



KINGSTON CITY SCHOOL DISTRICT

DELAYED OPENING / EARLY DISMISSAL / CLOSING PROCEDURES

Information for All Staff

BEFORE SCHOOL HOURS:

- Delayed Opening
 - Two-Hour Delay: staff are expected to arrive at their building two hours later than they would on a regular day
- K/12 – Two-Hour Delay Schedule for Staff

Staff Schedule	Regular	Two-Hour Delay
Elementary	8:25 AM	10:25 AM
Middle School	7:45 AM	9:45 AM
High School	7:40 AM	9:40 AM

- **No** Breakfast will be served to students
- There will be **no** before school activities
- Substitute Teachers/Student Interns: In the event of a delayed opening, student teachers, interns and substitute teachers should listen to the designated radio, television stations or Kingston City School District website for all closing announcements. They can also call 339-3000 to confirm delay.
- Field Trips: Field trips that are scheduled to depart on the morning of the delay will be cancelled. At the discretion of the principal, trips whose departure time falls safely within the shortened school day may go on as scheduled. However, field trips may be cancelled if the road or weather conditions continue to remain hazardous after the delayed opening.
- Closing School: A delayed opening is subject to change if the weather or road conditions remain hazardous. The Superintendent retains the option to close schools if the potential for hazardous conditions continues.
 - **ESP** (10 & 12 month clerical), **ASPA** and **Non-Aligned** employees: If the announcement is that "KINGSTON CITY SCHOOLS ARE CLOSED," then *ALL SCHOOLS AND OFFICES ARE CLOSED*.
 - If the offices are going to open on a snow day, the announcement will state "OFFICES WILL OPEN AT 10 AM."

DURING SCHOOL HOURS:

In certain situations it might be necessary to close school on short notice for situations such as snow, power outages, etc. In such cases, Central Office will notify all buildings of an early closing.

The Superintendent will declare the need for an early dismissal. Once the Superintendent determines the dismissal time, the Secretary to the Superintendent will notify all buildings of the early dismissal. The Director of Transportation or designee will notify all bus contractors, private schools and radio/TV stations of the early closing.

The scheduled early closings will be as follows:

	Morning	Afternoon
Elementary	11:15 AM	1:30 PM
Secondary	10:15 AM	12:30 PM

- Secondary schools will always be dismissed first due to daycare coverage by older siblings at home.
- Lunch will not be provided for students if there is an AM closing of 11:15 AM for Elementary and a 10:15 AM closing for secondary schools.

If schools are closed for the day or close early at any time during any normally scheduled school day due to weather conditions, **ALL** scheduled after school and evening programs sponsored by the school district or non-school district groups are cancelled. **No activity or event should be going on in any of our buildings when we are closed.**

If school is in session, but only after school activities are cancelled, all staff activities/meetings held after the contractual work day are cancelled.

STAFF DISMISSAL FOR EARLY CLOSINGS:

All **KTF** and **ESP (non-clerical)** staff will be allowed to leave as follows:

	Morning Dismissal		Afternoon Dismissal	
	Students	Staff	Students	Staff
Elementary	11:15 AM	12:00 PM	1:30 PM	2:15 PM
Secondary	10:15 AM	11:00 PM	12:30 PM	1:15 PM

The following employees are expected to work their contractual work day until otherwise directed by the Superintendent of Schools:

ESP (10 & 12 month clerical)
CSEA
ASPA
Non-Aligned

At the direction of the Superintendent of Schools, the following provides dismissal information for early closings:

	Morning (no lunch)	Afternoon
ESP (10 & 12-month clerical)		
• Elementary & Cioni	12:30 PM	2:30 PM
• Secondary	12:00 PM	2:00 PM
ASPA	1:00 PM	3:00 PM
Non-Aligned	1:00 PM	3:00 PM

If the Kingston City School District is closed on a payday, Central Office (Crown St.) will be open from 10:00 AM to 12:00 PM to allow employees to pick up their paychecks.