

STANDARD OPERATING PROCEDURES INCLEMENT WEATHER

Purpose: To establish procedures for canceling or delaying the opening of school when inclement weather occurs.

Reference: DoDDS Administrator's Guide, October 2003, Section 46.2.4; Weather Related Closures and 46.2.5, School Closure and Property Protection, p. 125.

Procedures:

1. The installation commander in coordination with the District Superintendent's office/principals/school bus office (as applicable) will consider all pertinent factors when making the decision to cancel or delay the opening of school. (Should the superintendent/assistant superintendent not be available to participate in this decision, the district chief of staff/business manager shall be consulted.) An announcement of "**Red**" road conditions prohibits military vehicles from travel. **This does not necessarily apply to privately owned vehicles or buses.**
2. DoDDS teachers, administrators, support and clerical staff are considered to be part of the "civilian work force." The installation commander will state that the "civilian work force" will not report to duty if teachers are not to report.
3. If school is cancelled for students, **it is still considered a duty day for DoDDS employees (to include Sure Start and special education aides) unless otherwise stated.** (See #2 above.)
4. If the opening of school is delayed, employees are to report as close to the start of the regular duty day as safety allows.
5. When schools close for students due to inclement weather or other emergencies and unit employees are required to report to the work site, a unit employee shall be administratively excused for up to one half day when such weather or emergency conditions prevent timely arrival. In determining whether emergency conditions warrant late arrival, the employer shall consider the efforts made by the unit employee's normal commute and normal mode of transportation used. The employee shall make every effort to notify the principal as soon as possible of late arrival.

6. Kindergarten aides do not report to work when the school is cancelled because they work only when school students are present.
7. It is the responsibility of the principal to initiate a system for notifying staff when school is closed or delayed. If the opening of school is delayed, aides and paraprofessionals report as close to the start of the duty day as safety allows.

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DR. DELL MCMULLEN
Superintendent