COVINGTON INDEPENDENT PUBLIC SCHOOLS

NON-TRADITIONAL INSTRUCTION (NTI)

Guidance for Staff and Families

NOVEMBER 2026

CIPS Non-Traditional Instruction (NTI) District Plan

It will be the responsibility of the principals, supervisors, etc. to ensure that applicable staff, parents, and students have been communicated with and understand the requirements which pertain to them below, and in the plan.

Non-Traditional Instruction Days- Communication

Social media is a valuable resource for informing parents and the community about upcoming NTI days, instruction that is occurring on NTI days, and how to communicate with the school and staff. KEEP parents in your community updated through your social media. Just having this info on your website does not cut it today. Social media campaigns promoting the NTI program allow the community to better understand that an NTI day is not a "free day" for teachers or students but, instead, is an instructional day where teaching and learning occurs. Make sure parents and the community know that you and your staff are available.

IMPORTANT- Currently, due to SB 181 'Traceable School Communications', we cannot use Google Meet (Google Classroom is approved), TEAMS, phone calls made from staff personal phones or other devices directly to students etc. with students or any other type of similar communication. For communication purposes with students, we must continue to use what has already been approved by the board of ed, which includes Apptegy, DOJO (parent to student), and school email. These are communication pathways we have already been using since the beginning of this year.

Acceptable Uses for NTI Days

KRS 158.070(8) states:

Notwithstanding any other statute, each school term shall include no less than the equivalent of the student instructional year in subsection (1)(f) of this section, or a variable student instructional year in subsection (1)(h) of this section, except that the commissioner of education may grant up to the equivalent of ten (10) student attendance days for school districts that have a nontraditional instruction plan approved by the commissioner of education on days when the school district is closed for health or safety reasons.

Examples of health and safety reasons are weather related closures, city/state emergency service advisory, and illness. Closures for extracurricular activities are not considered health or safety reasons and not a valid reason to utilize an NTI day. A full attendance day must be used when utilizing NTI. No half-days are permitted.

NTI Settings- Listed from Least Restrictive to Most Restrictive

Quarantined Students, Classrooms, Grade Levels and Schools due to illness- Individual students, whole classrooms, whole grade levels and individual schools who are quarantined are still expected to complete classroom work at home. Work will be assigned through Google Classroom by each student's teachers. Again, this is a school and/or teacher's choice.

Hybrid Setting (Districtwide) - A hybrid setting would be implemented to lessen the number of students in classrooms each day and allow for more social distancing. Covington would run an AA- BB schedule with Wednesdays being a workday for teachers and ALL students working from home. Students will receive instruction on days in school and be expected to complete assignments on days they are not in school.

Full Remote Setting (Districtwide) - All students would be at home learning virtually or completing paper/pencil work provided by the teacher. If teachers are providing paper/pencil work for students at home, teachers should also communicate times and district approved methods for students to reach the teacher for help. All teachers should have schedules prepared, turned into principal and communicated with parents in a timely manner. (Most likely scenario for weather emergencies)

All teachers K-12 should be expected to have a Google Classroom set up and active during the school year. By creating this routine our students, teachers, and parents will have a much smoother transition to any situation if it presents itself. In addition, this will prepare our students for the transition to the next grade level. (while Google Meet is not permitted, you may use Google Classroom)

Specific Programs used in CIPS

All work assigned by teachers shall be aligned with current instruction and the district curriculum. It is not recommended that 'first time learning' of a standard is done through the NTI setting.

Biggs:

Apptegy

Footsteps to Brilliance

District Email

Elementary:

Google Classroom- Google Meet not permitted at this time

Lexia- Schools that use this program

Xtra Math- Schools that use this program

Mastery Connect- District Digital Assessment Platform

DOJO – parent communication

District Email

High School, Middle School, TLC:

Google Classroom- Google Meet not permitted at this time

Edgenuity- Use with Google Classroom as needed or as determined by administrators

Mastery Connect- District Digital Assessment Platform (6-8)

Pear Assessment- District Digital Assessment Platform (9-12)

STAR Custom

Apptegy

District Email

Bulldog Virtual Academy (MS and HS)

The Bulldog Virtual Academy students and staff will continue as is with all the above scenarios.

