

Russell Primary School

Non Traditional Instructional Days Plan

2015-16

- 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 contain at least two days of NTID activities that are clearly labeled. These packets will include at least a Reading, Math, Writing, and Special Class Activity. If you would like to include links to electronic activities, please add these in your packet.
- Special Class teachers will send home an activity menu and directions for students. Homeroom teachers will include a *specials* schedule so that students will know which special class menu to choose from.
- KCAS Learning Targets will be included on the top or bottom of each content assignment.
- Checklists for each activity to be completed per day will be included in the packet.
- When the packets are sent home, parents will be asked to send in a tear-off sheet acknowledging receipt.
- NTID procedures and packets will also be located on the RPS web site.
- Although our district policy does allow students up to five school days to turn in NTID assignments, they will be encouraged to return the work as soon as possible. Assignments not returned within five school days will then be made up during school hours.
- Teachers will make 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 documenting completion of work in grade books. Teachers may be asked to attend meetings, trainings, etc. on NTIDs.
- Classified staff will be expected to report to work during their regular scheduled times. Their responsibilities will include collaborating with teachers, attending/completing assigned tasks and/or PD, etc.