SUBMISSION AND APPROVAL PROCESS

County: Clay County Schools

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List/Description of Submitted Files: 2019-2020 Calendar

Application:

1. Describe your overall approach for reimagining instructional time/instructional day.

Clay County plans to address lost instructional time/instructional day by using banked time days, when possible, in place of lost days for a maximum of five instructional days. All of Clay County Schools meet the eligibility requirement by banking thirty minutes, or more, of instructional time daily. In addition, Clay County plans to utilize reimagined time instructional time/instructional days to make up days where school has been called off due to inclement weather conditions or other extenuating factors (i.e. power outages, flooding, lack of water, etc.). If needed, Clay County also has six OS days that can be converted into instructional make up days. Additionally, Clay County Schools can convert the June 9, 2020 and the June 10, 2020 Professional Meeting Days (PM) and the June 12, 2020 Preparation for Closing Day (P) into instructional days. (See Appendix A for Clay County Schools 2019-2020 School Calendar).

Inclement Weather Resulting in School Closure	Make Up Day	Definition of Day
Day 1	TBD	Banked Time/Reimagined Time
Day 2	TBD	Banked Time/Reimagined Time
Day 3	TBD	Banked Time/Reimagined Time
Day 4	TBD	Banked Time/Reimagined Time
Day 5	TBD	Banked Time/Reimagined Time
Day 6	TBD	Banked Time/Reimagined Time
Day 7	TBD	Banked Time/Reimagined Time
Day 8	TBD	Banked Time/Reimagined Time
Day 9	TBD	Banked Time/Reimagined Time
Day 10	TBD	Banked Time/Reimagined Time
Day 11	January 2, 2020	OS
Day 12	April 10, 2020	OS
Day 13	June 3, 2020	OS
Day 14	June 4, 2020	OS
Day 15	June 5, 2020	OS
Day 16	June 8, 2020	OS
Day 17	June 9 2020	PM
Day 18	June 10, 2020	PM
Day 19	June 11, 2020	Р

Clay County Schools intends to utilize 'Snow Learning Packets' composed of developmentally appropriate programmatic level and grade level content to provide up to five days instructional time. The 'Snow Learning Packets' will replace school attendance for all Clay County Students for unplanned school closures (due to inclement weather conditions or other extenuating factors detailed above) for up to 5 instructional days. The 'Snow Learning Packets' will incorporate an average minimum of five hours of instructional time per day but not to exceed 315 minutes at the elementary level, 330 minutes at the middle school level and 345 minutes at the high school level. The Reimagined Time will occur in a learning environment outside of the school. The learning environment may be the students' home, day care, Clay County Public Library, etc.

Inclement Weather Resulting in School Closure	Make Up Day	Definition of Day
Day 1	TBD	Banked Time/Reimagined Time
Day 2	TBD	Banked Time/Reimagined Time
Day 3	TBD	Banked Time/Reimagined Time
Day 4	TBD	Banked Time/Reimagined Time
Day 5	TBD	Banked Time/Reimagined Time
Day 6	TBD	Banked Time/Reimagined Time
Day 7	TBD	Banked Time/Reimagined Time
Day 8	TBD	Banked Time/Reimagined Time
Day 9	TBD	Banked Time/Reimagined Time
Day 10	TBD	Banked Time/Reimagined Time
Day 11	January 2, 2020	OS
Day 12	April 4, 2020	OS
Day 13	June 3, 2020	OS
Day 14	June 4, 2020	OS
Day 15	June 5, 2018	OS
Day 16	June 8, 2018	OS
Day 17	June 9, 2017	PM Day
Day 18	June 10, 2020	PM Day
Day 19	June 11, 2018	Preparation for Closing School

The schedule of implementation will be as follows:

Clay County Schools reserves the right to adjust any of the Reimagined Time Days to closed days to be made up, if the weather conditions warrant this action. Weather conditions that might justify school closure may include a state of emergency with travel limitations. If such a case occurs, the Reimagined Time Days will be moved to a later date.

