Ownership and History

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**Revision history**

**February 9, 2022**
Added revised Non-Traditional Instruction Guidance link to the Overview section.

**January 19, 2022**
Provide additional clarification for calculation of teacher participation rate.
Added methods of delivering instruction to students on NTI days.
Updated Comments on Day Event for COVID-19 related NTI days.

**August 30, 2021**
Added clarification on data entry – cannot enter symbols.

**August 3, 2021**
Added guidance on NTI documentation of student work.

**July 15, 2021**
Document creation.
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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](https://www.kde.org)
[Non-Traditional Instruction (NTI) Guidance](https://www.kde.org) document

**Training**
[Non-Traditional Instruction Data Collection Training](https://www.kde.org)
Data Standard Non-Traditional Instruction (NTI)

Rev. 1/19/2022

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.

Campus Path: System Administration | Resources | District Information | NTI Data Collection tab

School Year: Select appropriate school year from the drop list; 22: 2021-2022 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. If the NTI day is COVID-19 related, choose Health from the drop list and reference Section C – NTI Calendar Days for additional documentation.

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.
- Student time 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.
Data Standard Non-Traditional Instruction (NTI)

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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 taken specifically for Health (non-COVID-19 related) or Safety.

When a school district utilizes a student attendance day under an approved NTI plan due to COVID-19 all certified staff and any classified staff designated by the district shall be required to perform work duties on-site during the NTI day, except for employees quarantined due to COVID-19 who the district determines can fulfill their job duties remotely.

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 2021-2022 school year.

Section B – Student Work Samples

Student work samples by school level (elementary, middle, and high) and of various content areas (Math, Language/Arts, Science, Social Studies, various electives) should be kept in the district office for monitoring purposes for each NTI day used within a school year. The samples will not be submitted to KDE but should be available upon request.
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.

**Campus Path: System Administration | Calendar | Days**

**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

**Type:** Select N: Non-traditional Instruction from the drop list in the Day Events dialog box

**Comments:** If the NTI day is due to COVID-19 – enter Day # - COVID in the detail 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.