Christian County High School
NTI Information
2024-25 School Year

CCHS POC: Megan Kem, Asst. Principal

What is non-traditional instruction (NTI)?

- Non-traditional instruction is a type of instruction utilized by a district when necessary (ex. inclement weather or widespread illness) as a means to provide instruction so that make-up days are not added to the calendar.
- At any point in the year, CCPS students may be asked to participate in NTI.
- For periods of NTI, students will be tasked with reviewing previously learned material as well as new material.
- Grading requirements will be consistent with regular face-to-face instructional practice.
- NTI is temporary in nature, and different from the sustained online instruction experienced during the pandemic.

Each school should prepare NTI learning materials for students way in advance of a last-minute closure, such as for inclement weather. Learning materials in the form of carefully planned lessons or activities for elementary, and NTI modules in Canvas for secondary should include quality lessons for students. Students and families should be notified of the procedures for NTI early so they are prepared for last-minute closures.

Communicating with Parents

Once the district determines NTI day(s), CCHS will communicate with parents / guardians in the following ways:
- Via ParentSquare Service (push notification to instant)
- Via One Call voicemail from the CCPS
- Via CCHS Social Media Platforms (FaceBook, Canvas)

Teacher Office Hours

All teachers need to set a period of time each day that they are available for parent and student questions. Being available to utilize Google Meets, answer calls, and provide feedback to students is critical to the success of NTI. Time may be protected in the teacher's day to grade student work, record lessons, upload tasks and assessments. Teachers are not expected to respond to students and parents after 3 p.m. Any questions they receive during the evening hours will be answered the next day during working hours. It is critical that teacher's voicemails be set up and checked daily.

Teacher Expectations

Office Hours

All teachers need to set a period of time each day that they are available for parent and student questions. Being available to utilize Google Meets, answer calls, and provide feedback to students is critical to the success of NTI. Time may be protected in the teacher's day for them to grade student work, record lessons, upload tasks and assessments as well as participate in PLCs, MTSS, faculty meetings, and welfare check meetings with administrators. Teachers are not expected to respond to students and parents after 3:00 p.m. Any questions they receive during the evening hours will be answered the next day during working hours. It is critical that teacher's voicemails be set up and checked daily.

Every teacher must offer one virtual class per week via CANVAS Conferencing or Google Meet. While these sessions are optional for students, it is expected that teachers hold these classes each day during the designated times.

Teachers will hold one (1) hourly Google Meet. Content of the sessions will support the CANVAS assignments and to check-in with students.

CANVAS Conferencing Schedule

8-10am	10 - 11am	11am - 12pm	12 - 1pm	1-2pm
Check-in w. Students	English Band A&H	Science JROTC Phys. Ed.	Math Business Agriculture	World Language Choir Social Studies

Instruction - NTI Best Practices Document

NTI Module Expectations
Inclusion of the NTI Module

1. Plans can be pulled from "Emergency Sub Plans" OR flow naturally with the current module.
2. ***Must be easily printed.*** No media. Articles and worksheets preferred. Students should be able to download ahead of time if necessary.
3. Include at least one (1) writing assignment.
4. Include at least one (1) article / reading assignment.

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Learning Management System (LMS)

Teachers will be responsible for recording lessons and posting to the LMS for their assigned classes. All instructional materials will be available in CANVAS.

CCHS students needing internet access will be able to request hardcopies from the teachers upon returning to school.

Students will submit assignments through the LMS, or they can turn in hard copies five (5) school days after returning to campus. Teachers will grade this work and give feedback.

All assignments, activities, tasks, etc. are published in Canvas for students to access at any time. Students will have these NTI Modules downloaded on their desktop. The amount of work assigned should reflect the days worth of lessons while on NTI. Students who are not turning in assignments will need to be contacted by the school administrator via phone, letters, emails, or home visits.

Monitoring Daily Student Attendance

As Non-Traditional Instruction days are considered instructional days, all K-12 students are expected to participate.

Document Attendance in this document: 2024-25 SY CCHS Parent / Guardian Contact Log

- Students will be required to check into Infinite Campus ONCE a day within a 24-hour window.
- Students, parents, and teachers will be permitted to mark students as participating.
- Teachers will not be allowed to override participation after a student or parent has checked in.
- If teachers have questions/concerns regarding student attendance during NTI, they will need to communicate with the attendance clerk at their school.

The critical success of collecting accurate student participation rates is the communication between the attendance clerk and the teacher. District participation rates will be reported to the Kentucky Department of Education. KDE will pull the participation rates from Infinite Campus. Low student participation through Infinite Campus may result in an NTI day not being approved.

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Student Expectations
Students are required to:
- Check in on a daily basis a teacher via text, email, or phone call
- Complete all assignments for the week
- Participate in synchronous meetings as availability and internet services allow

Students can receive failing grades for non-completion of work.

Technology
In regards to internet access, much work has been done throughout the community to provide internet access points for students to use. Outdoor wi-fi access points have been added to every CCPS owned building (16 sites) and 14 cell data sites at volunteer fire stations (30 sites) around the county.   The district is working with community partners and HES to boost signal strength on community wi-fi locations.

Dual Credit Courses
Dual Credit students will follow the expectations provided by their college/university teacher.

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Office Hours 8AM-3PM (M-F)
After-hours assistance by phone 3PM-8PM (M-Th)

Daily Student Expectations
- ✓ Check-in on Infinite Campus for all periods
- ✓ View modules and complete all assignments on Canvas
- ✓ E-mail or call your teacher with questions
- ✓ Log-in for weekly Google Meets with each of your classes

Links to Canvas and Infinite Campus Student can be found on the student tab at:
www.christian.kyschools.us

Need 1-on-1 or small group tutoring?
Need access to Wi-Fi?
Having trouble with Canvas?

Students can sign-up to receive assistance on a limited basis. Call the school or email your teacher to reserve your spot!

Daily Google Meets Schedule

Tuesday	Wednesday	Thursday	Friday
English Band A&H	Science JROTC Phys. Ed.	Math Business Agriculture	World Language Choir Social Studies

Links are in your Canvas Module; Log-in during assigned period

Christian County High School
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