

E-Learning/ Snow Days - Staff Expectations

When will the district use E-learning days?

The first two cancellations due to winter weather will be considered “snow days”, and will not be replaced with E-learning days. These are days in which there will be no school in person or via E-learning. The next five days of weather related cancellations will result in E-learning days. (Snow days or E-learning days could also be initiated or implemented for other extenuating circumstances that would also force an emergency closure of schools.)

If the district closes school after initially identifying a two hour late start, a “snow day” or E-learning day will be implemented according to the above parameters. E-learning days will follow the 2-hour late start school schedule.

Staff	2-hour late start	Early dismissal	Snow Day/Cancellation	E-learning day
Administrators, Custodians, District Office, IT Staff, Secretaries	Report to work in accordance with their normally scheduled hours.	Continue to work in accordance with their normally scheduled hours.	Staff should report to their building and work for snow days/ E-learning days. Staff not reporting to work should allocate time off in accordance with their contractual leave specifications.	
Teachers	Teachers report two hours later than their normally scheduled time.	Teachers will be available in the buildings for an additional 45 minutes after the early dismissal. This time may vary in accordance with the completion time of bus routes.	Teachers have the option to work from home however the buildings will remain open. The normal school day of 7:45 -3:45 pm should be followed, devoting time to independent work with prep time, grading, or additional tasks identified as a need. Buildings may also use this time for virtual staff meetings and professional development.	
Paraprofessionals	Paraprofessionals report in accordance with student arrivals and the start of school.	Paraprofessionals should continue their normally scheduled hours until dismissed by the building principal.	Paraprofessionals do not report to work or work from home. *	Paraprofessionals do not report or work, unless a building principal determines a direct need for a specific position. Building principals will approve and communicate these opportunities in advance.
Bus Drivers and Nutrition Services	Bus drivers report 2 hours later than their normally scheduled time. Nutrition services staff report according to their normally scheduled hours.	Bus drivers will report to work in accordance with the early dismissal time. Nutrition services will receive direction from building leadership depending on the dismissal time.	These staff do not report or work when school is cancelled or on E-learning days.	

** Paraprofessionals will be provided an opportunity for 1-2 professional development days if 1-2 snow days occur during the school year. One day of professional development will be offered for each snow day, up to a maximum of two total days. These dates will be communicated at a later time by your building principal. There will not be make-up dates if you are unable to attend.*