

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

POLICY 4205

SCHOOL CLOSING OR DELAY DUE TO INCLEMENT WEATHER OR EMERGENCY

I. INCLEMENT WEATHER, EMERGENCY CONDITIONS, AND LEVELS:

A. Inclement Weather is defined as any weather condition that affects or impacts the established instructional/work calendar and/or schedule. It is defined but not limited to snow, ice, flooding, hurricanes, cold and wind chill which pose a threat to life, and fog.

B. Emergency Conditions are defined as any condition not expected or planned requiring immediate and critical response in order to protect life and assets.

C. Essential Employees: All maintenance employees, building systems managers, custodial staff, the maintenance supervisor, and Child nutrition staff. Essential employees must report as directed by the superintendent or designee.

D. Administrative Employees: All other 12-month staff (including administrators, secretarial, and technology staff members). Administrative employees must report unless directed to the contrary by the superintendent or designee and are expected to report for duty within the scheduled delay, but no later than the scheduled delay. Administrative employees are encouraged to report for duty before the scheduled delay when conditions permit safe travel and school parking is available.

E. Instructional Employees: All instructional 10-month staff (teachers and paraprofessional staff members). Instructional employees must report unless directed to the contrary by the superintendent or designee and are expected to report for duty within the scheduled delay, but no later than the scheduled delay. Instructional employees are encouraged to report for duty before the scheduled delay when conditions permit safe travel and school parking is available.

F. School Delays: School delays shall be as directed by the superintendent or designee. For two or more hour delays, staff may not report more than one hour earlier than the official start time of the assigned school.

G. Employee Not Reporting: An employee not reporting to work as directed, reasonable travel delays notwithstanding, will have time not worked charged against accrued vacation, or as otherwise provided in a Collective Bargaining Agreement. In the event the employee's vacation leave balance is insufficient, time not worked will be charged in the following order: 1) sick leave/personal days, or 2) leave without pay.

H. Right to Transport: During inclement weather or emergency, the district reserves right to transport to and from work essential and administrative employees who are not otherwise able to get to work.

I. Road and Development Access: Bus transportation may not be provided on roads determined to be unsafe. The district transportation staff and bus contractors will review the district's roads as required until all roads are safe. When excessive snow and ice on some of the district's roadways make them dangerous and not accessible for district buses, the district will implement an inclement weather bus pickup procedure. Children will be picked up in designated areas when the roadways are safe for bus traffic. In inaccessible areas, parents may be requested to bring their children to school and pick up their

children from school or the district will understand if they choose to keep their children home until after their road is cleared.

I. Delaware Code: Delaware Code will be applied as applicable to the condition including state of emergency and other contingencies.

II. PUBLIC AND EMPLOYEE NOTIFICATION:

District email, website, phone trees and/or the district's automated phone calling system will be utilized to notify affected employees when to report for duty during inclement weather or emergency conditions. The superintendent or designee is authorized and responsible to communicate delay and closing information to the media. Employees who cannot report for duty as required are responsible to communicate tardiness or absence to their immediate supervisor prior to the scheduled report time.

ADOPTED: 4/26/76; 7/18/77; 1/22/01

REVISED: 4/26/10; 4/18/11; 5/15/23