

Dear Behavioral Instructors,

With the winter season upon us, a letter recently went out to parents/guardians outlining our new procedures for dealing with weather related school closings or delays and how they effect our ability to provide services. This letter also gave them the choice to opt in or out of receiving services during a weather related school cancellation or delay. We do not have all the forms back yet, but unless notified otherwise, you should assume your client will be receiving services as if possible (outlined in flowcharts below) in the event of a closing or delay.

This letter will provide you with information about how a weather related school closing or delay will effect the programs you work in and what your options for making up lost hours are if your client is not receiving services for some or all of that day. *Note: this information and these procedures apply only to **weather related** closings and delays.*

Whether or not we will provide services when the school in the district a student lives is closed or delayed on:

- 1.) If it is an AZ, BZ, or CZ client
- 2.) Whether or not the SD Office is open

With this information you can use the attached flow charts (or found under the Forms/Schedules tab on the sdemployees.com site) to determine if and when your client will be receiving services and/or what your options are for getting hours that day if there is no services.

**How to get this information:**

First, sign up for Weather Notifications from the school district in which your clients live. If you don't know, ask your BA. Every school district is different. Some may allow you to sign up online while you will have to call the school to get put on the list for others.

If you are unsure if the client/clients you work with are AZ, BZ, or CZ, look at your client schedules. Each day tells you under the #FS column what the funding source for the hours are (denoted as AZ, BZ, and CZ). Note that you may have some hours that are AZ and some that are BZ. The funding source is one of the determining factors as to whether or not we will be providing services during

closings and delays. You will use the corresponding flowchart to see how closings and delays effect these yours with your clients.

Here is a brief breakdown of how it will work for AZ, BZ, and CZ clients:

If your client has a school program (**AZ**), then the client follows the school's schedule. This includes closings and delays. So if school is closed, program is cancelled, if school is delayed two hours, program would start two hours from the original start time, and if school is closed early, then the client's program will end at the time of dismissal. Your ability to make up for lost hours on that day depends on the status of the SD Office. Options for getting hours are listed below in the flowchart for AZ Programs. One option that may need clarification is #3. This option lets you take the day off unpaid without using PTO, but be available to work if needed. To use this option you will need to let your PSI know by 9:00am and be available to get to a program location within 30 minutes. Taking the day off unpaid without being available is not an option because we will still be attempting to provide programming for BZ and CZ clients and may need additional staff support, as families can choose to use extra BZ hours during these times.

If your client is a **BZ** or **CZ**, then we will provide services as possible. Available hours for programming and your options for hours are listed in the flowcharts for BZ and CZ programs included below.

When a weather related closing or delay occurs, you will be provided information via email from [SdAlerts@sdplus.org](mailto:SdAlerts@sdplus.org) about the SD Office status. On these days you will receive an email that reads: SD Office is Open (w/Delay), SD Office AM Closure, SD Office Full Day Closure by 7:00 AM. In the event of an SD Office PM Closure, you will recieve an email from [SdAlerts@sdplus.org](mailto:SdAlerts@sdplus.org) by 11:00am. Use these status updates on the appropriate chart for your client (AZ, BZ, or CZ) to determine if and when program will occur and what your options for hours are.

We know that these weather events happen sparatically and we do not get much practice using these systems of aquiring information. Please use these instructions and the attached flowcharts as your first resource for information. Contact your PSI if you have questions.

