



ADMINISTRATIVE MEMORANDUM

SCHEDULE CHANGES DUE TO INCLEMENT WEATHER AND OTHER EMERGENCIES | 5012.4

Schools and offices shall follow the approved yearly calendar and daily operating times unless the Superintendent or the Superintendent's designee authorizes a change. It is the District's intent to conform to those schedules to the greatest extent possible. However, when the health and safety of students and staff are at risk, the procedures outlined below will apply.

The opening of schools and offices may be modified as follows:

1. If schools are opened one hour late:
 - a. AM half-day pre-school is cancelled.
 - b. All other students arrival time is delayed by one hour and the day ends at the regular time.
 - c. Staff members report one hour late.
2. If schools are opened two hours late:
 - a. AM half-day pre-school is cancelled.
 - b. Student arrival time is delayed by two hours and the day ends at the regular time.
 - c. Staff members report two hours late.
3. If schools are closed:
 - a. Classes are cancelled for the day, students and 10-month staff do not report, all after-school and evening activities are cancelled, and all other staff members report at the regular time.
4. If schools and offices are closed:
 - a. All District operations are cancelled, and only emergency personnel are to report.
5. All staff that is involved in snow removal follows the instructions of their supervisor.

Should conditions that dictate a change in schedule develop during the operating day, the schedule may be modified as follows:

1. Schools are dismissed early. All students are dismissed beginning one hour after the decision is made. Secondary schools are dismissed first, followed by elementary schools one hour and 15 minutes later. All staff remains until the regular dismissal time.
2. Schools and offices are dismissed early. All students are dismissed beginning one hour after the decision is made. Secondary schools are dismissed first, followed by elementary schools one hour and 15 minutes later. All school staff, except custodial personnel, may leave 15 minutes after the last students depart. Office staff is dismissed as determined by the building administrator.

Communication of school schedule changes:

Announcements will be made as early as possible in case of schedule changes on radio, district website and district social media outlets. The automated phone system will be activated to inform parents of the schedule change.

Changing of schedules at individual schools due to emergency conditions will be handled on a case-by-case basis.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.