

## Russell-McDowell Intermediate School

### Non Traditional Instructional Days Information

- All faculty and staff will be required to be present at school during their regular work hours.
- Mr. Horne will announce the day as a Non Traditional Instructional Day (NTID). Just because we have an inclement weather day, this does not mean that it counts as one of our NTIDs.
- Each grade level will send home a NTID packet. The packet will include a Reading, Math, Writing, Social Studies and Science Activity. The packet will contain two days of NTID activities clearly labeled. If you would like to include links to electronic activities, please add these in your packet.
- KCAS Learning Targets will be included at the top of each content assignment.
- When the packets are sent home, parents will be asked to send in a tear-off sheet acknowledging receipt.
- Each packet will also be placed on the school's website in case the student/guardian misplaces.
- After a NTID students are to return their packets the next day back to school in order to receive credit for attendance. (Our policy gives us the flexibility of accepting the packets up to five days after a NTID has occurred. It is up to the teacher to keep track of students who have turned these in.)
- Please make sure that you have made every effort possible to have a means of electronic communication with families so that when a NTID occurs, you can contact them and remind them of the procedures.
- Teachers' responsibilities on these days include, communicating electronically and maintaining proof of the electronic communication, lesson plans for the day, and grades entered into grade books or IC for the NTID completed assignments.