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Norton City Schools
2020-21 Inclement Weather Plan
Non-Traditional Instruction Program

The Non-Traditional Instruction Program (NTI) is a program that encourages the continuation of academic instruction on days when school would otherwise be cancelled. The NTI days are designed to function in the same manner as our virtual/remote learning day on Fridays. Each school will create plans to deliver instruction to every student in the district and provide for student and teacher interaction on NTI days, with the ultimate goal of continuing instruction. These days will count as instructional days for Norton City Schools. The non-traditional instructional process shall be a continuation of learning that is occurring on regular student attendance days.

Attendance/Duties

Student

As Non-Traditional Instructional days are considered instructional days, all K-12 students are expected to participate. NCS will follow the NCS guidance for virtual attendance on these days. Schools will track and record attendance in PowerSchool for participation in NTI days.

Teacher

Non-Traditional Instructional days are considered teacher instructional days and count towards fulfilling the number of instructional days required by contract. As such, teachers are required to work virtually on NTI days. They do not have to report to the school building, but they must be available to students from 9 am-3 pm. Teachers should be accessible to the students virtually or by other communication methods in case of questions about the coursework. However, other tasks such as calling students or conducting record-keeping tasks may also be assigned at the discretion of the principal.

If a teacher is unable to work on an NTI day, leave time must be used according to Division policy. A substitute will *not* be required.

Building Principals and Central Office Staff

The Building Principals and Central Office Staff are required to work on NTI days. It is the Superintendent's discretion as to the work location and duties.

Counselors

Similar as to the teachers, school counselors are required to work on NTI days. It is at the building principal's discretion as to the work location and duties.

Classified Staff

Classified staff may be assigned responsibilities on NTI days by the school principal. The building principal can assign work-related tasks at other times during the school year for classified staff to meet contract days.

- Paraprofessionals
If working on NTI days, paraprofessionals may help monitor the virtual classroom, make “check-in” calls with students, or perform any number of tasks related to typical duties.
If not working on NTI days, building principals will develop a plan for paraprofessionals to meet the contracted workday agreement.
- Clerical Staff
If working, clerical staff duties may include answering parent and student calls, performing typical office tasks, or assisting the principals as needed.
If not working on NTI days, the building principals will provide a plan for clerical staff to meet the contracted workday agreement.
- Food Service
If not working on a NTI day, the Food Service Director will provide a plan for food service personnel to meet the contracted workday agreement.
- Custodial
If working, custodial staff will conduct regular work activities or special assignments from the building principal.
- NCS Community Partners
Children’s Inc. will be an involved partner in the NTI day plan. They will survey/assess the need for their services and can assist the school division by providing childcare services to NCS families. This would be in-line with the services they provide on our current virtual/remote learning day on Fridays. Involving community partners in the NTI days promotes cooperation, involvement, and implementation of the program. For more information, please contact Children’s Inc. at 276-791-6120.

Meals

Breakfast and lunch will be provided to students in the same manner as on our virtual/remote learning day on Fridays. Families may come by the schools to pick up the meals between the hours of 10:30 AM and noon. Bagged items for breakfast and a boxed, hot lunch will be available on NTI days. If we know ahead of time of possible closures, we will send meals home with students the day before the closure. We also plan to develop a volunteer meal delivery program if the need is indicated in the food service survey.

Extra-Curricular Activities

It is recommended to not hold extra-curricular activities on NTI days. The NTI days *do count as instructional days*; however, if school is closed due to travel hazards, it is *not* recommended for students to gather for extracurricular activities after school hours.

Instruction Approaches

Non Traditional Instruction days are not a “free day” for teachers or students. They are considered instructional days where teaching and learning occurs.

The format that will be used for NTI days is the same as what is used on the virtual/remote learning day on Fridays. Teachers are recommended to utilize the Comprehensive Instructional Plan to determine relevant content for the winter months or provide learning modules to review essential skills, provide enrichment

activities and/or Project Based Virtual Learning opportunities. Packets should be created monthly that contain relevant lessons and content for the students' accessing content remotely.

