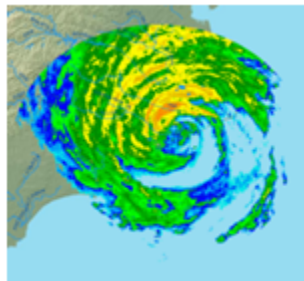


NARRAGANSETT SCHOOL SYSTEM



SCHOOL CLOSING AND EMERGENCY PROCEDURES 2017-18 SCHOOL YEAR



This booklet outlines the procedures that the Narragansett School System will use when the normal course of schools may be disrupted due to a weather emergency, building or system problem, or any other event which may cause a change in the usual schedule of school openings and closings or routine work schedule.

DEFINITIONS:

NO SCHOOL. Day when schools will not operate. There will be no transportation provided to public or private schools, inside or outside Narragansett, on that day.

DELAYED OPENINGS. School will open later than usual. During “Delayed Openings,” transportation will be provided to all students attending schools in district and out-of-district. Dismissal times will be regular dismissal times on those days. Opening time with 1 (one) hour delay will be: NHS - 8:30 AM; NPS - 9:05 AM; NES - 10:00 AM.

EARLY DISMISSAL. When the school day has already started and it is necessary to close the schools earlier than the normal time.

NON-SCHOOL DAYS. When school is not scheduled to be in session, such as seasonal school vacations, summer, etc., but are workdays for year-round employees.

EMERGENCY CLOSING OF SCHOOL INFORMATION. School Closing Announcements will begin at approximately 6:00 AM on the following TV stations: Channel 6 (WLNE-TV); Channel 12 (WPRI); Channel 64 (WNAC-FOX); Channel 10 (WJAR-TV); and Channel 36 (RI PBS). RI Public Broadcasting provides information to numerous radio stations, including: WHJJ-AM (920), WRNI-AM (1290), WSKO-AM (790) and WWBB-FM (B101/101.5), WHJY-FM (94.1), WSNE-FM (Coast 93.3), WPRO-FM (92.3), JAZZ-FM (102.7)

School Messenger alerts will be sent out via text messaging. This contact information is obtained from our Power School data base. The most up-to-date information can be found on Twitter @NSS_K12 or on our facebook page at <https://www.facebook.com/NSSK12/>

Other emergency information will be available on twitter @NarragansettEMA (Narragansett Emergency Management Agency) and @NarragansettPD (Narragansett Police Department).

STAFFING GUIDELINES

1. GENERAL

All decisions concerning weather advisories and work requirements shall be made by the Superintendent or her designee. Such decisions shall be communicated by the Superintendent or designated Central Office staff. In extraordinary circumstances, such as where some advance notice of extreme weather is given, all staff are encouraged to monitor the usual radio and television stations, in addition to our Alert Solutions System, for information concerning specific instructions regarding work for that day.

2. DELAYED OPENING OF SCHOOL

- a. All 12-month classified/support staff and administrators will report to work at their normal reporting time, unless directed otherwise by a media announcement or their immediate supervisor. Classified staff may discharge personal or vacation hours if reporting at the delayed opening times.
- b. All 180/200 classified/support staff are allowed to report to work at their normally scheduled time and will be paid accordingly.
- c. If staff reports to work at the delayed opening time they will be paid for the hours they work.

3. CANCELLATION OF SCHOOL

- a. All 180/200-day certified and classified/support staff will not report to work and will not be compensated for the day. However, if the lost time is made up as part of the school calendar year (if the school calendar year is extended) they are expected to report on the make-up day(s) and will be paid for that work day. If the day is canceled due to RIGL 16-2-3, there shall be no loss of salary or sick allowance.
- b. All 12-month clerical and administrative staff who do not report to work, who report to work late, or who leave work early, may substitute personal or vacation time before losing the appropriate amount of wages.
- c. Custodians and maintenance personnel are necessary in a weather emergency and are expected to report to work during their assigned shift. It is expected that all custodians and maintenance personnel make every effort to report to work as scheduled, but if absolutely necessary, they may discharge personal or vacation time if they cannot get to work.

4. EARLY DISMISSAL

- a. In the event that students are dismissed early and school closes early, clerical and other classified/support staff may request to be released at the discretion of the Building Principal. Individuals who are released early may discharge personal time or vacation time. The Principal and Assistant Principal may be required to stay at the school until 1) all buses have arrived; 2) students have boarded buses to leave; and 3) students are supervised appropriately if they are returned to the school as a result of the storm/weather conditions.
- b. In order to provide safe, clean sites for schools to re-open, all custodial and maintenance staff are to report for their normal shift assignment and those individuals who have already reported to work shall complete their shift assignment unless otherwise instructed by the Director of Facilities and Maintenance or the Superintendent of Schools.

5. EMERGENCY DAYS

When an emergency day is declared by the Superintendent or her designee, only those employees asked by their supervisor to work shall receive one and one-half (1 ½) times their regular rate of pay.