Apptegy

District Email

Adult High School

The Adult High School students and staff will continue as is with all the above scenarios.

Apptegy

District Email

Guidance for Teachers

Schools should provide guidance to teachers regarding the chosen method of instruction or communication. (e.g., How to set-up and use Google Classroom)

Student Work and Teacher Planning Evidence for NTI Days

Along with specific collection lists below for grades K-12, CIPS are required to maintain lesson plans or assignments with accompanying student work samples for each grade level (K-12). CIPS must hold individual records for each grade K-12 and encompass various content areas (Math, Language/Arts, Science, Social Studies, and various CIPS' electives) for each Nontraditional 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.

CIPS Specific Collection Lists for District Evidence Purposes

K-5-

1 sample of student work from each grade level from each school- please collect various subjects- not just one subject - mix it up. (This will be a total of 6 pieces of evidence per school in your folder for EACH NTI day we use- choose your best)

6-8-

3 samples of student work from each grade level-please collect various subjects- not just one subject- mix it up. Also, choose different students for each piece of evidence. (This will be a total of 9 pieces of evidence for the MS in your folder for EACH NTI day we use- choose your best)

9-12-

3 samples of student work from each grade level -please collect various subjects- not just one subject- mix it up. Also, choose different students for each piece of evidence. (This will be a total of 12 pieces of evidence for the HS in your folder for EACH NTI day we use- choose your best)

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

Evidence Collection in Google Drive

CIPS administrators will use our Leadership Drive- Other Folder- NTI District Info- (dated) folder- Specific School Folder to house the student work. Folders with specific dates will be in each school's folder to house student work, lesson plans or assignments for that specific date.

When naming each document in the folder please use this naming process- 'Grade Level-Subject'--ex. 4th Grade-Science.

These samples will need to be made available to KDE for Nontraditional Instruction End-of-Year Monitoring upon request. CIPS are responsible for retaining these samples on site for a minimum of two years.

Before uploading copyrighted material (reading passages, worksheets, tests, etc.) to a publicly- accessible classroom, school, or district website, it is recommended that the school district consult with its board attorney to review the license to determine what types of use are permitted.

Certified Staff Duties

Teachers

Teachers are required to work on NTI days. It is a district decision as to the work location of the teachers, either working virtually from home or community location, or reporting to the school building as detailed in their Continuation of Learning Plan within CDIP. Work duties are also decided at the district level.

Teachers should be accessible to the students in case of questions about the coursework, however other tasks such as calling students, participating in PLCs, or conducting record- keeping tasks may also be assigned at the discretion of the district.

Counselors

School counselors are required to work on NTI days. It is the district's discretion as to the work location

and duties.

Related Services Staff

Related services staff such as speech and language pathologists, physical therapists, occupational therapists, etc. that are certified employees of the district are required to work on NTI days. Work location and duties are at the discretion of the district.

Administrators

Administrators are required to work on NTI days. It is the district's discretion as to the work

location and duties.

Classified Staff Duties

It is at the discretion of the district to determine whether classified personnel or certain categories of classified personnel, including those that offer instructional support, work on NTI days. Classified staff in CIPS will work on NTI days unless told differently through district communication. It is each classified staff's supervisor to determine the location of the work as well as the work duties.

Student-Specific Plans

CIPS needs to have plans to educate all students on NTI days. This section provides guidance on meeting the educational needs of students with student-specific plans on NTI days.

Special Education Students

The following two paragraphs detail KDE guidance for special education students. Below you will find CIPS specific guidance to follow. Accommodations for students with Individual Education Programs (IEPs) need to continue to be met on NTI days. In each student's Admission and Release Committee (ARC) meeting, a plan should be created relating specifically to how IEP accommodations will be met on NTI days. It is especially important to understand what type or level of parental support the student will have at home on NTI days before deciding on an educational plan for NTI days. It is recommended that the NTI day procedures be recorded in the conference summary section of the IEP. NTI day procedures would vary depending on a student's individual needs but could include, for example, the regular classroom

teacher adjusting the lesson to meet accommodations, the special education teacher creating student specific lessons, or the regular education and special education teachers working together to adjust or create lessons.

