

**TEACHERS (B-12) - Available options:**

- Report to work and follow prepared Emergency Flex Learning Days plans with students
- Work from home and follow prepared Emergency Flex Learning Days plans with students
- Use available time off

	Early Learning and Elementary Teachers	Secondary/CLC Teachers
<i>Teacher Expectation</i>	<ul style="list-style-type: none"> <li>• Teachers will work according to their Emergency Flexible Learning Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary/CLC teachers will work according to the Emergency Flex Learning Plan.</li> </ul>
<i>Student Engagement</i>	<ul style="list-style-type: none"> <li>• Students/parents with questions can contact teachers by voicemail/email</li> <li>• Teachers will check and respond to emails/voicemails from students/parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Students with questions can ask teachers questions via Schoology</li> <li>• Teachers monitor discussions, give feedback to students, assessing student work. Teachers will check and respond to emails/voicemails from students/parents.</li> </ul>
<i>Student Attendance</i>	<ul style="list-style-type: none"> <li>• Teachers take attendance based on student completion of assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers take attendance based on monitoring of and interaction with students and progress of assignments.</li> </ul>

**ECFE/ABE TEACHERS, DIRECTORS, PRINCIPALS, ASSISTANT DIRECTORS/COORDINATORS, DISTRICT SUPPORT, TECHNOLOGY and 12-MONTH EMPLOYEES in CLERICAL, STUDENT SUPPORT -**

*Available options:*

- Report to work
- Work from home
- Use available vacation or personal leave time

*\* Employees are to obtain pre-approval from supervisor identifying which option they will select and the respective work plans.*

**PARAPROFESSIONALS and LESS THAN 12-MONTH EMPLOYEES in CLERICAL, STUDENT SUPPORT and NUTRITION SERVICES -**

*Available options:*

- Use available vacation or personal leave time
- Take leave without pay
- Make up time by participating in *approved professional development* within a designated time frame

*\* Employees are to obtain pre-approval from supervisor identifying which option they will select and the respective work plans. [Click here for approved professional development opportunities.](#)*

**CUSTODIAL and MAINTENANCE EMPLOYEES -**

*Available options:*

- Full-time employees will report to work as designated by supervisor
  - Full-time employees who not report to work will use available time off or take leave without pay
- Part-time employees do not report to work and are not paid, unless designated by supervisor

**CENTRAL SQUARE COMMUNITY CENTER/ COMMUNITY ED EMPLOYEES:**

*Available options:*

- Part-time employees (building supervisors and instructors) do not report to work and are not paid.