Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:

02-WLS-ALL-0161(AD)

Subject:

Regular Opening/Closing of School

and Emergency School Closing

Effective Date:

11-06-1987

Last Revision:

06-29-2012

Approvals/Date:

Person Responsible:

Superintendent, WCBDD

Department Directo

Date

PROCEDURE

The following definitions apply:

Calamity Day – A day that classes are not in session because of catastrophe, epidemic, or severe weather conditions that would endanger the safety of the students.

- 1. As directed by the Board, the Superintendent or his designee will open and close the school year according to the adopted school calendar.
- 2. All staff members will be notified, in writing, of an orientation in-service to be held prior to the opening day of classes two (2) weeks prior to the orientation day.
- 3. Administration shall provide an orientation to all staff. New staff will have a separate orientation in addition to the general orientation. Activities may include discussion of revised policies/procedures, schedules, and general information.
- 4. Each classroom will be provided with a tentative class roster two (2) weeks prior to the first day.
- 5. Instructional staff will be responsible for the development of instructional programs, attendance reports, and other required record keeping beginning on the first day of classes.
- 6. At the closing of the approved school year instructors will submit the following to the Children's Services Coordinator/Director of Children's Services:
 - a. Student files
 - b. Completed Individual Educational Programs
 - c. Completed attendance records
 - d. Lunch records and listing of money not collected
 - e. Requests for additional instructional materials
 - f. Updated inventory
 - g. In-service records
 - h. Any other requested information or materials
- Instructors will also be responsible for:
 - a. Removing bulletin board materials
 - b. Leaving closets in order
 - c. Returning all general use teaching materials to the assigned location
 - d. Cleaning and storing classroom furniture, equipment and materials
- 8. In the event of a declared calamity day, instructional staff (9 month employees) are not required to be present. Full time employees (12 month) will report as usual unless a total program closing is declared.
- 9. In the event of a declared school delay, instructional staff will report one-half hour before school convenes. Full time employees will report as usual.
- 10. Announcement of calamity days or delays in the opening of school will be made through the Instant Alert System.

dl/procedure0161