



e-Learning Day Non-Certified Staff Expectations

- **MS Academic Support and MS/HS paraprofessionals** will have devices checked out to them for the entire school year
 - Expectation is that the device is at home with you in case of a snow day so that you are able to log in and support students
 - If you did not bring your device home, do not have a personal device to use, and are not able to pick up your device from the school, then you will need to take a personal day
 - Work hours cannot be made up at a later date as this role is needed on these days in a virtual capacity as students follow their typical schedule
- **All other non-certified staff:**
 - Opportunity to work on virtual e-Learning Days will be provided through virtual PD opportunities and occasionally through other project work provided by the building
 - If you do not have a personal device at home to complete virtual PD, the following options are available:
 - Check out a device from media center when a snow day is anticipated
 - It is the employee's responsibility to communicate with the building media center prior to November 15 your need for a device to check out if a snow day is anticipated. If notified, the media center will have a device prepped and available for you to check out if inclement weather is forecast
 - Collect projects to work on at home prior to the snow day when a snow day is anticipated
 - Other work opportunities, such as custodial work, to be done at a later date will not be made available as an option to make up your hours
 - Work hours cannot be made up at a later date. This provides consistent expectations that the district has of our certified staff, as well as of the MS/HS paraprofessionals and MS Academic Support.
 - If unable to complete work hours, then a personal day will be taken
- **Additional Information:**
 - Non-Certified Staff Notice of Assignment state “Up to” a certain number of hours per day and days per school year taking into account the e-Learning days may not be made up. Staff will follow the terms of their master agreement for these days. Appropriate leave days would be accessible, depending on the reason for an absence on e-Learning Days.
 - Section 6. School Closing:
 - Sub 1: In the event of a late start or if school is canceled after it has been in session, due to inclement weather, employees have the following options:
 - (A) The hours missed may be made up at some other time of agreed upon in writing by the employee and his/her immediate supervisor;
 - (B) The hours missed will be deducted from the employee’s paycheck;
 - (C) The employee may use personal leave time. The number of hours claimed may not exceed the total assigned number of hours for the day.
 - Sub 2. On an eLearning day an employee may take non-student contact hours unpaid and opt out of Professional Development.
 - Sub 3: If School is closed which is not an e-Learning day nor a student contact day or workshop day that will be made up, Support Staff will be paid one (1) day (regular assigned hours) for one snow day only. Any additional snow days will be without pay.

2022-2023 Non-Certified Staff PD Dates	
January 20 th	NEW Special Education Paraprofessionals Offered Exam for Highly Qualified Status
February 17 th	All Non-Certified Staff Early Dismissal for Students, staff will remain for professional development for the afternoon
March 27 th	All Non-Certified Staff No school for students, staff will report for professional development for the morning