- New Material-Instruction

Depending on how accustomed the students have become to using online classroom instructional methods during our virtual/remote learning day on Fridays, the presentation of new material during NTI days is recommended to be limited, but it is acceptable.

*The exception for this recommendation is Dual Enrollment courses, in which case the students are likely able to learn new material with little direct instruction. However, if the normal class routine is self-paced or individual learning, new material may be introduced, as necessary.

Technology Needs

Students were surveyed at the beginning of the year for technology needs of all learners. Families indicated if they had technology needs for items such as: devices, internet access, jump drives, packets, etc. If a student has a need that has not been identified, please contact the school that your child attends as soon as possible to make arrangements.

The Division and School websites will have a link dedicated to NTI days and general information.

Students with Disabilities

NCS will plan to educate all students on Non-Traditional Instructional days. Plans for providing for the educational needs of students with Individual Education Plans (IEP) on NTI days will be followed. Special Education accommodations will continue to be met on NTI days. In each student's IEP team meeting, a plan should be created relating specifically to how IEP accommodations will be met on NTI days (***NTI days are defined as virtual/remote learning days due to inclement weather.***) The NTI days are designed to function in the same manner as our virtual/remote learning day on Fridays. It is especially important to understand what type or level of parental support the student will have at home on NTI days before deciding on an educational plan for NTI days.

NTI day procedures would vary depending on a student's individual needs but could include, for example, the regular classroom teacher adjusting the lesson to meet accommodations, the special education teacher creating student specific lessons, or the regular education and special education teachers working together to adjust or create lessons. Procedures for NTI days could also include, for example, sending familiar manipulatives home with the students, downloading lessons or educational games onto a tablet and sending it home, creating lessons focusing on life skills, or using technology to create face-to-face learning experiences. The regular education and special education teachers must be available to students virtually, or by other communication methods in case of questions about the coursework.

English Learners should continue to receive services on NTI days:

NTI day procedures would vary depending on a student's individual needs. The English Learner teacher must be available to students virtually, or by other communication methods in case of questions about the coursework.

Procedures for Decision Making

NCS will begin informing families in late October about the Non-Traditional Instructional Program before inclement weather creates schedule changes.

Continuously- Transportation Manager and Superintendent monitor weather forecasts.

The Manager of Emergency Services for Norton City provides updates from the National Weather Service. Multiple online weather sites are checked. TV and radio forecasts are considered. Occasionally, Superintendents and Transportation Managers from other divisions are in communication. Decisions to use Non-Traditional Instructional Days or an altered schedule will be made as early as reliable information is available to make a sound decision.

NTI days will be used for school closures during the 2020-21 school year. Norton City Schools may also utilize a traditional two (2) hour delay schedule.

5:30 AM- Start Checking Roads

The Transportation Team drives routes to check conditions of streets that several buses will be traveling. These streets are typically the most troublesome streets, and they include streets in Sawmill, Hawthorne, Esserville, West Norton and other backstreet areas. These areas seem to be more troublesome due to their steepness, accessibility, width, etc. A decision to alter the schedule may be made at this time. If not, then:

6:00 AM- Re-Check Weather Conditions

The Transportation Manager checks the weather forecast again for the day. He then calls Transportation Team members and asks for an update on the road conditions near their homes. If things have changed drastically, some streets may be checked again. The Director of Public Works for Norton City may be consulted for an overview of road conditions and predictions about improving/deteriorating road conditions.

A decision to alter the schedule may be made at this time. If not, then:

6:00 – 6:15 AM- Superintendent Notified of all Street Conditions by Transportation Manager

The Transportation Manager calls the Superintendent to provide an update on the situations that have been experienced thus far. A decision is then made about schedule alterations.

If the schedule is altered - 6:15 – 6:30 AM- Calls to Radio/Television Stations, Etc.

