

# INCLEMENT WEATHER/EMERGENCY WORK GUIDELINES

In the event of inclement weather or other emergency, the Superintendent of Schools will make one of the following decisions:

- School Will Be Open
- School Will Be Open – Delayed Start
- School Will Be Closed – Offices Open
- School Will be Closed – Offices Closed

Here are the work reporting instructions for our staff:

	SCHOOL CLOSED/OFFICES OPEN	SCHOOL CLOSED/OFFICES CLOSED	DELAYED START
Teachers/Librarians/Counselors/SLP/Therapists	Do Not Report	Do Not Report	See FAQ's
Paras			
Bus drivers/Bus monitors/Latchkey			
Less than 12 month Clerical	Report – 4 hours* Paid – 8 Hours	Do Not Report	See FAQ's
Assistant Principals –	Report – 4 hours*	Do Not Report	See FAQ's
All 12 month Administrators, Directors, Coordinators, Fleet Manager, Custodial Supervisor	Report – 4 hours	Do Not Report	See FAQ's
All 12 month Clerical, Public Librarian	Report – 4 hours* Paid – 8 Hours	Do Not Report	See FAQ's
Custodians/Mechanics/Technician	Report – 4 hours* Paid – 8 Hours	Report – 4 hours* Paid – 8 Hours	See FAQ's
Maintenance and Maintenance Supervisor	Report – 8 hours Paid – 8 hours + PDO	Report – 8 hours Paid – 8 hours + PDO	See FAQ's

\*Superintendent or designee may require staff to report to work and/or work additional hours when required. Staff will be paid for any hours worked in addition to the required report time.

**\*On school closed days, office staff hours will be 7:30 – 11:30. Administrator/Supervisors may alter these hours due to the weather conditions on any given day. However for the safety of our staff, the earliest arrival time is 6:00 am. This gives our maintenance staff time to clear some areas.**

12 month employees - If unable to come in, staff must use a full day of personal or vacation.

Less than 12 month employees – If unable to come in, staff must use a full personal day. If the staff member does not have any personal days remaining, they would need to work an additional day in June or request an unpaid day.

**DELAYED START  
FREQUENTLY ASKED QUESTIONS  
FACULTY & STAFF**

Q1: When will the delayed start schedule option begin as an alternative to canceling school during inclement weather?

A1: The implementation of a delayed start schedule is a viable option and has been for the past two years..

Q2: Will the District have to make up the day if a delayed start schedule is implemented?

A2: No. According to Missouri Department of Elementary & Secondary Education, school must be in session for at least 3.5 hours to qualify as a full day.

Q3: If we have a delayed start on a Wednesday, will we also continue with the regularly scheduled early release?

A3: The District will not implement a delayed start schedule on a Wednesday. Wednesdays will continue to be early release days as regularly scheduled.

Q4: If a delayed start schedule is implemented, what time will building-level faculty & staff employees report to work?

A4:

<b>R-III Campus Location</b>	<b>FACULTY &amp; STAFF Delayed Start Arrival Times</b>	<b>STUDENT Delayed Start Arrival &amp; Dismissal Times Monday, Tuesday, Thursday or Friday <i>(Delayed start will not be implemented on Wednesday)</i></b>
Early Childhood Education Center	10:30 a.m.	A.M. Session: 9:00 a.m.–12:00 p.m. <b>will be canceled.</b> (Families will be reimbursed \$12 per canceled session on the next month's tuition invoice.) P.M. Session: 1:00–4:00 p.m. (regular schedule) Full Day Session: 12:00 p.m.–4:00 p.m. (Lunch will be served at 12:00 as regularly scheduled.)
Elementary Schools (K-5)	10:10 a.m.	Classes will begin at 10:40 a.m. / Dismissal at 3:35 p.m. Students may arrive at 10:15 a.m. Breakfast will be available at 8:30 a.m. for Latchkey students & at 10:15 a.m. for students arriving on the delayed start schedule
Middle Schools (6-8)	9:00 a.m.	Classes will begin at 9:30 a.m. / Dismissal at 2:30 p.m. Students may arrive at 9:00 a.m. Breakfast will be available at 9:00 a.m.
Ninth Grade Center	9:00 a.m.	Classes will begin at 9:25 a.m. / Dismissal at 2:15 p.m. Students may arrive at 8:45 a.m. Breakfast will be available at 8:45 a.m.
Troy Buchanan High School (10-12)	9:00 a.m.	Classes will begin at 9:30 a.m. / Dismissal at 2:31 p.m. Students may arrive at 8:45 a.m. Breakfast will be available at 8:45 a.m.
New Horizons High School (10-12)	9:10 am.	First Session: 9:30 a.m. / Dismissal at 11:51 a.m. Breakfast will be available at 9:30 a.m. Second Session: 12:30 p.m. / Dismissal at 2:51 p.m.
Transportation Services		Morning: 2 hours later than regularly scheduled pick-up time Afternoon: drop-off time will remain the same as regularly scheduled
Latchkey Services	8:15 a.m.	*Morning Session: 8:30 a.m. for students who are already enrolled in Latchkey. After School Session: Normal <i>*No same-day enrollment will be offered.</i>

A4 (continued): Pursuant to Reg. 4220: Hours of Work Responsibility

*To provide professional access to students and parents/guardians, all certificated employees are required to arrive at the work site 20 or 30 minutes prior to school opening each workday and leave the premises no earlier than 30 or 20 minutes after close unless specific job functions dictate a time variance. The building principal shall designate which option the entire building will follow: either 20 minutes before and 30 minutes after or 30 minutes before and 20 minutes after. A total of 50 minutes is expected each day.*

Q5: If a delayed start schedule is implemented, what time will other District personnel report to work?

