



Poca Elementary Non-Traditional Instruction Day (NTID)

What Families Need to Know

When Putnam County Schools close for a **Non-Traditional Instruction Day (NTID)**, all schools will continue learning from home.



How Will Students Learn?

Online Option

- Every student has a school-issued device and when snow is expected those may be sent home with students.
- Teachers will post assignments on **Schoology by 10:30 AM**.
- Students log in, complete assignments, and submit work online.
- If students do not have their iPad, they will use the Paper Packet

Paper Packet Option

- Paper packets for the NTID Days will be sent home by Thursday, December 18, 2025.
- Snow Day Packets are labeled by DAY. Day #1, Day #2, etc. If you are confused by which day you should be completing, email/Dojo the teacher.
- Packets match the online assignments.
- Students may complete paperwork instead of online work if needed.
- **Return completed packets on the next in-person school day.**

STUDENTS WILL ONLY COMPLETE ONE OPTION. THEY CAN DO THE ONLINE OPTION OR THE PAPER PACKET OPTION, NOT BOTH!



Attendance & Support

- Students are counted as **present** when assigned work is completed (online or paper).
- Teachers will be available during the school day via:
 - Email
 - Schoology or Dojo messages
 - TEAMS office hours per schedule in packet



How Will You Be Notified?

Families will be notified of an NTID day through:

- School messenger system by PCS
- Email, text, and phone call by PCS
- Class DoJo messages/guidance may be made by staff.

Please be sure your contact information is up to date with teachers and office staff.

Resources and Assistance for NTID

Need Help with Technology?

The **Putnam County School Technology Department** is ready to assist families with devices, login issues, or online learning platforms.

Contact Information:

 **Phone:** 304-586-4946

 See the flyer included in your NTID packet for more details.

NTID Child Nutrition Information (Pick-up only)

When **Putnam County Schools** calls for **Non-Traditional Instruction Days (NTID)**, free meals are available for **all students**.

What You Need to Do:

- Call **Poca Elementary School** at **304-755-7561** between **9:30 – 10:15 a.m.** to request meals.
- Requests must be made **by the school's stated deadline** to allow child nutrition staff time to plan and prepare meals.
- ⚠️ **Calls after 10:15 a.m. will NOT be accepted.**

Meal Pickup:

- Meals must be picked up at **Poca Elementary MAIN ENTRANCE doors** between **12:00 – 1:00 p.m.** If you do not call, there will not be a meal prepared.

Multiple Schools:

- If your children attend **more than one school**, you must request and pick up meals at **each school**.
- Only students at **Poca Elementary (PreK–5th grades)** will receive a meal from Poca Elementary.

Menu:

- Menus are **not predetermined** and will be based on availability.

Additional Questions?

Questions regarding instruction or materials should be directed to your child's teacher (email, Schoology, or Dojo), not the school office.

Poca Elementary School Office

 304-755- 7561

 lraines@k12.wv.us