

## INCLEMENT WEATHER — STAFF PROCEDURES

The following guidelines will be in effect when the Superintendent closes school, delays the opening of school, or dismisses school early because of inclement weather.

### CLOSING OF SCHOOLS

All school closings will be carried in announcements by 7:00 a.m. or earlier as possible over the local news stations.

When the announcement is made that school will not be in session, it should be understood that students, teachers, and all classified personnel with less than a 12-month contract will not report to work (or if at work will not remain). Administrators and 12-month secretaries, along with maintenance/custodial employees, will work as usual unless the directive is given to close all operations. Emergency staff will report as needed.

Procedures for personnel unable to work are as follows:

1. All building personnel who are required to work, with the exception of custodians, will contact the building Administrator. Head Administrators should contact their immediate supervisor.
2. All custodians will contact the Director of Operational Services.
3. All Central Stores personnel will contact the Director of Operational Services.
4. All Education Service Center personnel will contact their immediate supervisor.
5. All personnel who are unable to report to work should request a personal leave, vacation, or other leave (nonduty day, or a salary deduct) in the absence reporting system.

All teachers and classified personnel with less than a 12-month contract will make up the day(s) according to the school calendar or by day(s) determined by the Board of Education.

### DELAYED OPENING OF SCHOOL

All delays in school openings will be carried in announcements by 7:00 a.m. or earlier as possible over the local news stations.

The following procedures will be followed:

1. Teachers, paraeducators, special needs paraeducators, behavior intervention specialists (BIS), clerk typists, study hall monitors and building interpreters should arrive at the school 30 minutes before the announced opening of school.
2. Each building Administrator should make prior arrangements to take care of those students who arrive at an earlier time.

3. Each building Administrator should predetermine class schedules based on the possible delayed opening times for school.
4. Elementary building Administrators need not call Food Service for meal count. Food Services have predetermined the number of meals to be served.
5. Food service staff follow their late start schedule provided by the managers.
6. All other support (custodians and secretaries) and administrative staff shall report at the regularly scheduled time or as soon thereafter as possible.

#### EARLY DISMISSAL

All school buildings will be notified by the Education Service Center staff when there will be an early dismissal.

The following guidelines will be in effect for employee groups in the school buildings:

1. Attendance for all employees, except custodians and maintenance, shall not be required beyond the completion of the necessary and required tasks for that day, including care of students still on site.
2. Transportation employees will complete the day's required run.
3. Custodial and maintenance employees will work according to guidelines established for their employee group.

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