



2008-2009 Cincinnati Public Schools

Severe Weather Procedure

The Cincinnati Public Schools' severe weather procedure aims to minimize the loss of instructional time while being mindful of students' and employees' safety. The procedure allows the superintendent two options:

- Close schools
- Delay the start of K-12 classes two hours later than normal to allow time for conditions to improve.

CPS rarely will dismiss schools early; if this occurs, staff should be prepared to contact parents. Each school's Instructional Leadership Team should develop a coverage plan to ensure student supervision and safety during an early dismissal.

If schools are closed:

- Administrators, plant operators, maintenance personnel, custodians, truck drivers and warehouse staff **at schools and central offices report to work.**
- Clerical office personnel at schools and central offices **do not report to work unless called in by supervisors.**

If the City of Cincinnati or Hamilton County declare a Level 3 SNOW EMERGENCY, all employees should stay home. (Essential personnel may be asked to report to work.)
If an employee's county of residence declares a Level 3 Snow Emergency, the employee should stay home.

During a two-hour delay:

- Yellow buses pick up students at morning bus stops two hours later than regularly scheduled.
- Metro buses will run as close to scheduled times as weather and road conditions permit. Metro schedules cannot be adjusted to accommodate CPS' two-hour delay. **Therefore, principals must have staff available at the normal start time to supervise students arriving early.** And principals are encouraged to make sure students who ride Metro buses understand that Metro does not follow the two-hour delay.
- Administrators, instructional and clerical staff at schools and central offices who are not told to report early are expected to arrive as close to their normal start time as possible. **Plant operators report at the normal start time.**
- Schools are encouraged to remind parents not to bring students to school at the regular time during a two-hour delay. **However, principals will have staff available at the normal start time to supervise students who arrive early.**
- Afternoon dismissal will occur at the regularly scheduled time.
- All morning preschool sessions will be cancelled. Afternoon preschool sessions will operate as scheduled.