

# 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.**

*The Kenton County School District (KCS D) understands the importance of developing a non-traditional instructional (NTI) program to provide a continuation of instruction for all students due to an emergency situation. The NTI Program will provide a comprehensive system to deliver standards-based content to P-12 students through a hybrid model which will combine traditional teaching methods and digital learning. NTI will vary by grade level to ensure that all students are receiving standards-based instruction at appropriately rigorous levels.*

*To provide access for NTI days, each school in the KCS D will:*

- *Publish work for all students by course/section through the school website for all NTI days.*

- *Align NTI work to grade level standards focused on skills already taught.*
- *Keep rigor at a manageable level for students approaching their work with limited guidance.*
- *Provide teacher contact information to parents/students for assistance with content/navigating assigned work (school phone, email, digital communication).*
- *Continue to use structures that are already commonly accessed by student populations (e.g. Google classroom, classroom websites, Remind, ClassDojo). Student login information will be sent home with students, if needed, to access work.*

**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?**

*Equity and access to high quality, rigorous, standards based instruction is an expectation for ALL students in the KCSd. However, the district acknowledges internet access may be a barrier for some students, prohibiting them from completing assignments on-line on NTI days. For students without internet access, print materials will be made available and distributed as schools are working with families to determine this need.*

*The KCSd believes that ALL children can learn at high levels regardless of their ethnicity, ability, gender, socio-economic status, native language, or whether they have a disability. For our special populations, the following considerations will be made:*

- *EL students in K-12 will receive differentiated materials, developed collaboratively with EL teachers, to meet their learning needs. Work completed by EL students will be reviewed by the EL staff and regular education teachers. EL staff will be available by email during a window of time to assist students on NTI days.*
- *As part of our efforts to ensure that our students with disabilities will have equal access to the same opportunities provided to students without disabilities, special education teachers will collaborate with regular education teachers to ensure students with disabilities receive necessary and appropriate services and accommodations on assignments during NTI days. Special education teachers will also review the work submitted by students on their caseload. Special education staff will be available by email during a window of time to assist students on NTI days. In addition, special education caseload managers will be in contact with students at a minimum of twice weekly.*
- *Upon the conclusion of NTI days, the Admissions and Release Committee (ARC) shall make an individual determination to decide whether the student requires compensatory education to provide services that were not provided in accordance with the IEP.*
- *Building 504 Coordinators will collaborate with regular education teachers to ensure 504 eligible students receive appropriate educational access during NTI and will be available by email during a specified window of time to assist in addressing student access needs.*

**3. What will the district do to ensure a continuation of learning from regular student attendance days will occur on nontraditional instruction days?**

*The Kenton County School District will communicate NTI expectations to students, parents,*

*and staff to ensure continuation of learning from regular student attendance days compared to nontraditional instruction days. NTI information will be disseminated through the district website, social media, Infinite Campus, Bright Arrow messaging, school newsletters, etc. All NTI work will be aligned to the grade level standards and curriculum. The Kenton County School District will communicate with all stakeholders to evaluate the data that the NTI days provides and make adjustments as necessary based on a diverse set of student needs. We will monitor feedback and collaborate to provide a seamless transition from regular student attendance days to nontraditional instruction days. For all students in the district, schools will publish teacher access information for NTI instructional time/teacher support and assistance. At a minimum, all teachers will be expected to maintain an on-line presence of a determined time and/or be available by phone or email for student/parents. Our staff will maintain a log of parent/student communication during the NTI period.*

**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.**

*For students with IEPs, adapted work will be made accessible following the telephone communication to parents by the special education case manager. Adapted work will be accessible electronically via email, mailed home, or be available by parent pickup. Special education case managers will contact students on their caseload during NTI by phone, online conferencing, or email to provide support and comparable services. This will be documented on the NTI Instructional Log and added as progress monitoring data to the Ez Ed Med system. Special education teachers will indicate the structural/procedural/process difference for the goal/benchmark that is being measured and date that NTI instruction for the goal started. Annually, the ARC will plan for student individual participation and needs with discussion surrounding prioritized goals, optimal mode of communication, and means of support during NTI 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.**

*Student-specific plans will continue during NTI days. This includes Program Services Plans for English Learners (EL), 504 Plans, and Gifted Services Plans (GSSP) for students who are gifted and talented. For EL students, EL teachers will collaborate with general education teachers to provide adaptations or modifications to assignments prepared for students. Level 1 English Learners will not be required to complete regular education assignments, and instead, EL teachers will develop an English Learner NTI toolkit of alternate assignments for students. These will be available online, can be picked up at the school or mailed home if the parent/guardian cannot pick up the toolkit. During NTI days, EL teachers will develop a schedule that allows them to contact all Level 1 and Level 2 EL students every other day to offer support.*

*Similarly, students with a 504 Plan will also continue to receive appropriate services. Building 504 Coordinators will collaborate with regular education teachers to ensure 504 eligible students receive appropriate educational access during NTI and will be available by email or phone during a specified window of time to assist in addressing student access needs.*

*For formally identified gifted and talented students, students will be receiving services as identified in their GSSP for their formally identified areas. Services will continue to be offered in a minimum of two ways. As teachers are in conversations with their formally identified students, opportunities to choose in accordance with their GSSP will be given to extend their learning in areas of formal identification.*

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## *Documentation*

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

*Student participation will be based on interaction with a teacher either by completed work product, phone, email, or technology platform. Teachers will log individual student contacts on the NTI Instructional Log. Students will have seven calendar days to complete work from NTI days. Within 14 days, teachers will review the work completed by each student and report participation on the NTI day for each student on the school created spreadsheet. The principal will use this data to compile a participation rate for each NTI day. The daily NTI participation rate for each school will be reported to the DPP. The information will then be submitted to KDE. The timeline for submission may be adjusted if multiple and consecutive days of NTI are used by the school district.*

