

## **WORTHINGTON SCHOOLS - EMERGENCY WEATHER PROTOCOL**

### **ONE HOUR DELAY**

- Schools will open one hour after the normal starting time.
- District and building emergency calling procedures will be followed.
- District offices will open as soon as possible but not later than one hour after the normal start time.
- Employees should report as soon as safely possible but not later than one hour after their normal start time.
- Classified staff members required or requested to report earlier than the one-hour delay will be paid according to the negotiated agreement. This determination will be made by the immediate supervisor. These employees will be paid for their regular day at their regular rate.
- Employees whose regular starting time is after the one-hour delay should report at their normal time unless otherwise notified.
- Building principals will be responsible for establishing a one-hour delay schedule, including lunchtimes, at their school.
- AM Pre-K and AM Kindergarten classes will start on a one-hour delay. ADK will operate on a one-hour delay.
- Non-publics and JVS requiring transportation will follow our one-hour delay.
- Care Before School programs will be cancelled. Care After School will be held.
- Normal ending times will be followed unless otherwise specified.
- Extra-Curricular activities scheduled before school will be canceled.
- After school programs and extra-curricular activities will be held as scheduled unless otherwise specified.
- Field trips will be determined on a case-by-case basis. Confirmation should be made with transportation department.
- Second and third shift employees report at their regular time.

### **TWO HOUR DELAY**

- Schools will open two hours after the normal starting time.
- District and building emergency calling procedures will be followed.
- District offices will open as soon as possible but not later than two hours after normal start time.
- Employees should report as soon as safely possible, but not later than two hours after their normal start time.
- Classified staff members required or requested to report earlier than the two-hour delay will be paid according to the negotiated agreement. This determination will be made by the immediate supervisor. These employees will be paid for their regular day at their regular rate.
- Employees whose regular starting time is after the two-hour delay should report at their normal time unless otherwise notified.
- Building principals will be responsible for establishing a two-hour delay schedule, including lunchtimes, at their school.
- AM Pre-K and AM Kindergarten classes will be cancelled. ADK classes will operate on a two-hour delay.
- Non-publics and JVS requiring transportation will follow our two-hour delay.
- Care Before School programs will be cancelled. Care After School will be held.
- Normal ending times will be followed unless otherwise specified.
- Extra-Curricular activities scheduled before school will be canceled.
- After school programs and extra-curricular activities will be held as scheduled unless otherwise specified.
- Field trips will be determined on a case-by-case basis. Confirmation should be made with transportation department.
- Second and third shift employees report at their regular time.

## **SCHOOL CLOSING (Calamity Day)**

- School buildings and district offices will be closed for routine business.
- District and building emergency calling procedures will be followed.
- Those employees identified by administrators for essential service should report to work as per the negotiated agreement.
- Administrators are expected to report to work as soon as safely possible.
- No transportation will be provided for non-publics and JVS.
- After school and extra-curricular activities will be cancelled unless otherwise specified. Building principals should consult with the assistant superintendent about specific activities.
- Practices for athletic teams or co-curricular groups will be cancelled unless otherwise specified. These must be approved by the building principal after consultation with athletic directors and the assistant superintendent.
- Field trips will be cancelled unless otherwise specified.
- Care Before and Care After School will be cancelled.
- Second and third shift employees will not report unless otherwise requested.

## **WEATHER EMERGENCY Schools not in Session (Weekends and Holidays)**

- **The transportation supervisor** will make the decision to dispatch or cancel transportation. For morning events the decision will be made by 5:30 a.m. For afternoon/evening events, the decision will be made by noon.

## **EARLY RELEASE**

- Situations will vary, but generally, if situations warrant an early release, high school students will be released at 1 p.m. Students at middle schools will be dismissed at 1:45 p.m. Elementary schools will follow their normal dismissal schedule at 2:30 p.m. or 2:50 p.m.
- Care After School will remain open until 4:00 PM if there is a district-wide early dismissal at high school or middle school levels. In the event that elementary schools are dismissed early for an emergency or if circumstances dictate that the buildings not be occupied, CAS will NOT be in session.
- After school activities will be cancelled unless otherwise specified.
- School principals should ensure supervision in their buildings until all students and staff are safely out of the building.
- Classified and certified staff release will be determined by the superintendent. Staff members will be notified by their principal or a supervisor.
- Second and third shift employees should report as normal during an early release day.

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Administrative Services*