The focus of the 'Snow Learning Packets' will be as follows:

Elementary School Students: The assignments will concentrate on reinforcing and applying skills previously taught in the classroom. Our rationale for this is that we do not want to put students at a disadvantage and ask them to complete assignments requiring skills in which they have not received adequate instruction prior to this point. For the most part, the 'Snow Learning Packets' will contain assignments where in students engage in independent and self-directed learning activities that reinforce previous learning. Primarily, students will work by themselves, as appropriate given their age, to operationalize the information learned in the classroom. However, special consideration will be given to our early learners by focusing mainly on reinforcing and integrating skills provided during the regular instructional day. A portion of the assignments may require that the student work with an older sibling or adult (i.e. read a passage aloud). Assignments are designed to enhance the learning of concepts, skills, themes, or topics.

Secondary School Students: The assignments will concentrate on reinforcing and applying skills previously taught in the classroom. Our rationale for this is that we do not want to put students at a disadvantage and ask them to complete assignments requiring skills in which they have not received adequate instruction prior to this point. For the most part, the 'Snow Learning Packets' will contain assignments where in students engage in independent and self-directed learning activities. Primarily, students will work by themselves to operationalize the information learned in the classroom. Assignments are designed to enhance the learning of concepts, skills, themes, or topics. Assignments may integrate content/subjects as deemed appropriate to maximize learning.

Clay County Schools will make these assignments available on our county website at <u>claycountyschools.org</u> as well as in paper format. Copies will be sent home and be made available at the schools and at the Clay County Library.

Students will be given ten (10) days of school (in session) to complete the assignments and turn them in to their teacher(s). Classroom teachers will grade the work and provide feedback to the students on each assignment. Clay County Schools maintains that we can effectively minimize the loss of instructional time and better ensure that students continue learning when weather conditions and other unforeseen events occur. The students will be allowed to turn in their completed assignments the day they return to school or when they complete the assignment(s), whichever comes first as long as it falls within the 10-day limit discussed above.

2. How have you involved stakeholders in planning this approach?

Clay County Schools worked diligently to ensure the support of stakeholders by taking the following steps:

Planning and Implementation Process

- Step 1: The Clay County Schools Leadership Team discussed and shared ideas about the Reimagining Instructional Time/Instructional Day application.
- Step 2: Principals met to discuss and review information related to Reimaging the Instructional Time/Instructional Day application.
- Step 3: Building principals shared information related to the application with school leadership team(s), Faculty Senate, and Local School Improvement Council, etc.
- Step 4: A meeting of the Clay County Schools Parent Advisory Council was scheduled to discuss and share ideas about the Reimagining Time/Instructional Day application.
- Step 5: Administrators reviewed suggestions, comments, etc. from stakeholders and began to complete application.
- Step 6: Building principals shared a draft of application with PTOs, Faculty Senate, parent groups, etc. Stakeholders asked to comment on the draft.
- Step 7: A copy of the proposed policy made available for comment on the county website at <u>claycountyschools.org</u>.
- Step 8: A public meeting conducted to disseminate information, answer questions and allow the school community to express their opinions about the Reimagining Time/Instructional Day policy and offer suggestions.
- Step 9: Educators agreed to work an eight-hour day.
- Step 10: Application modified based on the insight gained stakeholder meetings.
- Step 11: Mr. Joe Paxton, Superintendent of Clay County Schools, presented an application to the members of Clay County Board of Education.
- Step 12: The application approved by Clay County Board of Education and submitted to the West Virginia Department of Education and the State Board of Education for approval.

Clay County Schools currently has the following school schedules in place:

Elementary School Programmatic Level	Number of Instructional Minutes (315 required)	Number of Minutes for Banked Time
Big Otter Elementary School	345	30
Clay Elementary School	351	36
H. E. White Elementary School	347	32
Lizemore Elementary School	345	30
Middle School Programmatic Level	Number of Instructional Minutes (330 required)	Number of Minutes for Banked Time
Clay County Middle School	360	30
High School Programmatic Level	Number of Instructional Minutes (345 required)	Number of Minutes for Banked Time
Clay County High School	375	30

Please note:

