**School Closing Procedures**

 **FOR MAISD Staff**

Effective 7/1/19

**\*When all 7 LEA Districts are closed, MAISD teachers, paraprofessionals and ancillary staff do not report to work. MAISD administrative, custodial and administrative assistant staff must report or use available vacation time.**

**\*When an LEA District closes and an MAISD program or building is located in that district, the MAISD program or building will be closed for students. MAISD administrative, custodial and administrative assistant staff must report.**

1. **Parent Child Learning Group**

A. ***An LEA District is closed due to inclement weather***

 a. Class or home visits are not expected. Staff discretion may be applied.

 B. ***An LEA District is delayed***

 a. Certified staff must report no later than 2 hours after scheduled start time.
 Proceed with caution.

 b. Morning class or home visits in the delayed LEA District are not

expected. Staff discretion may be applied.

**II. Seiter Education Center**

 A. ***No ISD Transportation but an LEA other than Greenville has school***

 (Greenville Public Schools are closed)

1. Seiter closed
	1. Certified staff and paraprofessional assigned to Seiter Center do not report
	2. Administrators, custodial and administrative assistants report at regular time.

*In exceptional circumstances, if Greenville is closed but Seiter remains open, all staff and families will be contacted using School Messenger with detailed directions.*

 B. ***No ISD Transportation but Greenville has school***

 1. Seiter open

1. Paraprofessionals do not report. Paraprofessionals will be phoned, if appropriate, based on student attendance. If two or more students are present, the teacher will call the most senior classroom paraprofessional in the classroom and he/she must to report to work. Additional paraprofessional will be called by seniority until all paraprofessionals *employed* to work in that classroom have been called. If additional paraprofessionals are required, the ISD supervisor may assign any other employee who is already at work to assist in that classroom. If a paraprofessional is not called, he/she may access available snow time.
2. Certified staff, administrators, custodial and administrative assistants report at regular time.

***C. When Greenville has a 2 hour fog delay***

 a. Paraprofessionals and certified staff report 2 hours after scheduled start time

 b. Administrators, custodial and administrative assistants report at regular
 time. Proceed with caution.

**IV. ISD Programs in Local Districts**

A*.* ***No ISD Transportation but ISD Programs in LEA is open***

 a. Certified staff and administrators report at regular time.

1. Paraprofessionals report at regular time and work the school day. Paraprofessionals will receive compensation for the hours of work performed on such days if excused before the school day is completed.

B*.* ***Individual districts are closed but not ALL districts***

a. Paraprofessionals do not report to schools that are closed.

b. Certified staff are not required to report to a district that is closed, based on their daily schedule.

c. Administrators report at regular time.

C*.* ***Two hour delay for both ISD Transportation and for LEA***

a. Paraprofessionals and certified staff in the building on delay may report two hours after scheduled start time.

b. Administrators report at regular time. Proceed with caution, arriving no later than 2 hours after scheduled work time.

D*.* ***Two hour delay for a LEA but not ISD Transportation***

a. Staff scheduled to work in an LEA on the day of a delay would be on the delay and may report two hours after the regular start time.

**V. Career Tech Education**

A*.* ***Individual districts are closed but not ALL districts; Central Montcalm is open***

a. All staff report at regular time.

B. ***Central Montcalm is closed but not ALL districts are closed***

a. Certified staff and paraprofessionals do not report.

b. Administrators, administrative assistants and custodians report at regular time.

C. ***Two Hour delay for Central Montcalm***

a. Paraprofessionals and certified staff report 2 hours after scheduled start time.

b. Administrators, administrative assistants and custodians report at regular time.

***\*In the event that 3 local districts are on a 2-hour delay, MAISD will delay Seiter Center and Satellite programming. Follow the delay protocol when this occurs.***