Procedures for NTI days could also include, for example, sending familiar manipulatives home with the students, downloading lessons or educational games onto a tablet, and sending it home, or creating lessons focusing on life skills. The regular education and special education teachers must be available to students on NTI days.

Special Education Timelines

NTI days are considered instructional days and should be included when counting school days for purposes of determining and complying with legally required timelines, including those related to special education and outlined in 707 KAR 1:320 and 707 KAR 1:340. For example, a district is legally required to ensure that, within 60 school days following the receipt of parental consent, a child is evaluated for services and, if eligible, receives specially designed instruction and related services in accordance with the IEP. An NTI day occurring within this 60-day timeline would count as a school day for purposes of complying with this legal mandate.

Special Education Guidelines for NTI Days- Specific to CIPS

Expectations for special education teachers, and other teachers providing special instruction for students can be difficult in a virtual or paper based is to do your best to meet the expectations below.

All special education teachers must have their Google classrooms ready. All special education students must receive specially designed instruction as per their IEP. Teachers should think of creative ways to deliver instruction.

All special education teachers should have NTI logs ready. Only one student per NTI log. Once completed, NTI logs are placed in the student's due process folder. Please contact your special ed department for NTI logs.

Teachers should make calls to parents if students are not completing work. Document all calls in IC under the contact log. Teachers should advise administrators of lack of work.

Progress monitoring of IEP goals continues during NTI time. IEP is written as if a student is physically in school.

The special education director will send a separate email and have a virtual meeting with team leaders regarding paperwork related to student IEP services.

Students with 504 Plans

Implementation of a student's 504 Plan should continue on NTI days. If your district's 504 Plan form has a conference summary section, it is recommended that the NTI day procedures be recorded there. NTI day procedures would vary depending on a student's individual needs but could include, for example,

adjusting the classroom teacher's lessons, creating student-specific lessons, downloading lessons or educational games onto a device, and sending it home, or calling the parents at home to work through lessons with their child- document in IC. Teachers must be available to students on NTI days.

Gifted Students

Implementation of Gifted Student Service Plans (GSSPs) should continue on NTI days. If your district's GSSP form has a conference summary section, it is recommended that the NTI day procedures be recorded there. NTI day procedures would vary depending on a student's individual needs but could include, for example, the gifted and talented teacher creating enrichment lessons and activities, or the creation of a long-term project related to the goals in the GSSP. Gifted and talented teachers must be available to students on NTI days.

Migrant Students

CIPS should be cognizant of the specialized needs of migrant students, especially if those students are also considered English Learners and have a Program Services Plan (PSP). NTI day procedures would vary depending on a student's individual needs.

English Learners

Implementation of Program Service Plans (PSPs) should continue on NTI days. It is recommended that the NTI day procedures be recorded there. NTI day procedures would vary depending on a student's individual needs. It is recommended that information relating to NTI days be sent home in the student's native or home language. English Learner teachers must be available to students on NTI days.

EL Guidelines for NTI Days- Specific to CIPS

EL teachers should log any NTI contacts to parents and students.

EL teachers should collaborate with general education teachers to help deliver accommodations based on the individual student's PSP. All general education teachers must have a copy of their student's PSP to assist in delivering accommodations.

EL teachers should make calls to parents and students if students are not completing work. Document all calls in IC under contact log. Teachers should advise administrators of absences.

The EL coordinator will send a separate email to all EL teachers regarding paperwork related to student PSP services.

Related Services

In addition to the information in the section dedicated to "Special Education Students" above, please note that NTI day procedures would vary depending on a student's individual needs.

School Counselors, Behavior Coaches, School Psychologists Pivot to a Virtual Plan

In these situations, the attention to our students' social-emotional needs becomes ever more important. While again this will look different at every level in our district and at every school, it is something all schools should be thinking about for their students. This again will take clear communication first with the school principal, the student support team, the classroom teachers, and parents.

