

October 21st 2020

Dear New Highland Families,

It is so awesome seeing our students back in the building as well as on the computer screens through OLA.

While we hope the weather cooperates and everyone continues to be safe and healthy, Hardin County Schools and New Highland Elementary want to share with you our NTI plan in the event we were not able to have in person instruction due to inclement weather or severe illness. Please know we are sharing with you now so that you are prepared for later in the year. At this time we have no plans of going to NTI.

DEFINITIONS of NTI

1. **NTI Emergency (weather related)**- should we be unable to have school due to weather (snow, wind chill, flooding, ice, etc) students will log in from home for NTI. Employees will work from home as well. This time of NTI may be called without much warning and could last 1 day or several days depending on the weather conditions.
2. **NTI Announced (illness related)**- should Hardin County Schools feel the need to change from our in person instruction, hybrid schedule due to flu, Covid-19 etc students will log in from home for NTI. Employees will report to their respective work locations unless otherwise notified. With this type of NTI, we hope to be given some notice prior to the change. This type of NTI would be for an extended period of time.

COMMUNICATION

1. **School level**- One call, email, social media (Facebook, Twitter), School webpage and Classroom Dojo
2. **Teacher level**- E-mail, Dojo, phone, Google classroom

STUDENT EXPECTATIONS

1. **School day - 8:00AM-2:00PM-** students will be expected to log in at 8:00AM daily that we have NTI for weather or illness. **ALL students (BOTH A and B)**

will log on EVERYDAY (M, T, W,TH,F) for their classes. Office Hours 7:00-8:00 p.m. Monday-Thursday; meaning if you have questions; during this time you can contact your child's teacher; Dojo, Google Classroom, ClassTag, or perhaps email.

2. Lessons will be posted in Google Classroom, but we will also use the lesson plan portal like we did last spring on the HCS webpage (www.hardin.ky.ky.us) as well as our school webpage.
3. Teachers will take attendance everyday based on your student's participation. Just like you would if we were in person, if your child cannot log in due to illness, an appointment, a family emergency, please, notify your child's teacher or the school office.
4. Special education note: Service minutes should match IEP understanding all minutes are not direction instruction. Accommodations remain in place.

TECHNOLOGY

We have surveyed our students twice now since the summer trying to ensure every student has a device (other than a cell phone) on which to work from home if we have NTI days. Those indicating they would need a device have been given a loan agreement/contract.

Devices will be issued to your child once Hardin County Schools announces a plan to go NTI. If weather NTI occurs before students have been given a device, teachers will understand and NOT penalize your student.

If you have any questions about our NTI plan or anything else please contact your child's teacher or email me; chalis.packer@hardin.kyschools.us

Working Together,

Chalis Packer

Chalis Packer
Principal