

Adopted: 01/12/2021

Revised:

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 137

Staff Remote Work Expectations

Staff members of Wolf Creek Distance Learning Charter School who have been allowed to work remotely are expected to perform their work duties for Wolf Creek during their regularly scheduled workday (7:30 am to 3:30 pm), regardless of the amount of direct student interaction the staff member has on any given day.

During the regularly scheduled workday, staff members must be available to receive and participate in communications (including emails, phone calls, and virtual meetings) with students, parents, and other Wolf Creek staff, as if the staff member were physically present in the school building. Staff members must continue to accurately report any leave time taken while working remotely.

All applicable Wolf Creek policies, procedures, and expectations apply to staff members working remotely. Staff members working remotely must take special care to protect the privacy of government data (including students' educational data) that they access or discuss while working remotely or print or store at their remote work location. Staff members working remotely must also be aware of their surroundings when interacting virtually with students, parents, and other Wolf Creek staff to ensure that their communications comply with applicable Wolf Creek policies, protocols, and expectations.