

November 2021

TO: All District Employees

FROM: Willie Jett, Superintendent

REGARDING: Inclement Weather and School Closings – St. Cloud Area School District 742

In the event of inclement weather, **the first five weather related closings will be shifted to Flexible Learning Days as long as there is no widespread interruption of power and/or internet service that would interfere with distance learning.** Additional weather related school closing days will be determined by the Superintendent and make-up time for students and/or staff will be determined by the Superintendent in consultation with the School Board.

In the event it is necessary to close schools for all or any portion of the day, announcements for St. Cloud Area School District 742 will be sent to families by an automated message. In the case of delayed starts or school closings, every effort will be made to make this announcement the night before or by 5:30 a.m. of the affected day. (The absence of an announcement concerning St. Cloud Area School District 742 means that we are in session and operating on a normal schedule.)

If necessary, one of the following decisions will be made:

I. ST. CLOUD AREA SCHOOL DISTRICT 742 - FLEXIBLE LEARNING DAY
The first five weather related closings will be designated as Flexible Learning days. All students will be learning at home. Staff expectations are outlined in the Weather Related School Closing Plan below. All school district buildings will be closed. All student activities/practices, Community Education, Adult Basic Education and Early Childhood Education classes and Kids Connection are canceled for that day.

II. ST. CLOUD AREA SCHOOL DISTRICT 742 IS CLOSED

If a weather related closing is not a Flexible Learning Day, all school district buildings will be closed and school is canceled.

No employees are expected to report for work unless previous arrangements have been made with the employee's supervisor.

If schools are closed due to inclement weather, all student activities/practices, Community Education, Adult Basic Education and Early Childhood Education classes and Kids Connection are also canceled for that day.

III. ST. CLOUD AREA SCHOOL DISTRICT 742 WILL START TWO HOURS LATE

All schools will start two hours late. In regard to Early Childhood programming, all ECFE and Special Education classes will start two hours late. Please note: all preschool classes and Kids Connection (before school care) are canceled for the day.

All staff may report up to [two] hours later than their regular morning report time as needed to accommodate safety or child-care. Staff who are able to report on time are encouraged to do so if safety permits to support school business and student supervision.

IV. ST. CLOUD AREA SCHOOL DISTRICT 742 WILL BE DISMISSED TWO HOURS EARLY

All schools will be dismissed two hours early. All District 742 after-school activities, practices and evening classes are canceled. This includes P.M. Preschool, Community Education, Adult Basic Education, Early Childhood Education, and night school/evening classes at McKinley-ALC.

All staff will be released following student dismissal and completion of required duties.

Announcements regarding school closings, delayed openings, or early dismissals relative to **ST. CLOUD AREA SCHOOL DISTRICT 742**, will be made on the following radio and TV stations:

RADIO				TV	
AM		FM		Station	Channel
WCCO	830	KVSC	88.1	WCCO	4
WJON	1240	KKJM	92.9	KSTP	5
KNSI	1450	KCLD	104.7	KMSP	9
				KARE	11
St. Cloud Somali Radio and TV					

In addition to these radio and television outlets, weather alerts are announced on the St. Cloud Times website at www.sctimes.com. You may also tune into the area’s cable education access, Channel 179, District 742’s Facebook page www.facebook.com/isd742.org, St. Cloud Area Schools@ISD742 on Twitter, or the District 742 website at www.isd742.org for up-to-the-minute closing and/or late start reports. **Skylert (School Messenger System) will also be used to send**

messages to all staff, as well as parents/students, to announce school closings and late starts due to inclement weather conditions.

Weather Related School Closing Plan School Closing Plan • Flexible Learning Days

In an effort to continue student learning in the event of weather related school closings, St. Cloud Area Schools will continue using Flexible Learning Days during the 2021-2022 school year for inclement weather day closings pursuant to Minn. Stat. §120A.414 as follows:

Make-Up Plan:

- The first five weather related closings will be shifted to Flexible Learning Days as long as there is no widespread interruption of power and/or internet service that would interfere with distance learning.
- Additional weather related school closing days will be determined by the Superintendent and make-up time for students and/or staff will be determined by the Superintendent in consultation with the School Board.

During a Flexible Learning Day, students and licensed staff will have the following expectations:

Student Expectations

In the event of a cancelled school day that requires a Flexible Learning Day, families will be informed by an automated message that St. Cloud School District 742 is activating a Flexible Learning Day at least two hours prior to the start of the regular school day.

Pre-School

Pre-school students will access and complete a series of preassigned learning activities that will be made available to students in home packets when predicted weather conditions make school closing likely.

K-5 Students

Students in grades K-5 will access assignments on student devices via the Learning Management System, (LMS) SeeSaw. Classroom teachers and Art/Music/Phy Ed will post learning activities to SeeSaw by 9:00 AM on the day of a Flexible Learning Day. Art/Music/Phy Ed will be assigned grade levels by their school principal.

