

School Closings and Cancellations

No school/delayed school procedure

In the event that school is called off or the start of school is delayed before the beginning of the school day, the superintendent or designee will contact the following, if at all possible, prior to 6:15 a.m.:

1. Radio station KCRT
2. Fleet transportation director
3. Principals
4. City dispatcher

Each principal and the fleet transportation director will provide for a calling tree so that all district employees will be contacted and notified that school will not be in session or will be delayed.

Full closure of schools prior to the start of the school day

If the decision to close schools due to inclement weather is made prior to the normal school opening time, personnel providing services which are not considered essential for the physical operations of the school plant need not report to work. The determination as to which personnel provide essential services shall be made by the attendance center administrator. If the full closure is for other than inclement weather, all employees will report for work at the normal starting time unless directed otherwise by their immediate supervisors.

Late start schedule

1. If weather or other emergency conditions are severe but not serious enough to close schools, the superintendent may announce a late start schedule for the opening of schools.
2. All employees are required to report to work in accordance with the announced later starting time.
3. In spite of the late start schedule, custodial and maintenance personnel may be required to report to work at their normal time as determined by their immediate supervisor.

Early dismissal schedule

1. If the weather or other emergency conditions are serious enough to close schools prior to the end of the school day, employees will remain on duty until dismissed by their immediate supervisors.
2. The building principal shall develop a procedure as to how students will be dismissed.

Reporting employee absences

In the event of school closure, employee absences will be handled as follows:

1. If the closure is made prior to the start of the workday, employees will not be charged with an absence and there will be no need to report any employee absences.
2. If the closure is made after the start of the workday, regardless of the reason for the closure, employees who are absent that day will be charged for a full day's absence.

Approved: March 1995
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