**\*When all 7 LEA Districts are closed, MAISD Teachers, Para educators 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, Certified, Custodial and Administrative Assistant staff must report.**

1. **Parent Child Learning Group**
2. ***An LEA District is closed***
	1. No class or home visits.
3. ***An LEA District is delayed***
	1. Certified staff must report no later than 2 hours after scheduled start time. Proceed with caution.
	2. Morning class or home visits in the delayed LEA District are cancelled.

**II. Seiter Education Center**

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

(Greenville Public Schools are closed)

* 1. Seiter closed
	2. No Para-educators report.
	3. Certified staff, administrators, custodial and administrative assistants report at regular time.
1. ***No ISD Transportation but Greenville has school***
	1. Seiter open
	2. No para-educators report. Para-educators will be phoned, if appropriate, based on student attendance. If two or more students are present, the teacher will call the most senior classroom para-educator in the classroom and he/she must to report to work. Additional para-educators will be called by seniority until all para-educators *employed* to work in that classroom have been called. If additional para-educators are required, the ISD supervisor may assign any other employee who is already at work to assist in that classroom. If a para-educator is not called, he/she may access available snow time.
	3. Certified staff, administrators, custodial and administrative assistants report at regular time.
2. ***When Greenville has a 2 hour delay***
3. Paraprofessionals report 2 hours after scheduled start time.
4. Administrators, certified staff, custodial and administrative assistants report at regular time. Proceed with caution.

**III. ISD Programs in Local Districts**

1. ***No ISD Transportation but ISD Programs in LEA is open***
	1. ISD teachers and administrators report at regular time.
	2. Para-educators report at regular time and work the school day. Para-educators will receive compensation for the hours of work performed on such days if excused before the school day is completed.
2. ***Individual districts are closed but not ALL districts***
	1. Para-educators do not need to report to schools that are closed.
	2. Certified staff and administrators report at regular time.
3. ***Two Hour delay for both ISD Transportation and for LEA***
	1. Para-educators in the building on delay will report two hours late.
	2. Certified staff and administrators report at regular time. Proceed with caution arriving no later than 2 hours after scheduled work time.
	3. LPL will have no morning class in that building, but will have afternoon classes.
4. ***Two hour delay for LEA but not ISD Transportation***
	1. All staff report at regular time.

**IV. Career Tech Education**

1. ***Individual districts are closed but not ALL districts; Central Montcalm is open***
	1. All staff report at regular time.
2. ***Central Montcalm is closed but not ALL districts are closed***
	1. No para-educators report.
	2. Certified staff and administrators report at regular time.
3. ***Two Hour delay for Central Montcalm***
	1. Paraprofessionals report at 9:30 a.m.
	2. Certified staff, administrators, custodial staff and administrative assistants report at regular time. Proceed with caution.

***Exception: The MAISD center based schools may choose to override any district’s decision to close school. If this occurs, Supervisors will begin the Instant Alert and notice of school closing will be announced on local television stations. Classes may be relocated to another MAISD center based school. If classes are relocated, staff will notify parents of the relocation.***

Revised 11/30/2015