

Additional instructions for staff K-2

- Students in grades K-2 will NOT be required to take computers home.
- Learning packets in grades K-2 can/will be used in place of computer devices.
- Students who complete learner packets or check in with you meet attendance criteria.
- Teachers in all grades/content areas will enact their virtual learning plan.
- Teachers will communicate plans with students and parents via BAND, SeeSaw, or E-mail.
- K-2 teachers will be required to provide “office hours” of 90 minutes in the morning and 90 minutes in the afternoon via TEAMS to support students as needed.
- SPED and Title teachers check in with families and provide support to students, or work on student learning plans.
- Guidance Office staff will work on SEL (school or district) individually or with the collegial team.
- Instructional Coaches will work remotely on: data reports, support teachers on TEAMS, plan for upcoming events and activities, participate in department meetings, and are available by email or on TEAMS throughout the day. Any hours exceeding three hours in a workday will constitute a full day.
- Secretaries and Clerks will be paid for hours worked virtually. Any hours exceeding three hours in a workday will constitute a full day. Please email your principal and District Payroll Specialist as to what hours you have worked.
- Nurses and Nurse clerks will participate in training as determined by collegial group in conjunction with the Office of Special Services Director
- Library staff and Paras will work with individual students as assigned by the principal or can be assigned training by the principal. Any hours exceeding three hours in a workday will constitute a full day. Please email your principal and District Payroll Specialist as to what hours you have worked.
- Food service staff will participate in training as assigned by the Food Service Director. Any hours exceeding three hours in a workday will constitute a full day. If a delivery truck is scheduled to arrive, food service personnel are expected to come to work to unload the truck. If state or county-maintained highways and roads are open, employees are responsible for being at work. A personal day must be taken if public roads are open and the employee chooses not to travel.
- Custodians will report to work if roads are open. If state or county-maintained highways and roads are open, employees are responsible for being at work. A personal day must be taken if public roads are open and the employee chooses not to travel.
- If roads are open, buildings will be open for teachers who choose to work from the classroom/campus.