

PERSONNEL**School Closing Procedures**

The decision to close school for students because of severe weather or other unscheduled events will be announced via radio and television by 6:30 a.m. Depending on the employment classification, the responsibilities for staff members are as follows:

Professional Staff, Teachers, Classified Salaried Personnel and Clerical

Unless specifically instructed not to report for duty as announced by the Superintendent, professional staff, teachers, classified salaried personnel and clerical staff will be expected to report to building duties as soon as possible. This time can be used for planning, organization, record keeping, professional development, or other related responsibilities.

If in the judgment of any staff member, the weather conditions prohibit getting to school safely, the staff member will be expected to contact their immediate supervisor and arrange to make up the contract day at some other time.

Custodial Staff

Custodial and maintenance staffs are required to report on these days to assist with snow removal and perform various functions that can not normally be accomplished when school is in session.

Paraprofessionals, Food Service, and Other Classified Employees

Unless otherwise indicated by supervisors, paraprofessionals, food service, and other classified employees should not report to work on these days. These days will not be compensated for.

Date of Adoption: _____
 Last Revision: _____
 Last Review: November 11, 2002

Legal Reference: _____