

WEATHER CLOSINGS AND EARLY DISMISSALS



In the event of inclement weather Des Moines Public Schools may do one of four things:

1. Cancel classes at all schools *but* administrative and school offices remain open.
2. Cancel classes at all schools *and* administrative and school offices are closed.
3. Dismiss schools two hours early.
4. Delay the start of school by two hours but administrative and school offices open at regular time.

If the Superintendent issues one of these four notices, this page explains what impact it will have on students, parents and school district employees.

I. CLASSES CANCELLED/OFFICES OPEN

Students/Parents

This announcement means the following for students and parents:

- No classes will be held.
- No school-related activities.
- No breakfast or lunch service.
- All early-childhood and early-childhood special education programs will be closed.
- No Metro Kids child care programs.
- No evening and adult Community Education classes, including the use of school facilities by non-DMPS organizations..

DMPS Employees

This announcement means the following for school district employees:

- School offices and central administration offices will be open.
- All 12-month employees will report.
- Less-than-12-month employees do not report. These employees will be expected to provide service at a later date and their calendar year will be extended an additional day(s). An employee absent on the subsequently scheduled make-up day shall use appropriate leave benefits or will be deducted salary for absence.
- Food service staff will not report unless instructed to do so by a supervisor.
- Dismissal time of 12-month secretarial/clerical staff will be based upon the needs of the facility and will be determined by the employee's immediate administrative supervisor.
- All other employees are to remain until dismissed by their administrative supervisor.

2. CLASSES CANCELLED/OFFICES CLOSED

Students/Parents/Employees

This announcement means the following for students, parents, and school district employees:

- No classes will be held.
- School offices and administration offices will be closed.
- No school-related activities.
- No breakfast or lunch service.
- All early childhood and early-childhood special education programs will be closed.
- No Metro Kids child care programs.
- No evening and adult Community Education classes, including the use of school facilities by non-DMPS organizations..
- Less-than-12-month employees will not report. These employees will be expected to provide service at a later date and their calendar year will be extended an additional day(s). An employee absent on the subsequently scheduled make-up day shall use appropriate leave benefits or will be deducted salary for absence.
- Employees who work 12 months will not report except emergency or essential personnel.
- Operational, maintenance, and technology employees may be directed to provide service.

3. TWO HOUR EARLY DISMISSAL (EMERGENCY)

Students/Parents

This announcement means the following for students and parents:

- All schools, including early childhood centers, will dismiss two hours earlier than their normal dismissal time.
- All high school events will take place as scheduled unless mutually agreed upon by the participating schools.
- All middle school activities are cancelled.
- Varsity athletic practices and activities will be voluntary.
- Lunch will be served. Service time may be changed to accommodate building needs.
- Normal hours will be in effect for morning early-childhood and early-childhood special education programs.
- No afternoon classes for early-childhood and early-childhood special education programs.
- No evening and adult education classes, including the use of school facilities by non-DMPS organizations.
- Metro Kids after-school childcare will not be available following early dismissal.

DMPS Employees

This announcement means the following for school district employees:

- Teachers will be dismissed when the building is secured.
- Associates will be dismissed when the building is secured (associates leave early without pay).
- Administration and school offices will remain open. Dismissal time of secretarial/clerical staff will be based upon the needs of the facility and will be determined by the employee's immediate administrative supervisor.
- All other employees are to remain until dismissed by their administrative supervisor.

4. 2-HOUR DELAYED START/OFFICES OPEN REGULAR TIME

Students/Parents

This announcement means the following for students and parents:

- All schools will begin classes two hours later and dismiss at the regular time.
- DMPS and DART buses will run routes two hours later.
- Students should listen for announcements when arriving at school about which class period will begin the school day.
- Cowles before-school childcare will be open at the regular time and remain in operation two hours later in the morning.
- Schools providing Breakfast-in-the-Classroom will begin serving breakfast 15 minutes before the start of school; all other schools will serve breakfast 30-45 minutes before classes begin.
- Lunch will be served at the regular time.
- All classes will end at the regular time.
- Morning only early-childhood and early-childhood special education programs will be cancelled.
- Full-day early-childhood and early-childhood special education programs will be two hours late.
- A.M. Parochial shuttle buses will be cancelled.
- All before-school, extracurricular activities will be cancelled.

DMPS Employees

This announcement means the following for DMPS employees:

- All administrators, food service, 10.5-month administrators, office managers/secretarial/clerical staff will work their regular schedule.
- Teachers, other instructional staff, non-administrative, certified staff and substitutes should report before the 2-hour delay start time. An employee who does not report by the 2-hour delay start time shall use appropriate leave benefits or will be deducted salary for absence.
- Associates report two hours later than regularly scheduled (without pay).
- Bus drivers and bus associates will report to work two hours later than normally scheduled.
- All custodial, facilities, and technology staff will be directed by their supervisors.
- All specialists will be directed by their supervisors.

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