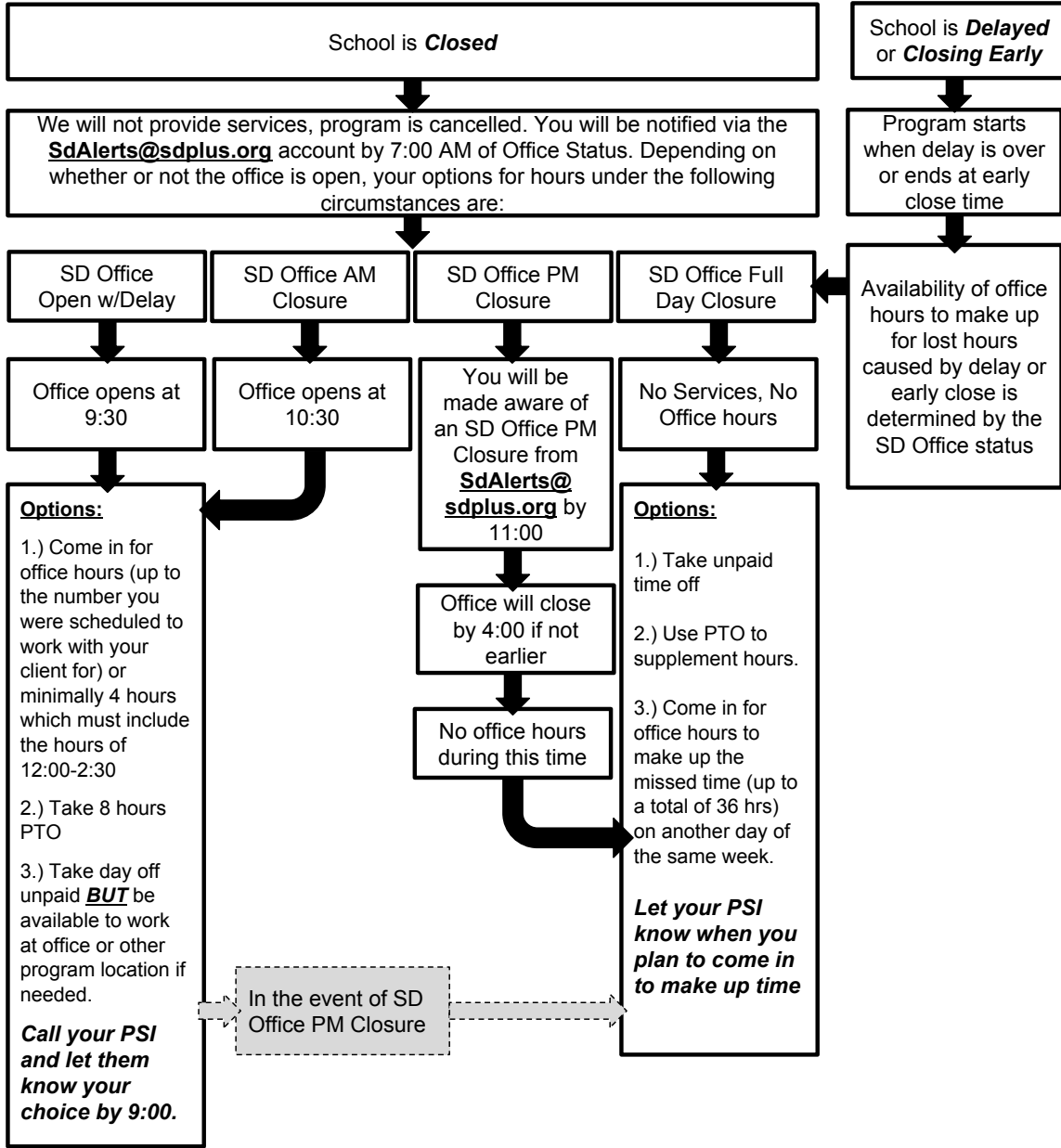
Thanks!

And now, the charts...

# AZ Program

Use this chart in the event of a weather related school closing or delay  
in the district your student lives.