Attendance

Student Participation

As NTI days are considered instructional days, all K-12 students are expected to participate. CIPS may determine what participation is for students. Some examples:

- Students' time logged into a learning management software system completing assignments.
- Submission of paper-based assignments for students in a non-digital, non-traditional setting.

CIPS will track and report the overall district student participation rate for each NTI day. There is no minimum percentage of student participation that is necessary for an NTI day to be approved by the

Commissioner: however, a low student participation number may result in an NTI day not being approved. Student participation percentages must be emailed to the DPP office when specified by this office. Students and parents should be notified what will count as their child being counted as present or absent during an NTI day. If a school or teacher is using paper-based assignments for students, this work should be returned to the teacher on the first day the students return to school. The district will provide a 5-day window from the day they return in order to collect work. If a school

needs an extension beyond this timeline, they can contact the district NTI Coordinator by email, copying the DPP department on this email.

Reference Section A of the Nontraditional Instruction (NTI) Data Standard for documenting Student Participation Rate.

Teacher Participation

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 or safety designated within their NTI Continuation of Learning Plan within the CDIP.

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. CIPS track the percentage of teachers working on NTI days. There is no minimum percentage of teacher participation that is necessary for an NTI day to be approved; however, a low teacher participation number may result in an NTI day not being approved.

Reference Section A of the Nontraditional Instruction (NTI) Data Standard for documenting Teacher Participation Rate.

ADA for NTI Days

After the NTI days are approved by the Commissioner, CIPS will receive the previous year's average daily attendance (ADA) for each NTI day. The coding of an NTI day in Infinite Campus should be done at the district level, and the attendance personnel at KDE will make the appropriate changes to the master calendar to ensure receipt of ADA allocation.

Extra-Curricular Activities

It is advised not to hold extra-curricular activities on NTI days if health or travel concerns are an issue for safety reasons. The NTI days do count as instructional days; however, if school is closed due to travel hazards, rampant illness, or another NTI-eligible reason, it is not recommended for students to gather for extra-curricular activities after school hours.

Suspension

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.

Home and Hospital

As NTI days are considered instructional days, the schedule for home and hospital visits should be maintained as normal.

Attendance Codes in Infinite Campus

N: Nontraditional Instruction

If a district is not submitting a January Growth Factor report, please set up the Nontraditional Instruction (NTI) days as follows:

Day Event: N: Nontraditional Instruction

School Day: Checked

Instruction: Checked

Attendance: Unchecked

Reference Amending the Calendar guidance document for NTI calendar updates.

January Growth Factor - NTI Day(s)

If a district has an NTI day(s) in month 5 or 6 and plan to submit a January Growth Factor, please contact Josh Whitlow at 502-564-5279, Ext. 4450, for additional information on setting up these days. For assistance with attendance-related questions, it is recommended to contact the district's attendance field staff representative.

NTI Day Documentation in Infinite Campus

Reference the Nontraditional Instruction Data Standard for documenting NTI days, student and teacher participation and reason for use of NTI day. The data standard also provides guidance required for documenting NTI on the school calendar.

Day Counts

Non-traditional Instruction days are considered instructional days and should be included when counting school days for NTI-Traditional Instruction days would be included in the following counts: the First 100 Days of School, student suspensions, Home and Hospital schedules, and special education timelines.

Funding

Federal Food Reimbursement

There is no federal food reimbursement on NTI days. If the district is requiring food service personnel to work on NTI days, it is recommended that the NTI planning committee from the district consult the food service director when developing the NTI plan, as no reimbursement will be received to cover personnel costs. The district should have a plan to cover any lost funds in the food service budget.

Transportation Reimbursement

There is no transportation reimbursement on NTI days. If the district is requiring transportation personnel to work on NTI days, it is recommended that the NTI planning committee consult the transportation director when developing the NTI plan, as no reimbursement will be received to cover personnel costs. The district should have a plan to cover any lost funds in the transportation budget