**7. How will information on staff participation be gathered on nontraditional instruction days?**

*District and School leadership will provide clear and consistent communication to staff about expectations around work responsibilities on NTI days. When conditions are safe and allow staff to travel or access the building, staff will be expected to report to work, unless otherwise informed. While on site, staff will be available and serve as instructional facilitators via phone, email, and online to assist students/parents as needed and collaborate with coworkers during the school day. Staff who are not able to report to work will be expected to make the time up on NTI days prior to the closing day for staff. Building principals will monitor and review staff participation through NTI Instructional Log, email, participation in video conferencing meetings, and on-site. Principals will submit participation percentages to the Director of Pupil Personnel to determine the overall district teacher participation percentage.*

**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.**

*Evidence will be gathered by teachers through a variety of sources. Teachers will be responsible for collecting assignments (hard copy and digital) and any other documentation as evidence of completion of the instructional lesson and assignments. We recognize that we serve a large and diverse student population so we understand the importance of being consistent with our multiple options for students and families. Communication and guidance around this topic, as well as all aspects of NTI will be communicate in our district guidance document that we regularly communicate and disseminate to building leadership.*

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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.**

*The Kenton County School District will be intentional with professional learning for all staff as it relates to non-traditional instruction. As a result of the COVID-19 pandemic, building and district leadership have already made adjustments to professional learning. Building leadership adjusted and submitted intentional plans of professional learning for all staff. We will continue to build capacity around blended instruction and effectively use the technology we already have in our district while making plans to increase our technology for all students and staff. Our district developed a guidance document to serve as a consistent tool for all employees to understand the expectations, guidelines, and protocols of the Non-Traditional Instruction Program. Moving forward, we will continue to review and revise this district guidance document and provide ongoing job embedded training which will allow for a planning process ensuring adequate student work, as well as standards based rigorous assignments, and necessary modifications of the assignments for our special populations.*

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.).**

*Certified staff will be fully informed, trained, and will sign off to acknowledge understanding of the Non-Traditional Instruction program and professional obligations required for implementation. Certified staff will report on-site during NTI days, weather permitting, as well as following all guidance from state and local officials. Staff will be available and serve as instructional facilitators on site, on-line, via phone, etc. to assist students/parents as needed, and participate in school professional learning community meetings as developed by building leadership.*

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.**

*Classified staff will report on-site during Non-Traditional Instructional Days. The building principal and/or supervising teacher will develop a plan for instructional and non-instructional staff that will include, but not limited to assisting and supporting the teacher with instructional needs for our students. District staff will work with transportation and food service to develop plans for bus drivers, monitors, and cafeteria staff to ensure they fulfill their contractual obligations by developing plans to support students, as well as develop training opportunities to assist them in acquiring new skills relevant to their positions. Each supervisor will document training activities for contractual records. The existing food service budget can support salaries for NTI days. However, if the food service budget cannot support NTI days, the district will adjust other budgets to ensure there is not a deficit.*

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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?**

*Kenton County School District has partnerships with post-secondary institutions (ex. Gateway Community Technical College, Northern Kentucky University, Kentucky State, Morehead State University, and Thomas More College). KCSD students will follow the post-secondary institution calendar and in person or online instruction.*

*In addition, KCSD has partnered with Boone County School District and our students attend The Ignite Institute. KCSD students follow the Boone County instructional calendar and in person or NTI instruction.*

*KCSD has MOA's with each post-secondary institution and the Boone County Board of Education in which attendance and instruction expectations are outlined with student safety as top priority.*

*During NTI days, students that have internships or career based work opportunities will participate on the site as long as the business is open and it is safe for the student to do so. If a student cannot be present on site, the teacher of record at school will provide NTI learning opportunities for the students.*

- 13. How were shareholders (i.e. students, teachers, administrators, parents, community members, etc.) involved in the development of the district's nontraditional instruction plan?**

*Our district developed a team of stakeholders including building leadership, teachers, central office staff, support staff, board members, etc. when developing our emergency NTI application in March of 2020. As a result of the COVID-19 Pandemic and finishing the remaining part of the school year on NTI, we continued to reflect and receive a great deal of feedback and input from parents, students, and staff. This feedback allowed for our district to make adjustments along the way as necessary to our nontraditional instruction plan. Additionally, some intentional professional learning was planned and implemented for staff as a result of our experience with NTI in the spring of 2020. This professional learning is building the capacity and better equipping our staff for future nontraditional instruction.*

- 14. What opportunities exist for community partners to be engaged in nontraditional instruction days?**

*The teamwork between our school district and various community partners serves to strengthen non traditional instruction setting for our students. The response of our community during the nontraditional instructional days in the 19-20 school year was outstanding. We recognize the importance and need that*

*our students continue to receive meals while not being able to receive in person instruction. Our district will continue to work with local community partners to take care of basic needs for our students, while continuing to provide meals, as well as support students and families with proper access to technology and Wifi.*

- 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?**

*The Kenton County School District will communicate information with all stakeholders, including staff, students, parents, board members, community members, etc. through the district public releases via the district website, social media, bright arrow messaging, Infinite Campus, Newsletters, etc. We send a weekly memo to all district office staff and building leadership and this communication tool will allow for ongoing communication highlighting procedures, success stories, etc. The communication we provide in the weekly memo provides a consistent message/guidance for building leadership to disseminate to their staff. We understand the importance of consistent, ongoing communication in multiple ways to reach all of our stakeholders.*

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

**Board of Education at a regular meeting of the Board on**   
(Date)

Superintendent

Local Board of Education Chair

Date

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.**