

**EMERGENCY CLOSINGS  
FOR PRINCIPALS, DIRECTORS, TEACHERS AND SECRETARIES**

When schools are closed for snow days, eleven and twelve month employees are expected to report for work subject to the following interpretations:

When snow make up days fall on regularly scheduled work days, eleven and twelve month employees should report for work as usual. When snow make up days fall on regularly scheduled holidays or Saturdays, eleven and twelve month employees do not have to report for work on the day that school is cancelled.

When students are scheduled to report to school at a later time than usual, principals should have the schools open at the regular time so children brought early can be accommodated.

When schools are opened at a later time than usual, teachers should report to work fifteen minutes before the opening time if they are on duty. School secretaries should report thirty minutes before opening time. The principal may vary time according to circumstances.

Itinerant teachers should check with the principals involved to see how the schedule will be followed.

**B - Custodians**

1. All custodians are to report to their schools for snow removal when schools are closed because of snow or ice.
2. Over-time or compensatory time will be paid when the make up day falls on a holiday and should be reported on the monthly substitute list.
3. Custodians should work only enough time for snow removal as necessary.
4. When a snow day is scheduled to be made up on a holiday, principals should turn in hours worked if over-time is to be paid. Compensatory time should be handled by the principal.
5. Custodians not reporting for work should be noted as sick, personal leave, or vacation.

Adopted: September 1, 1994

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