

Reimagining Time

Non-Traditional Instruction Days

West Virginia Board of Education Policy (WVBE) 3234, School Calendar defines the instructional term, requires districts to create school calendars to meet 180 separate days of instruction, and requires the formation of district policies to address early dismissals and late arrivals, among other requirements of statute.

WVBE Policy 3234 provides flexibility and options for county boards to determine when the use of a Non-Traditional Instruction Day is necessary. On occasion West Virginia school districts may have to cancel school due to an emergency, rethink how instruction will be delivered to students when the traditional methods of instruction are not feasible, or provide instruction in a non-traditional manner for other various reasons. In response to this and other concerns of the districts the WVBE promotes the use of Non-Traditional Instruction Days to address days when students are not receiving instruction within the school facility. School districts may utilize up to five days of non-traditional instruction. The WVDE has developed the following application to give districts the opportunity to submit a plan to meet 180 separate days of instruction while continuing instruction when students are not in the traditional learning setting. In order to take advantage of Non-Traditional Instruction Days, county boards must have an application on file with the WVDE. . Please complete the application and return it with your county school calendar by May 4, 2018.

*Counties who currently have approved Reimagining Time applications on file should also complete this form and return it with the 2018-2019 county school calendar.

Mason County's Overall Approach to Snow Days

Mason County Schools has currently two options for snow days. One option is that Mason County Schools has instituted a school day for the 2017-2018 school-year that is at least 30 minutes above the required instructional minutes as per policy per programmatic area. Mason County has currently used four of the five equivalent days for inclement weather. The second option Mason County can utilize is the OS days (Outside School Environment Days), CE (Continuing Education Days), and Preparation Days (Preparation for Closing of School) as indicated in the 2017-2018 school calendar to make up for any closures due to inclement weather conditions. Mason County Schools has currently 5 OS days and 1 P day left in the calendar to utilize for the current 2017-2018 school year.

Mason County schools proposes to utilize "Snow and Go" packets developed by teachers with appropriate grade-level curriculum standards to provide up to 5 days of instructional time to replace the attendance time necessary for all Mason County students to recoup school weather closures. The Snow and Go packets will afford students the equivalent amount of instructional time as regular attendance time.

Mason County students will participate in the reimagined instructional time in a learning environment outside of their school. Such environments may include the students' homes and Mason County Public Libraries.

Further, Mason County Schools requests to be able to utilize the 1 remaining equivalent day, the OS/P days, and the 5 NTI Days as the Superintendent deems necessary. For example, on Friday, January 5, 2018, temperatures were sub-zero most of the day causing a closure of school. If Mason County Schools had a WVBE approved NTID plan, the Superintendent would have utilized the NTID plan instead of an equivalent day because county staff could have reported to work and students could have had access to Snow and Go instruction. The Superintendent will use his discretion in determining if staff will report from 10AM to 2PM on Snow and Go days or if they will remain home due to inclement conditions. This local control is vital to the decision-making process of the county Superintendent to be able to not only ensure the safety of students, but to also ensure that students are not missing valuable instruction.

COUNTY APPLICATION

Non-Traditional Instruction Days (NTID)

Please complete this form to provide the WVDE with information about your county's plan for student learning on days when the schools are closed during an emergency.

County: Contact Name:
Contact Email: Contact Phone:

Distribution of Days

- It is preferable to utilize NTID prior to considering the use of Out of School Environment days. All NTID are considered instructional days and should be counted as such.
- In preparation, utilize multiple data sources when considering how to plan for Non-Traditional Instruction Days.

Evidence of Stakeholder Involvement

Please answer the following questions. If the answer is "yes," attach evidence.

- 1) Were school personnel consulted about this plan? Yes No
- 2) Are the majority in favor of this plan? Yes No
- 3) Have teachers been trained to implement this plan? Yes No
- 4) Were parents/guardians consulted about this plan? Yes No
- 5) Are the majority of parents/guardians in favor of this plan? Yes No
- 6) Have parents/guardians been trained to implement this plan? Yes No

Addressing Current Learning

The plan should address current learning. For example, students may be asked to read materials that would have been covered were class in session and then write a report on their reading, they may be asked to design an experiment that they can later implement in class, or they may work out real-life problems that apply the math concepts they are currently studying. Teachers should be available via phone or internet, if at all possible, to provide assistance for students. (Please see guidance document for more details).

Please answer the questions below and provide evidence where needed.

- 1) Can school personnel provide learning via video Skype (Office 365)? Yes No
- 2) Can school personnel provide learning via telephone or mobile device? (In Mason County, via school telephone, or through other means) Yes No
- 3) How does the plan provide learning options for students without access to internet service or electronic devices? *(This includes students who never have access and those who lose access due to power failures).*

Mason County Schools will provide grade level instructional materials that will go home with students via paper form. Students will also have the ability to turn in assignments online as well. Mason County Schools cannot verify that all students have an Internet service at home, so these "Snow and Go" packets will be given to all students in advance. The materials will also be available electronically on school websites.

- 4) How does the plan provide for employment days being used on NTI days to promote WVBE Policy 3234 and other related policies to ensure professional learning?

All county staff may report to work from 10 Am to 2 PM.

Teachers and all instructional staff:

Teachers may report to their school or to another designated school/building. Teachers may:

- A. Participate in school or county grade level or vertical PLCs
- B. Work collaboratively as a school staff on the goals of the school's strategic plan or participate in school level professional learning
- C. Dialogue with students via email, Live Grades, telephone calls, skype, etc.
- D. Review and grade student work submissions through Office 365, PLATO, Study Island, Live Grades, etc.
- E. Other duties as assigned by principal

School Administrators:

School Administrators may report to their schools for the day. School principals may:

- A. Participate in PLCs with staff members
- B. Participate/Collaborate with the school staff on strategic plan goals, activities, etc.
- C. Facilitate/Lead/Participate in school-level or county meetings, professional learning, etc.
- D. Monitor staff and buildings

School Nurses:

All school nurses may report to work in one of their assigned buildings (should they have more than one). School nurses may:

- A. Complete any necessary paperwork, etc.
- B. Organize supplies, etc.
- C. Participate in professional learning
- D. Other duties as assigned by principal

School Secretaries and School Custodians:

All school secretaries and school custodians may report to their assigned building.