- Clay County Schools has a minimum of thirty (30) minutes daily of accrued instructional time.
- Thirty (30) daily minutes of accrued instructional time equals approximately 16 days.
 - Elementary School: 30 minutes x 180 =5,400 minutes 5,400 minutes/315 minutes per day = 17.15 days of school
 - Middle School: 30 minutes x 180 days = 5,400 minutes 5,400 minutes/330 minutes per day = 16.37 days of school
 - High School: 30 minutes per day x 180 days = 5,400 minutes. 5,400 minutes/345 minutes per day = 15.65 days of school
- 3. Provide exemplars of how the school schedule will be significantly different than the current schedule. (e.g. staggered start times for groups of students/teachers, amount of class time for high school courses, use of integrated teams to deliver blended content at middle or high school levels, ongoing time for staff collaboration and professional learning, activities facilitated by community groups, varied groupings or rotations of student groups)
 - Instructional time will equal approximately of five (5) hours.
 - The student will determine the order in which class assignments will be completed.
 - The student will determine the amount of time devoted to the completion of each assignment.
 - The day's start and stop times for assignment completion will vary.
 - Each student will be allotted ten (10) days of school (in session) to complete the assignments for the Reimagined Time Day.
- 4. Communication plan for ensuring parents are aware/informed of days that might be early release or dismissal or will involve the use of community/parent groups during the school day.

Clay County Schools will employ the One Call Now calling system to inform parents to follow Reimagined Time procedures. Notices will also be available on the Clay County Schools website, <u>claycountyschools.org</u>, as well as local TV and radio stations.

5. Describe how the proposal impacts WVBE Policy 2510 and WVBE Policy 3234.

Clay County Schools' proposal for Reimagining Instructional Time/Instructional Day impacts WVBE Policy 2510 and Policy 3234 in the following ways:

 Policy 2510 – Assuring the Quality of Education This policy establishes regulations for all education programs by improving the quality of teaching and learning. It reflects WVBE's commitment to establish rigorous academic standards and to provide a high quality education program for every West Virginia public school student. It also mandates a minimum 180-day instructional term along with the minimum minutes of instruction for each programmatic level.

Clay County Schools' proposal establishes a plan for students to acquire up to five days of instruction at home during inclement weather conditions by utilizing 'Snow Learning Packets' which are comprised of developmentally appropriate programmatic level and grade level content. The 'Snow Learning Packets' will contain lessons that are vetted by Master Teachers and also reflect the quality and rigor that is required by Policy 2510.

Policy 3234 – School Calendar
 This policy sets forth criteria for creating the annual school calendar. It mandates an
 instructional term for students of no less than 180 separate days of instruction. Clay
 County Schools Reimagining Instructional Time/Instructional Day Proposal offers an
 alternative schedule for students to work at home on days when severe weather
 conditions prevent them from attending school for an established maximum of five
 (5) Reimagined Time days.

If the Reimagined Time Application includes provision for reimagined student attendance days/instructional days, the application must also include:

6. What evidence of capacity and previous experiences with non-traditional environments does the county have?

Traditionally, Clay County Schools has utilized all Outside School Environment days, Continuing Education days, and Preparation for closing day in the school calendar as make up instructional days to compensate for extreme weather conditions that result in school closure. We will continue to use these days as make up days in addition to using banked time days and the Reimagined Time Days. The Reimagined Time Days will be substituted for a maximum of five (5) instructional days when school is called off due to inclement weather conditions.

Clay County Schools have been involved with preparing 'Snow Learning Packets' to support extended learning opportunities unofficially for years. However, Clay County Schools has successfully implemented Reimagined Time Days for the past three years. For the most part, parents have been supportive of our efforts. Clay County Schools' teachers review their 'Snow Learning Packets' annually to make any necessary modifications and improvements. In addition, Clay County Schools' teachers have had experience and prior professional learning with Homebound Instruction and Alternative Education and modifying schedules to meet the needs of students.

Clay County Schools will provide the necessary support and professional learning opportunities for our staff to help them develop quality lessons for their students to use on

their Reimagined Time Days that would support extended learning opportunities and reinforcement of essential skills. Clay County Schools has also scheduled time for teachers to collaborate on grade level teams and/or subject area teams to design developmentally appropriate lessons that exemplify the quality and the rigor that is demanded in Policy 2510. A team of Master Teachers and representatives from the County School Leadership Team will vet these lessons.

Further, Clay County Schools will garner feedback from parents, students and staff so we can continuously improve our plans to positively impact the effectiveness of our 'Snow Learning Packets' and enhance student learning. Regardless of the environment - traditional or non-traditional - our teachers have the experience, knowledge, and wiliness to adapt and build a "framework" to meet the needs of our students.

