional instruction to students.
  
  
  
  
  
  
  
  
  
  
10. Please describe the deployment of **certified** school staff on nontraditional instruction days and describe how they will fulfill their contractual obligations on these days (e.g. access the learning management system from home, serve as facilitator at school or community access points, serve as a phone facilitator, etc.).

11. Please describe the district's plan for **classified** school staff on nontraditional instruction days. Describe how they will fulfill their contractual obligations on these days or indicate that how and when they will make-up these days.
  - If food service staff is working on nontraditional instruction days, please describe the district's plan to cover these costs since no federal food service reimbursement will be granted on nontraditional instruction days.

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*Partners and Shareholders*

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12. Please describe any relationships your district has with educational agencies that are external to your district in which your students attend on a part-time or full-time basis (e.g. Area Technical Centers, regional schools such as iLEAD and Owensboro Innovation Academy, private schools, etc.). What considerations for nontraditional instruction days will need to be discussed and agreed upon between partnering institutions?
  
13. How were shareholders (i.e. students, teachers, administrators, parents, community members, etc.) involved in the development of the district's nontraditional instruction plan?
  
14. What opportunities exist for community partners to be engaged in nontraditional instruction days?

- 15.** How will the district relay information about nontraditional instruction days to students and families? For example, information may be communicated through Facebook, Twitter, district websites, local news outlets, etc.
- In what ways will the district highlight the successes in instruction and learning on nontraditional instruction days?

**We certify that this application was reviewed and approved by the**

*(School District)*

**Board of Education at a regular meeting of the Board on**

*(Date)*

\_\_\_\_\_  
Superintendent

Date

\_\_\_\_\_  
Local Board of Education Chair

Date

Completed applications should be submitted to the SharePoint site.

If you have any questions, please contact Steve Kissinger at [steven.kissinger@education.ky.gov](mailto:steven.kissinger@education.ky.gov).

**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.**