

The background of the slide is a composite image. The top-left portion shows a line of yellow school buses, with the word 'SCHOOL BUS' visible on the front of the lead bus. The bottom-left portion shows a classroom with blue walls, several desks and chairs, and colorful balloons (purple, pink, and green) hanging from the ceiling. A white diagonal line separates the two images.

Non-Traditional Instruction

2024 Overview

Application Process

Continuation of Learning Plan (CDIP)

- Comprehensive District Improvement Plan Process
 - Apply for the upcoming school year
 - **10 Non Traditional Instructional Days (NTI) days maximum allowed for safety and health**
- Phase Four (IV) (Jan. 1 - May 1)
 - Within [eProve](#);
 - 2023-2024 Phase Four: Non-Traditional Instruction Continuation of Learning Plan for Districts (Implemented 2024-2025)
- Diagnostic will be reviewed by Kentucky Department of Education (KDE) personnel
 - After recommended changes (if needed) it will become part of the district's approved CDIP.

Data and Artifact Collection When NTI is utilized (1)

- Information for NTI Data collection process can be found in [NTI Data Standards](#)

Within Infinite Campus:

- School Year
- Date of NTI Usage
- Reason for NTI Usage (Health; Safety)
- Student Participation Rate
- Teacher Participation Rate
- Must document NTI days on Calendar

Data and Artifact Collection When NTI is utilized (2)

- Artifact Guidelines
 - Teacher Assignment
 - Corresponding Student Work
 - K-12
 - All content areas and electives are eligible
 - Must be accessible for KDE if selected for End-of-Year Monitoring
 - District must keep materials for minimum of two years.

Ensuring Alignment: Student Work and Teacher Assignments

Allowable Items

- Screen Captures, screenshots, copied documents, cell phone pictures, PDFs, word files of teacher lesson plans, assignments, student choice boards, etc...
- Student work samples **aligning/correlating** with assignment on utilized NTI day

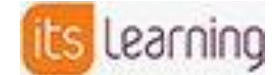
Non-Allowable Items

- Student names, faces, personal details and any identifying information must be **redacted** before submission
- Grade books, roster completion sheets, summary grade pages, parent initial pages
- Weblinks- (these expire or cannot be opened outside of district)

Collecting Digital Work

Education Learning Platforms

1. Access the Learning Platform
 - Log in and familiarize where assignments are hosted
 - Most platforms include assignment printing/saving by single or bulk
2. Utilize Tutorial Resources
 - Available on platform or utilize YouTube to learn ways to download/print/save assignments
3. Contact Support
 - Proactively reach out to platform support or district IT helpdesk for additional assistance



Establish an Internal Process



- Establishing an effective internal process for collecting and monitoring Non-Traditional Instruction work across multiple schools within the district is crucial for compliance, open records and audit purposes
- Many districts utilize:
 - Folders by teacher copy machines and break rooms
 - District maintained file hosting services such as Dropbox, OneDrive, Sync, Mega, Google Drive, iCloud, etc...
 - Email submission protocols when NTI days are utilized
 - Planning days dedicated to gathering and pairing NTI artifacts

1. Designate a secure and centralized storage repository (Cloud based or dedicated server)
2. Designate personnel at each school to oversee local collection and submission of work
3. Develop and communicate clear submission guidelines using KDE NTI Guidance and Data Standards
4. Implement a strategic system for scattered sampling.
 - K-12 for each day utilized
 - Core content and Electives
 - Some districts do Low, Medium, High or random content at each grade level
 - Aligned/Paired Teacher Assignment with Student Work
5. Establish a retention policy
 - KDE advises two- to three-year cycles
6. Conduct training sessions/PDs surrounding proactive learning of used digital learning platforms and sampling collection (this can benefit other areas, not just NTI)

End-of-Year Monitoring



- For the 2023-2024 school year, a sampling of districts will be selected for End-of-Year Monitoring
- Districts will be given access to KDE NTI SharePoint for file uploading
- For each NTI day utilized, selected districts will upload
 - Teacher Assignments and paired completed student work from various core content and electives for each grade (K-12)
 - Teacher Participation numbers (Infinite Campus)
 - Student participation (Infinite Campus)
 - End-of-Year Monitoring Questions
- Similar to cyclical attendance audits

Kentucky School District > 2023-2024 Monitoring > Day 1

Name ↑ ↓
Grade 00 Kindergarten
Grade 01
Grade 02
Grade 03
Grade 04
Grade 05
Grade 06
Grade 07
Grade 08
Grade 09
Grade 10
Grade 11
Grade 12

SharePoint view

- Districts will populate this with artifacts

Commissioner Approval of NTI Days

- Documentation in Infinite Campus must be completed
 - Utilize [NTI Data Standards](#) for each day
- Documentation is generally due April 1
- Commissioner approval usually will occur by the end of May
 - Any follow up submission will occur prior to end of school year (June 30)

Conclusion

2024 Non-Traditional Instruction Participation Review

- Application Process within CDIP
- Redefine allowable and non-allowable items
- Attaining digital/online work
- Establish internal process across the Commonwealth
- End-of-Year NTI Monitoring Review
- Commissioner Approval of NTI days

Q&A – Additional Resources

Questions?

[Non-Traditional Instruction Guidance](#)

[Non-Traditional Instruction Data Standards](#)

[KRS 158.070](#)

[701 KAR 5:150](#)

Program Consultant Contact

- [Steve Kissinger](#)