

# Waterloo Community Schools Inclement Weather Staff Procedures



JOB TITLE	2 HOUR LATE START	EARLY DISMISSAL	NO SCHOOL	OPTIONS
12-Month Secretary	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work/Vacation/ Personal Leave
12-Month Principals	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work or Vacation
225-Day Principal	Regular start time	Leave after completing necessary tasks.	Report to work unless all offices closed.	Work or Nonduty
218-Day Secretary	Regular start time	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	Work or Take Personal Day
Paraeducators, Special Needs Paraeducators, Home-School Workers, Hall Monitors, Clerk Typists, Study Hall Monitors, Food Service Workers	Regular start time	Leave after completing necessary tasks.	Do not report to work. (Made up at end of contract year.)	None
Custodians	Regular start time	See guidelines established for this employee group.	Report to work unless all operations closed – contact Director of Operations	Work or Vacation
ESC Staff/Administrative Support/TAP Employees/Print Services Coordinator, Food Service staff	Regular start time	Dismissal at discretion of supt.	Report to work unless all offices closed.	Work or Vacation
Teachers, Academic Deans, Building Administrative Assistant	30 minutes before students	Leave after completing necessary tasks.	Do not report to work.	None
Central Stores Staff	Regular start time	Leave after completing necessary tasks.	Report to work.	None
Food Service Managers	Regular start time	Leave after completing necessary tasks.	Do not report to work.	None

All school closings and late starts will be carried in news announcements by 7:00 a.m. on local stations.  
Information can also be accessed by visiting the District's Website <[www.waterloo.k12.ia.us](http://www.waterloo.k12.ia.us)>  
or by signing up for emergency email information.