Secondary Students

Students in grades 6 -12 will access assignments on student devices via the Learning Management System, (LMS) Schoology. Licensed staff will post learning activities on Schoology by 10:00 AM on the day of a Flexible Learning Day.

Licensed staff members will be available during student contact hours to answer student questions and provide guidance via email and Schoology. All Flexible Learning Day assignments will be due one week after the Flexible Learning Day. Accommodations for students who receive special education and EL services will be provided. If additional accommodations are needed, they can be addressed by teaching staff when the student returns to school.

Licensed Staff Expectations

Licensed staff who are unable to teach on a flexible learning day due to a discretionary day, illness or medical appointment for themselves or a family member, or other absence reason, must request time off in Skyward and post the learning activities for the day on the Learning Management System in lieu of posting sub plans. In addition, email your principal and lead secretary so they are aware you are not available for student or parent contact.

Licensed staff who are on duty during a flexible learning day must be in service during their regular teacher duty day and will complete the following:

Early Childhood Staff

Early Childhood staff will make a plan for their work on a flexible learning day with their administrator/supervisor.

K-5 Staff

Classroom teachers and Art/Music/Phy Ed for students in grades K-5 will post learning activities on LMS by 9:00 AM on the day of a Flexible Learning Day. Licensed staff must be available during the student contact day by email/phone message and/or LMS to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Teachers are responsible for completing attendance on flexible learning days.

Secondary Staff

Licensed staff of students in grades 6 -12 will post learning activities on LMS by 10:00 AM on the day of a Flexible Learning Day. Licensed staff must be available during the student contact day by email/phone message and/or LMS to answer questions and assist students. Time not engaged in posting lessons or in direct contact with students may be used for planning and preparation time. Classroom teachers are responsible for completing attendance on flexible learning days.

Non-Instructional Licensed Staff

Non-Instructional licensed staff (e.g. counselors, school psychologists, social workers, nurses, SLPs, OT/PTs, autism specialists, media specialists, technology integrationists,

SEL/Focus teachers, ADSIS teachers, academic coaches, EL coordinators, etc.) will make a plan for their work on a flexible learning day with their administrator/supervisor.

Part-Time Teaching Staff

Part-time contract teachers will be available during their regularly scheduled duty hours.

All licensed staff are encouraged to also use the day to make contact home to update families on positives and progress.

Non-Licensed Staff Expectations

10 Month Non-Licensed Staff Expectations:

In the event of a flexible learning day due to snow or ice, 10-month non-licensed staff will not report to work on-site and will work as follows:

1. Staff who can work effectively from home may do so with the pre-approval of their supervisor (e.g. clerical, head cooks, BRS, BSS, BCSS, BTIs, interpreters, instructional paras, health paras, clerical paras).
2. Non-licensed staff who do not support instruction, whose regular work cannot be performed at home, (e.g. clerical, bus drivers, nutritional services, transportation paras, door monitors, CSO's) may use accumulative leave or other paid leave time to make up for any hours lost due to a school closing day. In the alternative, the school district will provide make-up days for these staff groups. Make-up days will be scheduled prior to June 15th to include staff training or other duties for non-licensed staff, and will be paid at the time the make-up time is served. Staff electing to make-up lost time will request "*Restricted Unpaid Time Off/Make-Up Time Request*" for the closed weather day.
3. Paid school closing days without make-up time may be authorized for 10-month non-licensed staff members at the direction of the superintendent in consultation with the school board, and in that case, staff would receive full pay for those school closing days. The superintendent will take into consideration the economic impact of multiple school closing days within a pay period when considering this option.

In the event of a flexible learning day due to a cold weather closing, 10-month non-licensed staff may report to work as usual. Employees who choose not to report to work on a cold weather closing day, may use accumulative or other paid leave time to make up for any hours lost.

12 Month Non-Licensed Staff Expectations:

In the event of a flexible learning day due to snow or ice, 12-month non-licensed staff who can report to work safely may do so (e.g. custodians and engineers). 12-month non-licensed staff who can work from home may do so with the approval of their supervisor (e.g. clerical, non-represented 12 month employees). For staff who cannot report and whose work cannot be performed at home, any lost time due to snow closing days may be flexed back into the same work week through extended work days or on Saturday of that week (provided Saturday building access is available) between the hours of 8:00 am and 6:00 pm. Employees who choose not to work from home or perform make-up time on a snow or ice closing day, may use accumulative or other paid leave time to make up for any hours lost.

In the event of a flexible learning day due to a cold weather closing, 12-month non-licensed staff may report as usual. Employees who choose not to report to work on a cold weather closing day, may use accumulative or other paid leave time to make up for any hours lost.