

April 17, 2018

To: DFT - Instructional Staff

From: Maysam Alie-Bazzi

Re: Partial Building Closures

Due to unforeseen circumstances such as power outages and water main breaks, the District has occasionally experienced building closures that impacts only a few buildings. This allows the rest of the District to remain open to service our students. Although each circumstance is unique and may require adjustments to the District plan, below is an outline of procedures and expectations when building closures are necessary.

- All staff are expected to report to work.
- Building principals will have a professional development “emergency” plan prepared to facilitate with instructional staff.
- Superintendent, David Mustonen, Communication Director, and Executive Cabinet will ensure that sufficient communication regarding closure of a school is delivered promptly as information becomes available (sometimes this is not possible until 5am). Details such as where staff is to report will be included.
- Human Resources will identify teacher and paraprofessional substitute shortages that remain vacant at 7:30a.m. and work with principals to assign instructional staff to the vacant positions using the following process:
 - First, volunteers will be solicited and assigned
 - Next, random drawing of names will be selected and assigned

- Note: It is highly valued if those without a PLC present volunteer to fill a vacancy for the day in order to support colleagues that have the opportunity for a highly productive day with their PLC.
- Note: Staff may pair up to split teaching / PD time
- Note: When feasible, a teacher will be placed to sub in the same level as they teach
- Those filling a vacancy are permitted to leave at their normal time regardless of the grade level they are covering that day. Administrators will apply the building emergency substitute plan for the remaining time.
- Staff assigned to multiple buildings are to report to the building with power. Staff assigned to more than two buildings are to report to the larger building with power.

Teachers are the heart of our students' learning, academic achievement, and social prosperity. Although filling in for a vacancy may not be appealing for some, please consider the students in those classrooms and the standard you establish for the children you love. We appreciate the extra effort made by teachers who step in and sub for a vacancy during these times.

Dearborn Schools is one district with one team that embraces a myriad of accomplishments, obstacles and celebrations each day by joining forces to provide the absolute, second-to-none education and experience to our entire district and community.

Human Resources Department



Students First

Inspire, Educate, Celebrate