

WATERLOO COMMUNITY SCHOOLS' INCLEMENT WEATHER STAFF PROCEDURES

JOB TITLE	2 HOUR LATE START	EARLY DISMISSAL	NO SCHOOL	OPTIONS
12-Month Secretary	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work/Vacation/ Personal Leave
12-Month Administrator	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work or Vacation
225-Day Administrator	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work or Non-duty
218-Day Secretary	Regular start time	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	None
Paraeducators, Special Needs Paraeducators, BIS, Clerk Typists, Study Hall Monitors, Building Interpreters	30 minutes before students	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	None
Food Service Staff	Follow late start schedule provided by managers	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	None
Central Stores Staff, Custodians, Campus Safety Monitors	Regular start time	See guidelines established for this employee group.	Report to work unless all operations closed – contact Director of Operations	Work or Vacation
ESC Administrative Support Staff, TAP , Technology, Print Services Coordinator, Food Service Office Staff, District Interpreters	Regular start time	Dismissal at discretion of supt.	Report to work unless all offices closed.	Work or Vacation
Teachers, Academic Deans, Building Administrative Assistant	30 minutes before students	Leave after completing necessary tasks.	Do not report to work.	None
12 Month Food Service Managers	Regular start time	Dismissal at discretion of supt.	Report to work unless all offices closed.	Work or Vacation
All other Food Service Managers	Regular start time	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	None

All school closings and late starts will be carried in news announcements by 7:00 a.m. on local stations. Information can also be accessed by visiting the District's website www.waterlooschools.org or by signing up for emergency email information.