Regulation 2001-3
Procedures for Inclement Weather

I. Authority to Close Schools
The following persons are authorized to make the decision to close schools:

A. Superintendent of Schools
B. Chief Operating Officer
C. Assistant Superintendent of Personnel Services
D. Assistant Superintendent of Education Services
E. Chief Financial Officer

II. Activities and Inclement Weather

During a regular school day, if the weather appears to present a problem for an evening activity and the activity may have to be cancelled; the director of that activity should contact the Administrative Services Center for direction and disposition of the activity before action is taken.

III. Attendance Recording

Employees who will be delayed or who will be unable to report for duty must notify their immediate supervisors as soon as possible on that day. Any delay exceeding two hours will be charged to convenience leave or to vacation leave. In this instance, prior approval for convenience leave is not required.