

**Administrative Procedures for Policy #1510 (Administration) of the Board of Education
Regarding School Closings, Delayed Opening and Early Dismissals Due to Emergencies**

- I. Employee Working Hours during Emergency School Closings, Delayed School Openings, and Early School Dismissals
 - A. The Superintendent of Schools or his/her designee will determine when schools will be closed for emergency purposes.
 - B. In instances of inclement weather, the Director of Transportation will collect information and make a recommendation to the Superintendent regarding the status of schools. The Director of Transportation shall consult the Director of School Facilities as part of this process.
 - C. In instances of activation of the county government's Emergency Operations Center, the CCPS representative will inform the Superintendent and/or designee of information pertaining to the schools and community.
 - D. When schools are to be closed, the office of the Superintendent, in cooperation with the department heads that may be involved, may prepare a statement for dissemination to the public. The statement shall include the purpose of the emergency closing, the time limits prescribed, and the order in which the closing is to proceed.
 - E. If on a given day schools have a scheduled two-hour early dismissal and a two-hour delayed opening is announced, then students will NOT be dismissed early and will remain in school until the end of their regular school day.
- II. These procedures set forth the employee working hours during emergency school closings, delayed school openings, and early school dismissals. Codes have been developed and defined below.
 - A. The following positions are designated as emergency personnel and these staff members are to report to work as noted in the Code descriptions below.
 1. Superintendent and/or his/her designee
 2. Designated emergency maintenance staff
 3. School Facilities supervisory personnel
 4. Transportation supervisory personnel
 5. Building Services Manager and Building Services Assistant Manager at all buildings
- III. Employee Working Hours During Inclement Weather and Other Emergency Conditions
 - A. WHEN SCHOOLS ARE CLOSED (Codes white, red, yellow, and green are only used when schools are closed for students.)

1. Code White: A Code White is called when conditions are not safe for any employee to attempt to report to work. Safety concerns may include road conditions or conditions at CCPS facilities including school buildings. No employees are to report to work when a Code White is called.
 - a. No employees report. (Code White)
2. Code Red: A Code Red is called when conditions are not safe for non-emergency personnel to report to work. Safety concerns may include road conditions or conditions at CCPS facilities including school buildings. Non-emergency employees are not to report to work when a Code Red is called.
 - a. All emergency personnel report as usual. (Code Red)
 - b. All other personnel do not report to work.
3. Code Yellow: A Code Yellow is called when conditions may be dangerous but are anticipated to improve so as to allow employees to safely get to work.
 - a. Designated emergency personnel will report to work on time.
 - b. The 12-month non-emergency school-based employee work hours will be 9:00 a.m. – 3:30 p.m.
 - c. Liberal Leave is in effect. Employees must notify their immediate supervisor.
 - d. Afternoon/Evening activities are canceled.
 - e. Child Care is Closed.
 - f. Schools closed for all students and 10- and 11-month employees
4. Code Green: A code green is called when students are not reporting to school due to inclement weather, but conditions are safe for employees to report at the normal time.
 - a. All emergency personnel report as usual.
 - b. All 12-month employees report on time (Code Green).
 - c. Liberal leave is in effect. Employees must notify their immediate supervisor.
 - d. Schools closed for all students and 10- and 11-month employees.

IV. WHEN SCHOOLS ARE DELAYED OR WHEN THERE IS AN EARLY DISMISSAL

- A. Typically, a two-hour delay or two-hour early release will be used when conditions warrant. In unusual circumstances, other schedules such as a three-hour delay or three-hour early dismissal may be used at the Superintendent's discretion.

1. Two-Hour Delayed Opening
 - a. School opening will be delayed 2 hours.
 - b. 12-month employees, including emergency personnel, report on time.
 - c. No Child Nutrition Workers are to report prior to 8:00 a.m.

Administration 1510.3

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- d. The workday for 10- and 11-month employees will begin two hours after their regularly scheduled start time.
- 2. Two-Hour Delayed Opening - Code 1
 - a. School opening will be delayed 2 hours.
 - b. All emergency personnel report on time.
 - c. No Child Nutrition Workers, including Child Nutrition Drivers, are to report prior to 8:00 a.m.
 - d. 12-month personnel report up to 1 hour late (Code 1).
 - e. The workday for 10- and 11-month employees will begin two hours after their regularly scheduled start time.

B. Early Dismissals

1. Two-Hour Early Dismissal

- a. Schools closed two hours early.
- b. 12-month personnel, including emergency personnel, will work regular hours unless released by the Superintendent or his/her designee.
- c. 10- and 11-month employees will be released two hours before their regularly scheduled end time of their contractual workday.

C. One-Hour Early Dismissal

- a. Schools closed one hour early.
- b. 12-month personnel, including emergency personnel, will work regular hours unless released by the Superintendent or his/her designee.
- c. 10- and 11-month employees will be released one hour before their regularly scheduled end time of their contractual workday.

V. Liberal Leave Policy

- A. Employees are granted leave without prior written notification or requests being made. Employees must notify their supervisor and complete any necessary leave slips upon their return to work.