



Emergency/Snow Delay:

We recognize that getting out of the driveway, supervising/changing plans for your own children in some cases, and the challenges that living in the Northeast bring on inclement weather days are inevitable, and we thank you for your continued efforts to report for work on time. The following information is intended to provide clarity on the reporting expectations for all Staff in the event that school is delayed due to inclement weather.

Instructional Staff

In the event that our school district is on a “Emergency/Snow Delay” of one or two hours, all instructional staff are expected to report to work **within** 30 minutes of delay schedule opening of school, as safe travel permits. A “snow delay” is necessary to provide time for the students and staff to arrive safely to school.

- With any Emergency/Snow Delay there are students in the building prior to the start of school, it is our collective professional responsibility to assist the building administrators and support staff to maintain a safe school environment. We recognize that many instructional staff members arrive early on most days including snow delays and assist without being asked. We appreciate your efforts.
- If professional development or CSE meetings are scheduled on a “snow delay” day, please check directly with the facilitator as to what time the PD will start or if the date will be rescheduled.
- If you are unable to report to work on a “snow delay” in a timely manner, it is your responsibility to notify the building administrator or main office secretary so that students and classrooms can be covered.
- For safety reasons, we are asking that all instructional staff notify the office or sign in at your building upon arrival and follow your regular building safety/sign out procedures if you need to leave during the day.

Support Staff

In the event that our school district is on a “Emergency / Snow Delay “ of one or two hours all support staff are expected to safely report to work at their **regularly** scheduled time, even when the opening of school is delayed to provide for supervision of students and to facilitate the opening of the building.

- It is the responsibility of the employee to make their building Principal (or his/her designee) aware that they have reported to work by physically reporting and signing in or personally calling to report in from a telephone in the building.
- Professional Responsibility: If you are unable to report to work or are later than 30 minutes of your scheduled time, time may be charged to personal or docked if you are out of time.

10 Month Non-Instructional Monitors/Aides working less than 6 hours are to report to work no later than the start of school on an adjusted 1 hour or 2 hour delay. Middle School and High School adjusted schedules are defined below. The building Principal/Administrator may assign specific times to each employee based upon building coverage needs and will inform employees directly.



Elementary School Adjusted Delay

**On Campus and Arongen/Shatekon
Elementary Off Campus**

**Start time : 9:55 am
Start time : 10:55 am**

Middle School Adjusted Delay Schedule

1 Hour Delay

7 minutes homeroom
33 minutes each class

Zero (0)	9:30- 10:03
HR	9:55 – 10:02
1	10:06 – 10:39
2	10:43 – 11:16
3	11:20 – 11:53
4	11:57 – 12:30
5	12:34 – 1:07
6	1:11 – 1:44
7	1:48 – 2:21
8	2:25 – 2:58
9	3:02 – 3:35

2 Hour Delay

10 minutes homeroom
26 minutes each class

Zero (0)	10:30-10:56
HR	10:55 – 11:05
1	11:09 – 11:35
2	11:39 – 12:05
3	12:09 – 12:35
4	12:39 – 1:05
5	1:09 – 1:35
6	1:39 – 2:05
7	2:09 – 2:35
8	2:39 – 3:05
9	3:09 – 3:35

High School Adjusted Delay Schedule

1 Hour Delay

7 minutes homeroom
33 minutes each class

Zero (0)	8:00- 8:33
HR	8:45 – 8:58
1	9:03 – 9:36
2	9:41 – 10:14
3	10:19 – 10:52
4	10:57 – 11:30
5	11:35 – 12:08
6	12:13 – 12:46
7	12:51 – 1:24
8	1:29 – 2:02
9	2:07 – 2:40

2 Hour Delay

10 minutes homeroom
27 minutes each class

Zero (0)	9:00- 9:27
HR	9:45 – 9:50
1	9:57 – 10:24
2	10:29 – 10:56
3	11:01 – 11:28
4	11:33 – 12:00
5	12:05 – 12:32
6	12:37 – 1:04
7	1:09 – 1:36
8	1:41 – 2:08
9	2:12 – 2:40



Emergency School Closure:

All Faculty and 10 month Staff do not report to work.

All Administrators and 12 month Staff must report to work or will be charged with personal or vacation time (if applicable). Any absence due to school closure must be communicated, submitted and approved by the supervisor.

Mandatory District Closure:

In the event the Superintendent determines that the school district is closed for emergency purposes, (i.e. as we recently experienced when the Governor declared a state of emergency), employees designated as providing essential services for the district must report to work.

Essential services are critical to the continuation of the District's key operations. Employees providing essential services include, but are not limited to: Facilities (Maintenance, Grounds), Operations (Cleaner/Custodial, Security), and Transportation (Dispatchers, Supervisors, Mechanics). Communication will be provided by the direct supervisor to the employees.