

## **Procedure for Delayed Opening**

1. The superintendent will make the decision to delay the opening of school no later than 6:00 a.m. and begin the notification chain.
2. Administration and custodians will report at the regular time.
3. **All staff will report one hour later than their normal reporting time.**
4. Buses will run their normal route two hours later than usually scheduled.
5. Schools will begin classes 2 hours later than normal.
  - A. Elementary schools will begin at 10:00 a.m. and will dismiss at the regular time.
  - B. Secondary schools and middle schools will begin at 10:30 and will be dismissed at regular time.
6. There will be no morning session of half-day special education preschool.
7. No breakfast will be served.

## **Procedure for School Cancellation**

1. The superintendent will make the decision to cancel school no later than 6:00 am. And begin the notification chain.
2. School principals will notify their staff members of the cancellation.
3. The director of transportation will notify the bus drivers of the cancellation.
4. The school nutrition director will notify food service managers of the cancellation.
5. Unless otherwise stated, twelve-month employees may be expected to report to work on a delayed schedule.

## **Procedure for Early Dismissal**

1. The superintendent will make the decision and begin the notification chain.
2. The director of transportation will arrange for the buses to return at pre-designated times and will notify each school concerning adjustments in bus numbers.
3. School principals should contact any classes away on field trips and instruct them to return to school.
4. Whenever possible lunch periods will not be interrupted.
5. School staff members will supervise all students who usually walk or ride in private vehicles and will attempt to contact parents/guardians to arrange for other transportation.
6. Under no condition will students be left unsupervised at school
7. Principals are to dismiss any student whose parent/guardian arrives to pick up the student.