



## SCHOOL CLOSING NOTICES

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### 2012-2013 WEATHER CLOSINGS AND EARLY DISMISSALS

In the event of inclement weather, such as heavy snow or excessive heat, Des Moines Public Schools may do one of four things:

1. Cancel classes at all schools *but* administrative and school offices remain open.
2. Cancel classes at all schools *and* administrative and school offices are closed.
3. Dismiss schools 90 minutes early.
4. Delay the start of school by two hours but administrative and school offices open at regular time.

In the event the superintendent issues one of these four notices, this page explains what impact it will have on students, parents and school district employees.

#### I. CLASSES CANCELLED/OFFICES OPEN

##### Students/Parents

This announcement means the following for students and parents:

- No classes will be held.
- No school-related activities.
- No breakfast or lunch service.
- All early-childhood and early-childhood special education programs will be closed.
- No Cowles child care or Metro Kids before- and after-school child care.
- No evening and adult education classes.

##### DMPS Employees

This announcement means the following for school district employees:

- School offices and central administration offices will be open.
- All 12-month employees will report.
- Less-than-12-month employees\* do not report. These employees will be expected to provide service at a later date and their calendar year will be extended an additional day(s). An employee absent on the subsequently scheduled make-up day shall use appropriate leave benefits or will be deducted salary for absence.
- Food service staff will not report unless instructed to do so by a supervisor.
- Dismissal time of secretarial/clerical staff will be based upon the needs of the facility and will be determined by the employee's immediate administrative supervisor.\*\*
- All other employees are to remain until dismissed by their administrative supervisor.

## **2. CLASSES CANCELLED/OFFICES CLOSED**

### **Students/Parents/Employees**

This announcement means the following for students, parents, and school district employees:

- No classes will be held.
- School offices and administration offices will be closed.
- No school-related activities.
- No breakfast or lunch service.
- All early childhood and early-childhood special education programs will be closed.
- No Cowles child care or Metro Kids before- and after-school child care.
- No evening and adult education classes.
- Less-than-12-month employees\* will not report. These employees will be expected to provide service at a later date and their calendar year will be extended an additional day(s). An employee absent on the subsequently scheduled make-up day shall use appropriate leave benefits or will be deducted salary for absence.
- Employees who work 12 months will not report except emergency or essential personnel.\*\*
- Operational, maintenance, and technology employees may be directed to provide service.

## **3. 90-MINUTE EARLY DISMISSAL (EMERGENCY)**

### **Students/Parents**

This announcement means the following for students and parents:

- All schools, including early childhood centers, will dismiss 90 minutes earlier than their normal dismissal time.
- All high school events will take place as scheduled unless mutually agreed upon by the participating schools.
- All middle school activities are cancelled.
- Varsity athletic practices and activities will be voluntary.
- Lunch will be served. Service time may be changed to accommodate building needs.
- Normal hours will be in effect for morning early-childhood and early-childhood special education programs.
- No afternoon classes for early-childhood and early-childhood special education programs.
- No evening and adult education classes.
- Normal hours will be in effect for Cowles child care center.
- Metro Kids after-school child care:
  - In **hot weather**: Will begin immediately upon dismissal and will continue through the regular schedule.
  - In **cold weather**: Will not be available following early dismissal.

### **DMPS Employees**

This announcement means the following for school district employees:

- Professional development and other scheduled meetings for certificated staff will move to nearby air-conditioned building(s) (**hot weather**).
- Teachers and associates will be dismissed when the building is secured.
- Administration and school offices will remain open. Dismissal time of secretarial/clerical staff will be based upon the needs of the facility and will be determined by the employee's immediate administrative supervisor.
- All other employees are to remain until dismissed by their administrative supervisor.

## **4. 2-HOUR DELAY START/OFFICES OPEN REGULAR TIME**

### **Students/Parents**

This announcement means the following for students and parents:

- Metro Kids before-school child care will be open at the regular time and remain in operation two hours later.
- All schools will begin classes two hours later and dismiss at the regular time.
- Breakfast will be served 30-45 minutes before classes begin.
- Lunch will be served at the regular time.
- All classes will end at the regular time.
- Morning only early-childhood and early-childhood special education programs will be cancelled.
- Full-day early-childhood and early-childhood special education programs will be two hours late.
- A.M. Gifted and Talented programs will be cancelled.
- A.M. Parochial shuttle buses will be cancelled.
- All before-school, extracurricular activities will be cancelled.

### **DMPS Employees**

This announcement means the following for DMPS employees:

- All administrators, food service, 10.5-month administrators, office managers/secretarial/clerical staff will work their regular schedule.
- Teachers, associates, other instructional staff, non-administrative, certified staff and substitutes should report before the 2-hour delay start time. An employee who does not report by the 2-hour delay start time shall use appropriate leave benefits or will be deducted salary for absence.
- Bus drivers and bus associates will report to work two hours later than normally scheduled.
- All custodial, facilities, and technology staff will be directed by their supervisors.
- All specialists will be directed by their supervisors.

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*Revised June 27, 2011*

*\* Please reference certificated staff comprehensive agreement, Article II, for job classifications.*

*\*\* In accordance with secretarial/clerical comprehensive agreement, Article XIII, Section B: Arrival and Dismissal Time. The arrival and dismissal time for each employee shall be determined by the Employer.*

*\*\*\* As many as two days each year shall be available as a district-designated holiday. A district-designated holiday is a day on which notification has been made by public media or supervisory personnel that school and/or administration offices are closed, that the employee need not report to work, and is a day of service that 12-month employees will not be required to provide to the district at a later date. When notification has been made that school and/or administration offices are to be closed and an employee has already been compensated for two district-designated holidays, then employees will not report for work and will not be paid for the day(s) that schools and/or offices are closed. In lieu of salary deduction, upon written request of the employee, a remaining vacation day(s) or other appropriate leave may be used for days missed in excess of the two district-designated holidays.*