

# Data Standard Non-Traditional Instruction (NTI)

## Rev. 7/3/2023

### Ownership and History

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#### Office(s)

Office of Continuous Improvement and Support

#### Revision history

##### July 3, 2023

Review for 2023-24 school year

Update due date for data entry to April 1<sup>st</sup> annually.

Added clarification in Section B – Student Work Samples.

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## Data Standard Non-Traditional Instruction (NTI)

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### Overview

#### Description

##### Regulation citation(s)

[701 KAR 5:150](#) – Non-Traditional Instruction Program  
[KRS 158.070](#), section 9 – School District Calendar

##### Data use

Monitoring of participation of students and teachers on Non-Traditional Instruction (NTI) Days in districts approved to utilize up to **10 days** when the **entire** district is closed due to health or safety reasons.

##### Related ad-hoc filters and reports

##### Resource(s)

KDE's [Non-Traditional Instruction \(NTI\) website](#)  
[Non-Traditional Instruction \(NTI\) Guidance](#) document

##### Training

[Non-Traditional Instruction Data Collection Training](#)

## Data Standard Non-Traditional Instruction (NTI)

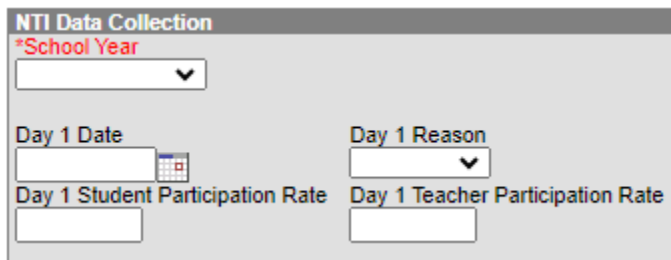
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### Section A – NTI Data Collection

The commissioner of education may grant up to the equivalent of ten (10) non-traditional instruction (NTI) days for school districts that have an approved *Continuation of Learning Plan*. NTI days can be used on days when the entire school district is closed for health or safety reasons.

**Classic View: System Administration | Resources | District Information | NTI Data Collection tab**

#### Search Terms: NTI Data Collection



The screenshot shows a form titled "NTI Data Collection" with the following fields:

- \*School Year:** A dropdown menu.
- Day 1 Date:** A date picker with a calendar icon.
- Day 1 Reason:** A dropdown menu.
- Day 1 Student Participation Rate:** A text input field.
- Day 1 Teacher Participation Rate:** A text input field.

**School Year:** Select appropriate school year from the drop list; 2023-2024 **must** be selected for this academic year.

**Day 1 Date:** Enter or select from the calendar picker the date of the first NTI day used in specified year. **Ensure correct year is selected or entered for the NTI day.**

**Day 1 Reason:** Select from the drop list the reason for the NTI day – Health or Safety.

**Day 1 Student Participation Rate:** Enter the overall participation rate for all students in the district for the specified NTI day. **Enter numeric values only – no symbols, such as %.**

NTI days are considered instructional days; therefore, all K-12 students are expected to participate. Districts may determine what participation is for students, but should include at least one of the following methods:

- One-on-one video communication or phone calls between teacher and student (or teacher and parent with smaller children or students with special needs).
- Group video communication or phone calls between the teacher and a whole class or between a teacher and smaller groups of students within a class
- Students logged into a learning management software system completing assignments.
- Submission of paper-based assignments for students in a non-digital, non-traditional setting.

*Districts must enter the overall district student participation rate for each NTI day.*

**Day 1 Teacher Participation Rate:** Enter the overall participation rate for all teachers in the district for the specified NTI day. **Enter numeric values only – no symbols, such as %.**

NTI days are considered teacher workdays and count towards fulfilling the number of workdays required by contract. As such, teachers are required to work on NTI days, though each district decides the work location and duties of the teachers on NTI days.

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If a teacher decides not to work, or is unable to work on an NTI day, leave time must be used according to district policies. Teachers on pre-arranged leave are not required to work on NTI days. Substitute teachers can count positively in the district's teacher participation rate.

*Districts must enter the overall participation rate of teachers working on NTI days.*

Entries should be completed for all days in the academic year in which an NTI day was utilized. Approved districts are eligible for up to 10 NTI days for the 2023-2024 school year.

### Section B – Student Work Samples

Districts are required to maintain lesson plans and accompanying student work samples for each grade level. Districts must hold individual records for each grade K-12 and encompass various content areas (Math, Language/Arts, Science, Social Studies, districts' electives) for each Non-Traditional Instruction Day utilized during a school year. Please note that grade books, roster completion sheets, and summary grade pages do not qualify as acceptable student work samples or lesson plans.

The student work samples that districts retain should have any identifying information redacted, including student names, faces, and personal details. These measures are crucial for safeguarding student privacy.

Furthermore, the updated statement regarding the submission of samples to KDE (Kentucky Department of Education) should indicate that these samples will need to be made available to KDE for Non-Traditional Instruction End-of-Year Monitoring upon request. Districts are responsible for retaining these samples on site for a minimum of two years.

### Section C – NTI Calendar Days

NTI days must be documented on the school calendar as Instructional Days. Districts will receive the previous year's average daily attendance (ADA) for each NTI day.

**Classic View: System Administration | Calendar | Days**

**Search Terms: Days Setup**

School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**School Day:** Check this indicator for an NTI day.

**Instruction:** Check this indicator for an NTI day.

**Attendance:** Should **not** be selected – attendance is not collected in IC on NTI days

Day Events		
Type	Duration	Inst. Minutes
<input type="text" value="X"/> N: Non-traditional Instruction	<input type="text"/>	<input type="text"/>

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**Type:** Select *N: Non-traditional Instruction* from the drop list in the Day Events dialog box  
Reference [Amending the Calendar](#) guidance for additional information on amending the days for school calendar(s).

NTI days are considered instructional days; therefore, the days will count toward home/hospital day requirements.

NTI days can be counted toward student suspension days, or the suspension days can be updated to reflect in-person instruction days. This is a local district decision.

### Section D – Reporting Timeline

NTI data should be entered in a timely manner once an NTI day has been utilized. The data will be extracted by KDE to compare during approval of district amended calendars. The deadline for data entry is April 1<sup>st</sup> annually.