

School Cancellation / Emergency Closing of School

Support staff performs valuable service to assist the daily, orderly operation of the school.

There are several groups of support staff employees, with each group providing a different, but important type of service to the school.

The different groups and a brief description of their functions follow:

Custodial/Maintenance: assures that the building and grounds are safe, adequately maintained and clean. The proper functioning of systems is managed and maintained, as well. Staff from this classification of support personnel is essential during weather emergencies. **(Essential Personnel)**

Clerical: provides office operational support by filing, maintaining records and communicating with the public. Staff from this classification of support is rarely essential during weather emergencies. **(Non-essential Personnel)**

Paraprofessional: provides support for teachers as they work with students in the classroom and other areas of the building. This classification of support is not essential during weather emergencies resulting in school closures. **(Non-essential Personnel)**

Food Service: provides cafeteria and food services support. This classification is rarely essential in specific weather emergencies. **(Non-essential Personnel)**

School Cancellation/Emergency Closing chart: (indicates who reports and who doesn't under certain conditions)

	Delayed Opening	Weather Closing	Blizzard
Custodial/Maintenance	Yes	Yes	Yes
Clerical (12 months)	Yes	Yes	No
Clerical (less than 12 months)	Yes	No	No
Paraprofessional	Yes	No	No
Food Service	Yes	No	No

Reporting to work during weather closings and blizzards:

1. **Blizzard Conditions**: If blizzard conditions exist, or are predicted, the Principal may declare the building "closed for all non-essential personnel." Only custodial/maintenance personnel must report or chose an option from "B" below. All 12 month clerical employees must choose from option "B" below.
2. **Snow Days/School cancelled for students and teaching staff**: Clerical (12 month) and custodial/maintenance personnel are expected to report for duty if, and when conditions reasonably permit. Every effort should be made to arrive at your regular start time; however, this may not be possible due to existing conditions. Employees will be paid for the entire day if they are able to report for work no later than two (2) hours past their normal start time. If the employee arrives after this window the employee will be paid for the hours actually worked.

- a. The employee is expected to use reasonable judgment to assess driving conditions, personal skill level, vehicle appropriateness and predicted weather to determine the advisability of reporting to their assigned shift.
- b. If the employee chooses not to report for their assigned duty day, any of the following options may be utilized:
 - i. Emergency Day, or earned compensatory time
 - ii. Vacation Day or Personal Day that has not been approved in advance
 - iii. A non-compensated day