Central Office Staff begins calling radio and television stations. *The Superintendent and/or Technology Manager sends out a message via Social Media, email, voice call, and/or text message. The School Division website is updated.

7:30 – 8:30 AM- Delayed Schedule to NTI day

If the delayed schedule needs to be changed to “NTI day,” the Central Office Staff calls radio and television stations. The Superintendent and/or Technology Manager sends out a message via Social Media, email, voice call, and/or text message. The School Division Website is updated.

Early Dismissal

There are times when the daily school schedule must be altered after the school day has begun. These “early dismissals” may be caused by inclement weather or other emergencies that could impact student and staff

safety. When the school administration is alerted to the possible need to dismiss school early, communication is initiated immediately with agencies and individuals who are knowledgeable of the situation that has created the emergency. Information is gathered quickly by school administrators, and a careful analysis of the facts is conducted before the Superintendent makes the decision to dismiss early.

Once this decision is made, the same media that are used for a “delayed schedule” are used by school administrators to notify parents, staff and others of the decision. Every effort is made to make this call in a timely manner to allow for adjustments in schedules and arrangements for the safety of students and staff.

During the best possible circumstances, our afternoon runs can be completed in 1.5-1.75 hours.

Temperature concerns

When temperatures are expected to be *below 15 degrees we will consider making a schedule change*. Factors to be considered during these conditions include cloud cover, wind chill, radiant heat factor, and hourly temperature changes. When temperatures drop to single digits during the time of normal bus routes, a delayed schedule may be used. This will enable custodial and maintenance staff more time to ensure that all areas of the buildings are heated properly prior to the arrival of students and staff and that buses are able to start and warm appropriately prior to departure for routes.

Emphasis on Safety of Students and Employees

The safety of our students and staff are the most important factor when decisions are made to alter school schedules. Other factors include current road conditions, future weather predictions, and comfort/function of buildings.

Example: Roads might be snow/ice covered at 5 AM with forecasts showing more snow/ice to follow, and there would be a need to use the NTI day plan; however, if roads are snow covered and the forecast is calling for the snow to stop and temperatures to rise quickly, a two hour delay schedule could be utilized. Forecasts are not always accurate, so it is necessary to continue checking roads throughout the morning on a day of a delayed schedule.

The transportation team recognizes the burden that is placed upon parents when a decision is made to change the school schedule. The team will always try to consider the importance of parental convenience when making decisions to alter school schedules. However, student and staff safety will be the primary factor that is considered.

The goal is to have the announcement of the schedule change to radio/television stations by:

- If a schedule is altered (2 hour delay) notifications to families and the community will be made by **6:30 AM.**
- If the delayed schedule needs to be changed to an NTI day the decision will be made no later than **8:30 AM.**

POSSIBLE DECISIONS FOR 2020-21 SCHOOL YEAR:

1. 2 hour delay-
* On 2 hour delays, alternate bus routes/stops **may be used as deemed necessary**.
2. Non-Traditional Instruction Day-
All students remote/virtual learning- Teachers do *not* report to schools but must be available to students from 9 AM-3 PM virtually or by other communication methods in case of questions about the coursework.
3. Division Closure-
Power and other required utilities have been impacted and not widely available throughout the school division and in Norton City which requires a complete closure of Norton City Schools.

TRANSPORTATION TEAM:

Brandon Stidham- Transportation
Brad Hart- Principal
Scott Addison- Principal
Jeff Brooks- Maintenance
Bruce Wilson- Bus Driver
Neil Walker- Bus Driver/Teacher
Steve McElroy- Norton City Director of Public Works
Todd Lagow- Manager of Emergency Services-Norton City
Michael Brooke- Teacher
Gina Wohlford- Superintendent

Resources for the development of this plan:
Kentucky Department of Education Division of Innovation and Partner Engagement: Updated March 2020
Norton City Schools 2019-20 Inclement Weather Plan