A5: Every attempt will be made to maintain normal business hours.  
Building Office Staff – Pre-arranged staggered start - check with Building Administrator  
Central Office- Pre-arranged staggered start - check with Administrators  
Custodial – Contact Custodial Supervisor  
Maintenance – Contact Maintenance Supervisor  
Transportation – Contact Director of Transportation  
Technology – Pre-arranged work schedule

Q6: How will classified staff employees be paid on a delayed start schedule day?

A6: Classified employees will be paid for actual hours worked on delayed start days.  
Classified (non-exempt) employees will be paid for actual hours worked. The opportunity to make up time missed will be made available during the same week, unless the delayed start schedule is implemented on a Friday.

Q7: If I am a R-III employee, may I decline to work on a delayed start schedule day?

A7: No. We will need a full staff for our students.

Q8: As a R-III employee, may I use a paid day off (PDO) on a delayed start schedule day?

A8: No; unless the PDO was previously planned and approved.

Q9: How will Latchkey employees be paid when a delayed start schedule is implemented?

A9: Latchkey employees will be paid for the number of hours they work, (e.g., 6:00 a.m.-10:15 a.m. = 4 hours and 15 minutes)

Q10: If I am a substitute working in a certificated teaching position when a delayed start schedule is implemented, will I be paid for a full day?

A10: Yes. Substitutes working in a certified teaching position when a delayed start schedule is implemented will receive a full day of pay.

Q11: If I am a substitute working in a classified position when a delayed start schedule is implemented, will I be paid for a full day?

A11: No. Substitutes working in a classified position when a delayed start schedule is implemented will be paid for actual hours worked.

- Q12: How will the implementation of a delayed start schedule affect the transportation schedules of R-III bus riders?
- A12: The R-III Department of Transportation will run each morning bus route two (2) hours later than the regularly scheduled pick-up times. The afternoon drop-off time for bus riders will not be affected and will remain the same unless an early release is necessary due to inclement weather. Contact the R-III Department of Transportation at [R3DOT@troy.k12.mo.us](mailto:R3DOT@troy.k12.mo.us) or 636.462.4864 for more information.
- Q13: Will the R-III Department of Transportation run "Snow Routes" when delayed start schedule is implemented?
- A13: The R-III Transportation Department does not run "snow routes," but we do have "roads of concern." Driving "roads of concern" is not necessarily tied to a delayed start schedule, but will depend upon weather and road conditions. Families who reside on "roads of concern" are given alternate transportation schedules in advance, and our "roads of concern" are listed on the District's web page at <http://www.troy.k12.mo.us/Page/4583>. Contact the R-III Department of Transportation at [R3DOT@troy.k12.mo.us](mailto:R3DOT@troy.k12.mo.us) or 636.462.4864 for more information.
- Q14: Will the R-III Transportation Department run shuttle routes between schools and to off-campus locations when a delayed start schedule is implemented? If so, what will be the schedule for shuttles?
- A15: The plan is to run every route as currently defined with a two-hour delay. Exceptions will be routes that take place during first or second block and Pike Lincoln Technical Center. There will be no transportation to/from Pike Lincoln Technical Center when a delayed start schedule is implemented. Contact the R-III Department of Transportation at [R3DOT@troy.k12.mo.us](mailto:R3DOT@troy.k12.mo.us) or 636.462.4864 for more information.

## **DELAYED START SCHEDULES\***

***\*A complete schedule for each campus location is listed on the District webpage at [www.troy.k12.mo.us](http://www.troy.k12.mo.us) under the respective campus tab.***

### **Early Childhood Education Center**

A.M. Session Students: **The A.M. session** (9:00 a.m.–12:00 p.m.) **will be canceled** if a delayed start schedule is implemented.  
*(Families will be reimbursed \$12 per canceled session on the next month's tuition invoice.)*

P.M. Session Students: 1:00 p.m. – 4:00 p.m. (regular schedule)

Full Day Session Students: 12:00 p.m. – 4:00 p.m. (Lunch will be served at 12:00 as regularly scheduled).

### **All Elementary Campuses (K-5)**

10:40 a.m. – 3:35 p.m.

Students may arrive at 10:15 a.m.

Breakfast will be available at 8:30 a.m. for Latchkey students & at 10:15 a.m. for students arriving on the delayed start schedule

### **Middle Schools (6-12)**

9:30 a.m. – 2:30 p.m.

Students may arrive at 9:00 a.m.

Breakfast will be available at 9:00 a.m.

### **Ninth Grade Center**

9:25 a.m. – 2:15 p.m.

Students may arrive at 8:45 a.m.

Breakfast will be available at 8:45 a.m.

### **Troy Buchanan High School (10-12)**

9:30 a.m. – 2:31 p.m.

Students may arrive at 8:45 a.m.

Breakfast will be served at 8:45

### **New Horizons High School (10-12)**

Session 1: 9:30 a.m. – 11:51 p.m.

Breakfast will be available at 9:30 a.m.

Session 2: 12:30 p.m. – 2:51 p.m.

### **Latchkey (for those students who are already enrolled)**

A.M. Session – 8:30 a.m.

P.M. Session – regular schedule