



KGCS WEATHER RELATED COMMUNICATION AND EXPECTATIONS

Two Hour Delay

School will begin 2 hours late for students. Daytime employees are to report as conditions allow, but no later than 2 hours after the normal start time. Evening employees report at the normal time.

Examples:

- I am a custodian and normally report to work at 6:00 AM to open the facility. In the case of a 2 hour delay, you are to report no later than 8:00 AM.
- I am a teacher and normally report to work at 7:00 AM. In the case of a 2 hour delay, you are to report no later than 9:00 AM.

The following codes only apply to 12 month staff.

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Closed- Code 1

All schools and school board facilities are closed to students and staff. No employees are to report.

Closed- Code 2

All schools are closed for students. 12 month employees are to report by 9:00 AM or normal time if the start time is after 9:00 AM. Employees may use leave as an alternative to reporting (liberal leave).

Closed- Code 3

All schools are closed for students and all employees except School Readiness Personnel. In the case of a Code 3, the Superintendent or designee will communicate the report time for School Readiness Personnel. The report time will also be posted on the division website.

School Readiness Personnel Include:

Superintendent	Supervisor of Transportation	Transportation Mechanics
Deputy Superintendent	Supervisor of Maintenance	Custodians
School Principals	Maintenance Personnel	

SNOW REMOVAL AND SCHOOL READINESS EXPECTATIONS ~ CODE 3



The Superintendent will make the decision regarding school closure and employee reporting codes, including the **time to report in the case of a Code 3.**

Transportation and Maintenance Personnel

Transportation and maintenance will be responsible for the following areas:

- Removal of snow, ice, etc., from all roadways and parking lots on school property
- Assisting in the removal of snow from walkways, as able, with blade or snow blower
- Treating roadways and parking lots with salt and sand as necessary
- Ensuring speed zone signs are adjusted properly
- The primary responsibility of transportation mechanics is to repair equipment failures. Other responsibilities will be communicated by the supervisor.

Principals and Custodial Staff

Principals will coordinate and oversee the response of custodial staff.

Custodial personnel will be responsible for the following areas:

- Ensuring all snow and ice are cleared from all walkways and entrances
- Treating walkways, steps, and entrances with salt and sand as necessary
- Ensuring interior entrance areas are maintained as dry and safe as possible