

Additional instructions for staff 3-5

- Students take computers and chargers home.
- Teachers in all grades/content areas will enact their virtual learning plan.
- Teachers will communicate plans with students and parents via BAND, or E-mail.
- Teacher 3-5 schedule, times listed below are optional and just used as placeholders on the example below. The entire block of time in that period is not required to be active on TEAMS. When teachers are not on TEAMS with students, they are expected to be available for office hours.

Virtual snow day schedule example			Late start virtual snow day schedule		
Period	Start	End	Period	Start	End
Office hours	7:45	8:28	Student contact	10:00	10:30
Student contact	8:30	9:10	Student contact	10:30	10:50
Student contact	9:10	9:40	Student contact	10:50	11:20
Student contact	9:40	10:24	Planning	11:20	11:40
Planning	10:24	11:00	Student contact	11:40	12:00
Student contact	11:00	11:40	Break	12:00	12:30
Break	11:40	12:10	Student contact	12:30	1:20
Student contact	12:10	12:46	Student contact	1:20	2:00
Student contact	12:46	1:20	Student contact	2:00	2:20
Office hours	1:20	4:15	Office hours	2:20	4:15

- SPED and Title teachers check in with families and provide support to students via TEAMS during current class time, can also pull out to help provide small group instruction by using breakout rooms, or work with individual students on learning plans.
- Guidance Office staff will work with individual students via TEAMS or 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.