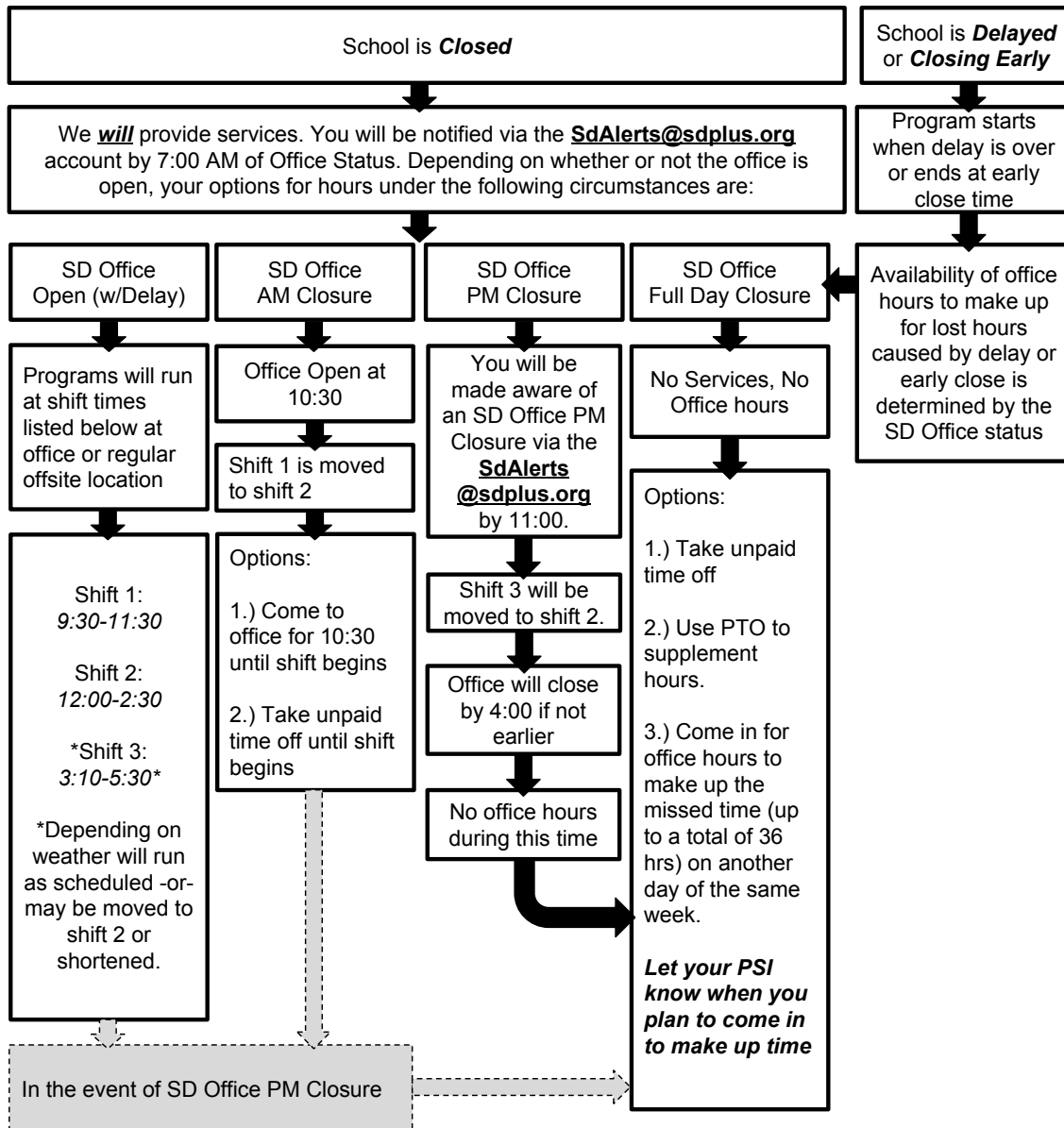
**>>>Sign up for notifications from the school District to  
stay up to date on latest developments.<<<**



# BZ Program

Use this chart in the event of a weather related school closing or delay  
*in the district your student lives*

**>>>Sign up for notifications from the school District to stay up to date on latest developments.<<<**



# CZ Program

Use this chart in the event of a weather related school closing or delay  
*in the district your student lives*

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