7. What learning management system will the county use to manage non-traditional component of the program? What features does the system possess that can track student participation and measures of learning? What other digital platforms, applications or tools will the district use to ensure learning is taking place on reimagined student attendance days/instructional days?

Clay County Schools will employ the following management system to manage the non-traditional component of this program:

- Clay County Schools website: <u>claycountyschools.org</u>
- Paper copy
- Livegrades

Due to the limited access to the internet in Clay County and its unreliability, paper copies of all 'Snow Learning Packets' will be distributed to students. Teachers will be responsible for monitoring completion and grading the 'Snow Learning Packets.' The teacher will assign a grade to each assignment, which counts as part of the associated grading period. Students are to submit completed 'Snow Learning Packets' *as soon as possible*, up to ten (10) school days from the date they return to school. Moreover, students may participate in the Clay County Schools after school program to access technology tools and complete assignments. After school teachers will be on hand to support learning. After School/Activity buses will be available to help with transportation.

School PLCs and grade level teams will be utilized to discuss outcomes related to the quality of work and the completion rate. Results of parent and student surveys will be considered as well. Adjustments will be made as necessary to improve the quality of the 'Snow Learning Packets' and to enhance student learning opportunities.

8. Describe the protocols for instituting and communicating a reimagined student attendance days/instructional day.

Clay County Board of Education will develop a policy and regulation for Reimagined Instructional Time/Instructional Day pending approval by the West Virginia Board of Education.

Clay County Schools will utilize the following communication strategies to communicate and ensure public awareness:

- A letter to parents from the Clay County Schools Superintendent of Schools, Joe Paxton, will be included in the Back to School Folders to explain the process and expectations.
- Teachers will instruct their students regarding implementation of the Reimagined Time Days.
- School newsletters will include articles about Reimagined Instructional Time/Instructional Day.
- Information pertaining to Reimagined Instructional Time/Instructional Day and 'Snow Learning Packets' will be posted on the Clay County Schools' website, <u>claycountyschools.org</u>.
- Informational brochures explaining the process placed at sites parents frequently visit (public library, Health Department, local dentist office, etc.).
- Articles placed in local newspapers explaining the process.
- Principals will articulate the Reimagined Instructional Time policy and use of the 'Snow Learning Packets' at parent and community events such as the school open house, parent/teacher conferences, PTO Meetings, Afterschool Meetings, LSIC Meetings, Lunch and Learn, Family Involvement Nights, etc.
- The One Call Now school messenger system will be used to keep parents and community partners informed about the implementation of Reimagined Instructional Time and use of the 'Snow Learning Packets'. Local TV and radio stations will also be notified.
- The Superintendent of Schools or his designee will make a presentation to the Board of Education at a regularly scheduled meeting on this topic.
- Questions may be addressed by calling the schools or the Clay County Schools Board of Education Office.
- An updated school calendar reflecting the Reimagined Time Days will be posted on the Clay County Schools website, <u>claycountyschools.org</u>.
- The One Call Now calling system will be employed to notify parents and staff to follow Reimagined Day procedures.
- Students will be oriented to the process as to when and how the 'Snow Learning Packets' will be used.

Once the Superintendent or designee has decided that schools will be closed on a specific day, the school messenger system will be utilized to inform parents, students, and employees of the decision to close school. In addition, the superintendent or designee will notify radio stations

and TV stations of the decision to close school by telephone. Additionally, community partners will be notified via the One Call Now school messenger system.

On a Reimagined Instructional Day, the One Call Now school messenger system will call the parents / guardians of our students to inform them of the following:

- School has been cancelled for the day
- Employees will report to work at their assigned work-station
- Parents will be advised as to what "numbered" 'Snow Learning Packet' is to be used on this given day (Please Note: All 'Snow Learning Packets' will be given out in August/September at each school's Reimagined Instructional Time Forum for Parents. Packets will contain student work assignment, a schedule denoting teacher availability, and information regarding the timeframe for work to be completed and turned in for grading.

Teachers and administrators will be available to students at specified times during the day via email, telephone calls, Skype, etc.

