

EMPLOYEE RESPONSIBILITIES & REPORTING PROCEDURES FOR EMERGENCY SCHOOL CLOSINGS

For all employee groups-

- For inclement weather related emergency closures, see information in the chart below for detailed information on employee responsibilities.
- For any non-inclement weather related emergency closure, work responsibilities will be communicated to employees by the immediate supervisor.

Inclement Weather Reporting Procedures

Day 1 Paid day for all employees

(B-12) Teachers

Day 1: Do not report to work and take this time to review/update e-learning plans to ensure they are set for any school closure beyond the first snow day.

Days 2-6 Available options:

- Work from home and follow prepared Emergency e-Learning Days plans with students
- Use available, accrued time off per collective bargaining agreement

	Early Learning and Elementary Teachers	Secondary/CLC Teachers
<i>Teacher Expectation</i>	<ul style="list-style-type: none"> • Teachers will work according to their Emergency e-Learning Days Plan. 	<ul style="list-style-type: none"> • Secondary/CLC teachers will work according to the Emergency e-Learning Days Plan.
<i>Student Engagement</i>	<ul style="list-style-type: none"> • Students/parents with questions can contact teachers by voicemail/email. • Teachers will check and respond to emails/voicemails from students/parents. 	<ul style="list-style-type: none"> • Students with questions can ask teachers questions via Schoology. • Teachers monitor discussions, give feedback to students, assessing student work. Teachers will check and respond to emails/voicemails from students/parents.
<i>Student Attendance</i>	<ul style="list-style-type: none"> • Teachers take attendance based on student completion of assignments. 	<ul style="list-style-type: none"> • Teachers take attendance based on monitoring of and interaction with students and progress of assignments.

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ECFE/ABE Teachers, Directors, Principals, Assistant Directors/Coordinators, District Support, Technology and 12-Month Employees in Clerical, Student Support:	ESPs and Less Than 12-Month Employees in Clerical, Student Support, and Nutrition Services	All Full-Time And Part-Time Custodial (Cleaners) and Maintenance Employees:	Central Square Community Center/ Community Ed Employees:
<p>Day 1 May be required to work remotely or in-person as designated by your immediate supervisor.</p> <p>Days 2-6 Available options:</p> <ul style="list-style-type: none"> • Report to work • Work from home • Remain available for work if called in by supervisor • Use available, accrued time off per collective bargaining or independent agreement <p><i>* Employees are to obtain pre-approval from supervisor identifying which option they will select and the respective work plans.</i></p>	<p>Day 1 Do not report to work.</p> <p>Days 2-6 Available options:</p> <ul style="list-style-type: none"> • Report to work if called in by your supervisor; or • Use available, accrued time off per collective bargaining or independent agreement <ul style="list-style-type: none"> • Secondary Staff: <ul style="list-style-type: none"> ○ Work from home supporting students via virtual meetings as determined by licensed staff ○ If not directly supporting students, work from home on professional development determined by the district and communicated to staff via email <ul style="list-style-type: none"> ■ <i>Employees are to communicate via email with their supervisor regarding daily work and/or identify which PD they will work on. Click here for approved professional development opportunities</i> • Early Childhood, Elementary, Kid’s Choice, Early Learning Student Support and Preschool Staff: <ul style="list-style-type: none"> ○ For special education staff, connect with your primary case manager to see if there are ways you can help support students and/or the teacher directly. ○ If not directly supporting students or the teacher, work from home on professional development determined by the district and communicated to staff via email <ul style="list-style-type: none"> ■ <i>Employees are to communicate via email with their supervisor regarding daily work and/or identify which PD they will work on. Click here for approved professional development opportunities</i> • Nutrition Services <ul style="list-style-type: none"> ○ Connect with your supervisor for work instruction 	<p>Day 1 Report to work as designated by your supervisor.</p> <p>Days 2-6 Available options:</p> <ul style="list-style-type: none"> • Full-time and part-time employees will report to work as designated by supervisor • Use available, accrued time off per collective bargaining or independent agreement 	<p>Day 1 Do not report to work.</p> <p>Days 2-6 Available options:</p> <ul style="list-style-type: none"> • Part-time employees (building supervisors and instructors) do not report to work; however, must remain available if called in by supervisor

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In the event of an emergency school closing, employees should refer to the chart above for their specific responsibilities and reporting procedures.

There may be times when it is necessary for some coverage at our sites during a school closing. If needed, each site or program will designate a staff member from the following groups:

- Secondary Building: Administrator, clerical, or custodial staff
- Kaposia Education Center: Administrator, clerical, or custodial staff
- Lincoln Center: Administrator, clerical, or custodial staff
- SSP Education Center/Community Learning Center: One designated staff member
- District Office: One designated staff member
- Family Education Center: One designated staff member
- Central Square Community Center/Community Education: One designated staff member

Designations will be determined at the site or program level, and staff will be notified as necessary.