

Non-Traditional Instruction Days Braxton County Schools

1. RATIONALE:

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 Braxton County Schools may have to cancel school due to an emergency, therefore, the District approves the use of non-traditional methods of instruction during those times. The District may utilize up to five days of non-traditional instruction in accordance with WVDE policy to ensure it meets the 180-day instructional requirement.

2. DISTRIBUTION OF DAYS

It is preferable to utilize NTID after the traditional snow day but prior to considering the use of Out of School Environment days at the end of school year. All NTID are considered instructional days and should be counted as such.

In preparation, multiple data sources will be used when planning for Non- Traditional Instruction Days.

3. ADDRESSING CURRENT LEARNING

The plan should address current learning. All assignments or activities must relate to content standards and objectives that are currently being addressed during school, which could include review of previous standards. Teachers shall be available via phone or internet to provide assistance for students.

Students in kindergarten through grade twelve have been provided a one-to-one device through Braxton County Schools. All NTID assignments shall be pre-loaded onto student devices through our LMS, therefore, students not having access to the internet will still complete the assignments. Students in grades preschool through fifth grades will complete instructional packets based on current classroom instruction, however, laptops may be utilized as the need arises.

4. STAFF RESPONSIBILITIES

All employees of Braxton County Schools are required to report to school on a day identified as a NTID. Teachers will be available to students and parents, and work with grade and/or programmatic level teams to improve academic performance. Each NTID has a dedicated

professional training topic developed through input from teachers along with building and county level administration.

Legal:

W. Va. Code §18-5-45
WVBE Policy 3224

Approved: 12/5/2023

- A. Teachers shall:
 - 1) grade all work submitted by students.
 - 2) respond to students' questions via Office 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 3) engage in assigned professional development online or in person.
- B. School Administrators shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 2) monitor LiveGrades, TEAMS Meetings or other communication methods.
 - 3) monitor school buildings and grounds.
 - 4) adjust curricular and extracurricular schedules.
 - 5) engage in assigned professional development online or in person.
- C. Counselors shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 2) engage in assigned professional development online or in person.
- D. Social Workers shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 2) engage in assigned professional development online or in person.
- E. School Nurses shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 2) complete tasks related to school nursing responsibilities.
 - 3) engage in assigned professional development online or in person.
- F. Technology Integration Specialists shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 2) be available to address any technology related questions that may arise.
 - 3) engage in assigned professional development online or in person.
- G. Homebound Teachers shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 2) continue with instruction utilizing established technology.
- H. School Secretaries shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, telephone, or other appropriate communication methods.

2) complete other tasks related to secretarial classification.

- 3) engage in assigned professional development online or in person.
- I. Bus Drivers shall:
 - 1) remove snow from their buses.
 - 2) preview their routes and report findings to the Transportation Director and make adjustments to route sheets/rosters.
 - 3) perform routine duties associated with the bus driver classification.
 - 4) engage in assigned professional development online or in person.
- J. Cooks shall:
 - 1) perform routine cleaning and maintenance of their work areas.
 - 2) perform other preparation duties associated with the cook classification.
 - 3) engage in assigned professional development online or in person.
- K. Aides/ECCATS/Paraprofessionals shall:
 - 1) be available to answer parents' questions and address concerns via 365 email, TEAMS, telephone, or other appropriate communication methods.
 - 2) work in their assigned classroom(s) with teachers.
 - 3) engage in assigned professional development online or in person.
- L. Custodians shall:
 - 1) complete all required snow removal
 - 2) perform routine duties associated with the custodian classification
 - 3) engage in assigned professional development online or in person.

5. STUDENTS

Students will have no more than three (3) days to complete and return the work to school. Additionally, teachers will have no more than three (3) days to check/score/evaluate the assignments and post the grades to Live Grades.

Student meals will be provided at each area school upon multi-day absences.

All lessons developed for student completion during NTID are aligned to the West Virginia College and Career Readiness Standards and are based upon current classroom instruction. Packets prepared for preschool through fifth grade are monitored and changed based upon specific standards being addressed at that time. Lessons for middle and high school students are also adjusted as needed. These adjustments allow for a continuous flow of instruction regardless of the weather-related issue.

All students are required to complete assignments. Each lesson or task is aligned to grade level standards and the expectation is for students to produce an assignment comparable to in-school assignments for the specific grade. Lessons and tasks will cover the four primary content areas (ELA, mathematics, science, and social studies).

Students receiving services via an Individualized Education Plan will have modified assignments based upon identified goals. Teachers will reach out to students in an effort to maintain the learning

process.

6. ASSESSMENT/ACCOUNTABILITY

Any of the following will be used to demonstrate that students have participated in the required schoolwork:

- 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

Assignments will be graded following Braxton County Schools' grading policy. Individual classroom teachers may utilize a variety of grading methods including but not limited to checklists, rubrics, essays, reports, completed projects/tasks, etc.

7. SEVERABILITY

If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.