9. Please describe in detail the process the county will implement on a reimagined student attendance day. Please include how you will account for all students' access to on-line resources and how you will provide equitable instructional materials for those students that do not have access to the internet. Include how community partners will be engaged and any opportunities that exist at community locations or if the county will open schools to provide access.

Once notification has been released that Clay County's Proposal has been accepted the following action steps will be taken:

- A letter from the Superintendent to our parents will be released.
- Information will be posted on Clay County's School website (claycountyschools.org) to inform stakeholders, such as, Employee Organizations Representatives, PTO groups, Community Partners, parents, and citizens at large.
- Each school will schedule time to orientate parents and students to the process.
- A copy of the 'Snow Learning Packets' will be available at the Clay County Library and all six of Clay County Schools.

Unfortunately, not all of our students have access to on-line resources in their home. Internet in our county is often unreliable and some of our students simply do not have online access. Therefore, Clay County Schools will provide all students with hard copies of assignments. In addition, resources needed to do assignments will be provided, such as, books, articles, etc. Students will have ten (10) school days after school is back in session to complete assignments. During these ten (10) days, students will be provided with opportunities during the school day as well as in after school programs to utilize on-line resources. 10. Please explain the professional learning plan you will be implementing to ensure certified staff have the knowledge and capacity the will need to provide quality blended instruction to students.

a. Provide exemplars representative of instruction to be provided for each programmatic level as well as content area. The exemplars should also include methods for accommodations or modifications where appropriate. At least one exemplar must be illustrative of the program's contingency plan for students unable to participate in the reimagined student attendance days/instructional day's primary instructional delivery method.

School based, differentiated professional learning will be available to the professional staff to help them develop quality instructional assignments for inclusion in the 'Snow Learning Packets'. Master teachers and representatives from the County Schools Leadership Team have been selected to vet these assignments to ensure appropriateness and quality.

11. Please describe the deployment of certified and classified school staff on reimagined student attendance days/instructional days. In what ways will certified and classified school staff complete their contractual obligations on these days (access the learning management system from home, serving as facilitator at school or community access points, serving as phone facilitator)? Please include a visual representation (e.g., chart, spreadsheet).

Clay County Schools will utilize the One Call Now school messenger to inform staff, parents and students of the decision to close school. In addition, local television and radio stations will be notified of school closure and a message will be posted on the county website, <u>claycountyschools.org</u>.

Clay County Schools will utilize banked time days, Reimagined Time Days and the six (6) existing OS days in the 2019-2020 calendar to make up instructional closed days by inclement weather. On Reimagined Time Days, when school is closed due to extreme weather conditions/extenuating circumstances; the certified and classified school staff will complete their contractual obligations on these days as outlined below:

- Being present at their assigned school or workstation for the day.
- Participating in professional learning and other school meetings such as PLCs, etc. as applicable.
- Teachers will be available to students at specified times during the day via face to face, by telephone, skype and/or emails.

Professional Staff Classification	Reimagining Time Day Responsibilities
Teachers	 Teachers will report to their schools during the Reimagined Time Day. Their responsibilities include: Participate in professional learning sessions. Work collaboratively with other staff members and participate in meetings: PLCs, Faculty Senate, Grade Level, Subject Area, etc. Answer student questions via email, telephone calls, Skype and Livegrades. Supervise students working in computer labs if applicable. Check submission of work through emails and Livegrades. Other duties as assigned by the school principal.
School Administrators	 School Administrators will report to their schools during the Reimagined Time Day. Their responsibilities include: Be available to address parental concerns. Schedule PLC time and other staff meetings as appropriate. Lead staff meetings and coordinate professional learning activities. Monitor their staff and buildings. Adjust curricular and extra-curricular schedules.
Counselors	 Counselors will report to their assigned schools during the Reimagined Time Day. Their responsibilities include: Engage in program management. Engage in system support activities related to their position. Engage in consultative tasks relative to indirect counseling tasks. Participate in professional learning via webinars, professional books, etc.

School Nurses	 School Nurses will report to work during the Reimagined Time Day. Their responsibilities include: Engage in program management. Engage in system support activities related to their position. Engage in consultative tasks relative to indirect counseling tasks. Participate in professional learning via webinars, professional books, etc.
School Technology Specialists	 School Technology Specialists will report to work during the Reimagined Time Day. Their responsibilities include: Report in to the district technology director to obtain work assignments. Perform maintenance work on the school and district technology system.

