

REGULATION

WEATHER - RELATED AND EMERGENCY CLOSINGS

On **cancelled** days, the following employees at the school site **report to work** as close to regular reporting time as possible (unless otherwise specified):

- All School Secretaries (9, 10, 11 and 12 month), including Special Education Office Assistants, Counseling Secretaries, Discipline/Attendance Secretaries (anyone paid on a secretary salary schedule);
- All Custodians (report at the time designated by the principal/supervisor);
- All Administrators (Principals and Assistant Principals);
- All Central Office employees (including EDC and Technology Department- based employees) - the only exception would be school-based EDC employees paid on a teacher salary schedule).

The following **do NOT report** on **cancelled** days:

Counselors, Instructional Support Teachers, all instructional staff (teachers and assistants), Librarians, Library Assistants, Liaisons, Health Assistants, Bus Drivers, and school-based student nutrition (cafeteria) employees.

Adopted: June 5, 2006