School secretaries and custodians may:

- A. Report to their school administrator for their assignment
- B. Participate in professional learning

Cooks:

Cooks may report to their assigned building. Cooks may:

- A. Attend professional learning
- B. Complete routine cleaning, maintenance, meal prep, paperwork, etc. as necessary
- C. Prepare and Pack/Serve a reimbursable meal for any students who come for a meal between the hours of 10:30 -12:30
- D. Other duties as assigned by the school principal or child nutrition director

Maintenance Workers:

Maintenance Workers may report to work. Maintenance workers may:

- A. Report to the Maintenance Director for the day's assignment(s)

Bus Drivers:

Bus Drivers may:

- A. Remove snow from the bus
- B. Clean the bus and check to see if any routine maintenance needs performed
- C. Preview routes and report findings to Transportation Director
- D. Perform routine duties associated with the bus driver classification
- E. Engage in Professional Learning
- F. Perform any other tasks associated with bus driving determined by the Transportation Director

Transportation Staff:

All transportation staff may report to work. Transportation workers may:

- A. Report to the Transportation Director for the day's assignments.

Central Office Professional and Service Staff:

All central office professional and service staff may report to work and conduct daily county business as usual.

- 5) How many instructional days do students have to complete the work they are assigned to do during school closure?

Students in Mason County must submit makeup work within three days of the absence or according to a time line designated by the teacher. Snow and Go day packets will operate using the same process. Within the instructions of the Snow and Go day packets, the teacher will directly state when the packets are due for grading. In doing this, the Snow and Go day packets will be complete with this information on the school websites.

- 6) How does the plan address the needs of students who do not have adequate access to nutrition during prolonged stays at home?

Mason County Schools will offer students a non-perishable, reimbursable meal between the hours of 10:30 and 12:30 on each Snow and Go Day at each school where it is safe enough for families to be on the roads (ex. For school closures due to frigid temperatures, etc.) Students may go to any nearest school for the school meal. Students may also have access to the backpack program in advance of a major snowstorm where transportation to the school for the reimbursable meal would be dangerous.

- 7) Briefly describe how the instructional materials and tasks align with the curriculum that students would cover if they were in school.

Mason County teachers have developed grade-level curriculum maps in many of the content areas county-wide. Instructional materials would align with the state content standards for the various grade levels.. Teachers may choose to do structured reviews based on the content already covered in class to keep student skills polished or the materials may build on background knowledge while introducing or continuing content currently being taught in the classroom.

Snow and Go packets will include specific instructions in student/parent-friendly language. The packets will also be available on the school websites and in the main offices of each school in case a student misplaces the packet. Students can choose to submit their work via Office 365, Plato, or on the actual paper packet.

Teachers will monitor and grade the Snow and Go packets and will assign grades to the student work in Live Grades with a title that will specifically show parents and students what the Snow and Go packet grade is in the system. Students must submit their Snow and Go packets within the time frame given in the Mason County Schools absence work policy.

School and county-wide PLCs will meet to discuss and evaluate the student outcomes of the Snow and Go packets. Teachers may adjust the packets as necessary to improve the outcome of student learning.

- 8) Briefly describe how the lessons or tasks support critical thinking/problem solving skills.

The Snow and Go packets will be designed for students to hone their critical thinking skills in the various curricular areas and around necessary foundational skills. Teachers will choose materials that give students a variety of questioning types or require specific tasks that promote higher-order thinking. Students will be able to use multiple processes to arrive at answers. Snow and Go day packets may also contain PBL activities that engage student interest in the curricular area. Students may be asked to create a product rather than simply answering questions depending on the curricular area and grade-level. Students will not be expected to know "new" information, but may interact with "new" information as a preview or to engage their own background knowledge that will be useful to the teacher as instruction continues in the classroom. Teachers may also choose to differentiate their Snow and Go packets depending on the needs of individual students.

- 9) Do the lessons or tasks cover the four primary content areas (ELA, mathematics, science and social studies)? Yes No

Assessment/Accountability

Which of the following will you use to demonstrate that students have participated in the required school work? You may select more than one option.

- Report
- Paper
- Essay
- Review
- Fictional piece
- Experiment design (science)
- Problem design (math)
- Problem solution (science/math)
- PBL design
- Classroom discussion when students return to school

Other (please describe briefly)

Mason County Schools feels it important to allow the classroom teachers to determine the best way for students to show their learning on the Snow and Go days. Teachers may utilize any of the above or provide other examples as evidence of student learning to meet the individual needs of the students in the classroom.

Will the evidence of learning above be graded? Yes No

If yes, please provide a brief description of grading criteria

Teachers will develop specific criteria on how their Snow and Go packets will be graded. For instance, some may choose to grade using a rubric. Teachers will provide such information to students in the classroom when the packets are given, plus this will be specifically stated with the instructions for the assignment(s). Providing transparency up front is always best and this information will again be noted in the packets on the school websites. In PLC meetings, teachers will discuss grading for student learning and monitor the outcome of the Snow and Go packets making any necessary changes as appropriate.

Please note:

The school calendar report will include a section where districts who utilized NTID identify which days were utilized as NTID and those utilized by Equivalent Time. Please keep track of the days as they are implemented for purposes of ensuring the district has met the 180 separate days of instruction.