

Extended eLearning Staff FAQ 2020

1- New Castle Schools will be closed March 16 - March 20 and April 6 - April 10.

2-The following staff WILL report to work on these dates and work their regular hours:

- Athletic Director
- Athletic Department Clerk
- At-Risk Social Worker
- Community Education Center
- Corporation RN
- Custodians
- Corporation Department Directors
- Kitchen Managers
- Maintenance Personnel
- Secretaries
- School Administrators
- Secondary Guidance Counselors
- Specialists
- Technology Department

*If you have concerns or current medical restrictions, please reach out to Jena Schmidt at the Central Office to discuss further.

The following staff will NOT report to work on these dates:

- Adaptive PE Instructor
- Bundy Auditorium Manager
- Bus Drivers
- Clerks
- Food Service Personnel
- Health Assistants
- Instructional Assistants
- Media Assistants

The School Board will meet in Special Session on Monday, March 16, 2020, to ratify a policy that will allow the school corporation to compensate those employees who will not be working. If ratified, they will be compensated at 100% of their average daily hours. This average will be calculated from the first day of employment or the first student day of the 2019-2020 school year, whichever date is later, through today, March 13, 2020.

Compensation will be paid for each regularly scheduled student day that is cancelled out of concern for COVID-19.

Security Resource Officers and the Field House Walker Supervisor will not be working or paid during this extended closing of the schools.

3- ALL extra curricular events and practices are canceled beginning March 14 until April 13, as of now.

4- All buildings will be closed to community access. The Field House will be closed to all, including walkers.

5- Central Office will re-evaluate these procedures the week of April 6, 2020 and information will be forthcoming. Continue to check the Corporation website for updated information concerning COVID-19 under the banner or under RESOURCES.

6- There may be opportunities for those employees not working their regular schedule to assist in various tasks at schools. Administration will reach out with these opportunities.

7- **Only** employees are permitted in a building during this closure and should always sign in and out of the main office (no students, family members, etc).

8- Guidance from the DOE is coming on iREAD, iLEARN, I AM windows. Information will be passed on as soon as it comes.

Any questions - please reach out to your building administrator or feel free to contact Leah, Jena, or Megan at Central Office.