



Human Resources

1025 NINTH AVENUE
GREELEY, COLORADO 80631
970-348-6070

Greeley-Evens School District 6 – Staff Memo District Closures or Two-Hour Delayed Start Procedure Revision Date: November 1, 2013

District Closure or Two Hour Delayed Start

A district closure, or two-hour delayed start, is used to ensure the safety of our students and employees. A district closure or a two-hour delayed start are the only two procedures the district will use to change a regularly scheduled school day.

Time for Determining a District Closure or Two Hour Delayed Start

All closures and two-hour delayed start days will be determined as soon as possible given the current weather condition. The district will announce district closure or two-hour delayed start **no later than 6:00 a.m.**, the day of the closure or delayed start.

District Closure

- **Administrative Staff** – All administrative staff members who are directors and above, are expected to report to work as normal and contact their supervisor for additional instructions.
- **Principals and Assistant Principals** – At least one school administrator (principal or assistant principal) or director should report to every school or site to be sure that there are no children in danger at the site or to supervise emergency staff, as needed. If neither the principal nor assistant principal are able to come to school, the principal should contact their director to develop plans for coverage. Once the principal or the assistant principal has checked the building and ensured the safety of all students, they may return home.
- **Certified Staff** (including Engage Academy Teachers) – Certified staff are not expected to report.
- **Classified Staff** – Classified staff are not expected to report.
- **Administrative, Professional, and Technical Staff** – All administrative, professional and technical staff are not expected to report unless contacted by their supervisor and asked to report.
- **District staff** – All district staff will receive their regular wages for a district closure day.
- **Emergency Classified Staff** – Classified staff that are designated as emergency employees must be identified, in advance, by their supervisor with their names submitted to the Chief Operations Officer every year. Emergency classified staff who are asked to report for work during a district closure will be paid time-and-a-half for their work that day.
- **Unless a person is designated as emergency staff or has been explicitly contacted by their supervisor and told to report, all staff members who report inadvertently, must return home.**
- **During a district closure**, if an individual reports to work but is not a preapproved emergency staff person or has not been specifically asked by their supervisor to work during the closure, the individual **must** return home.
- **Afternoon and evening programs and activities** – All afternoon and evening practices and programs will be canceled.

- **Exceptions** – Any exceptions for special circumstances must be reported to the Human Resources Department and will be approved or denied on a case-by-case basis.

Two-Hour Delayed Start for Students

Should the need arise due to extreme conditions or other short-term emergencies, Greeley-Evans School District 6 may implement a **Two-Hour Delayed Start** procedure for all schools. A decision about any delayed start will be made and announced by 6:00 a.m. All delayed starts will be two-hour delayed starts.

Greeley-Evans School District 6 respects the right of parents to make a decision regarding the attendance or late arrival of their children. A personal contact by the parent or a written note to the school/building officials will excuse a student's late arrival or absence during these conditions.

- **Employees:** All employees are expected to work their regular schedules. – Absences and late arrivals by employees should be handled as they would be on any regular day.
- **Students:** Students are expected to arrive two hours later than their regular start time.
- **Bus pick up times:** Buses will pick up students at bus stops 2 hours later than regularly scheduled pick-up times. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time. All special education bus routes scheduled to drop off students prior to 11:00 a.m. are canceled.
- **Before School and Morning Programs:** All morning programs/practices/IEP meetings or other activities scheduled prior to 11:00 a.m. by the school itself or the school district are canceled. All zero hour activities or classes are also canceled. All athletic shuttles scheduled to depart prior to 11:00 a.m. are canceled.
- **Drop off and arrival times:** Parents dropping off students, students who walk and students driving to school should arrive 2 hours after their regular arrival times. However, staff should be alert and prepared to provide supervision if students arrive early.
- **Breakfast:** Breakfast will not be served on any day with a two hour delayed start.
- **Before and after school childcare:** Please contact your provider for information on how they will handle the two-hour delayed schedule.
- **Kindergarten and Preschool programs:** All morning (a.m.) kindergarten and preschool programs are canceled when there is a two hour delayed start schedule. All afternoon (p.m.) kindergarten and preschool programs will run on normal schedules. Full-day kindergarten will start 2 hours later than normal.
- **School schedules:** Unless specifically instructed by their principal, all students should report to wherever they would normally be after two hours into their regular schedule. The rest of the day will be on the normal schedule with no delays unless so ordered by the principal.
- **School dismissal times:** School dismissal times will remain on regular schedules, including bus drop-off times in neighborhoods and parent pick-up times at schools.
- **Afternoon and evening programs and activities:** All afternoon and evening programs will operate as normally scheduled unless announced otherwise.

General Closure Announcement Procedure

When a decision to declare a closure has been made by the superintendent of schools, the district will use the following means in the following order to announce this information:

- 1.** An announcement will be placed on the District website www.greeleyschools.org.
- 2.** A recorded announcement will be placed on the District 6 main phone line 970-348-6000.
- 3.** Notification will be placed on District 6 Facebook and Twitter.
- 4.** Notification will be made to news release e-mail subscribers.
- 5.** Notification will be made to local and Denver-metro TV and radio stations.

Please note that while we notify and request that radio and television stations run our announcements, the decision to broadcast these announcements rests solely with the station managers. Television and radio stations are unlikely to give details on the type of or reason for closure. To be sure you have the best information please check the website, www.greeleyschools.org.

Also keep in mind that if many districts across the state have simultaneous closures because of weather conditions, it may take some time for the station to announce our particular information. For the fastest, most accurate notification of a closure in District 6, it is highly recommended that you check the District 6 website, www.greeleyschools.org, or the District 6 Facebook page.

In the event that one or a small number of school(s) is/are closed, we will still follow the same announcement procedures, but stations frequently reject announcements affecting only a small number of sites. If closure of one or a small number of sites is rumored or suspected, community members are advised to check the website and District main phone line.