Service Staff Classification	Reimagining Time Day Responsibilities
Aides	 Aides will report to their assigned schools during the Reimagined Time Day. Their responsibilities include: Engage in professional learning. Work in their classrooms or work areas. Assist in the office as needed. Participate in staff meetings as appropriate.
Bus Drivers	 Bus drivers will report to the bus garage or other assigned work place during the Reimagined Time Day. Their responsibilities include: Engage in professional learning. Remove snow from school vehicles. Perform routine cleaning and maintenance of the vehicles. Other duties as assigned by the transportation director.

Custodians	 Custodians will report to their schools during the Reimagined Time Day. Their responsibilities include: Remove snow from sidewalks and driveways as necessary. Perform routine cleaning and maintenance of their assigned school. Engage in professional learning. Open/close the school facilities as assigned. Other duties as assigned by the school principal.
Cooks	 Cooks will report to their schools during the Reimagined Time Day. Their responsibilities include: Perform routine cleaning and maintenance of their work areas. Engage in professional learning. Prepare menus and grocery orders as necessary. Other duties as assigned by the school principal/child nutrition supervisor.
Maintenance Workers	 Maintenance Workers will report to work during the Reimagined Time Day. Their responsibilities include: Report in to the district maintenance director to obtain work assignments. Perform maintenance work on the schools and other facilities as directed.
Mechanics	 Mechanics will report to the bus garage during the Reimagined Time Day. Their responsibilities include: Report in to the head mechanic/transportation director to obtain work assignments. Perform maintenance work on the transportation fleet directed.
School Secretaries	School Secretaries will report to their assigned schools during the Reimagined Time Day. Their responsibilities include:

 Answer parent calls.
 Update school accounts as
applicable.
Complete other duties associated
with their work.
 Engage in professional learning.
 Other duties as assigned by the
school principal.

12. Please describe the process the district will use to collect information on participation, what outcomes are expected and how those outcomes will be assessed on reimagined student attendance days/instructional days.

Teachers will prepare lesson plans for the 'Snow Learning Packets' for the following days:

Reimagined Time Day 1
Reimagined Time Day 2
Reimagined Time Day 3
Reimagined Time Day 4
Reimagined Time Day 5

The 'Snow Learning Packets' will contain all assignments and instructional materials needed. Principals will monitor grades earned on the 'Snow Learning Packets'.

Teachers will furnish instructions with each assignment included in the 'Snow Learning Packets'. They will provide their Office 365 email address and school phone number to students and their parents so questions concerning the assignments can be addressed.

Parents will verify that students have completed the 'Snow Learning Packets' work by signing the included 'Snow Learning Packet' Check List.

Students may use their Office 365 email accounts to submit work or they can opt to turn it in when they return to school. (See Appendix C for Exemplars).

Participation on Reimagined Time Days will be determined using the follow criteria:

- Completed assignments included in the 'Snow Learning Packets' with in ten school days of the students return to school after the Reimagined Time Day has occurred.
- Satisfactory grades earned on Reimagined Time assignments.

Outcomes will be assessed on Reimagined Time Days as follows:

• The teachers grading the lessons completed will determine reinforcement of student learning goals.

• Feedback from student, parent and staff surveys will be used to collect data and garner suggestions for improving the process and the quality of the learning opportunities provided.

13. Please describe considerations given to providing child nutrition services.

- If weather conditions are so horrendous that it is not safe to run school buses, we maintain that is not safe for our students to travel in private vehicles on rural roads to get to school for a meal.
- However, Clay County Schools supports a limited backpack program that is sponsored by our community partners. Every effort will be made to send food home prior to the Reimagined Time Days for students to eat on days when school is closed due to inclement weather/extenuating circumstances.

14. Please provide information about projected impact on budget.

- Loss of Child Nutrition Revenue
- Savings on Bus Transportation

We certify the original application was reviewed and approved by the Clay County Board of Education at a regular meeting of the Board on Monday, May 9, 2016. The updated proposal was reviewed on Tuesday, April 16, 2019 and approved by the Clay County Board of Education at a regular meeting of the Board on Monday, May 7, 2019.

APPENDIX A

2019-2020 Clay County School Calendar