

## **SCHOOL CLOSINGS AND DELAYS**

### ***INSTRUCTIONAL STAFF:***

Local radio stations (see below) will carry announcements related to closings and delays. For those individuals assigned to any BOCES site other than in a component district, you are to report to work unless you hear that the Dutchess County BOCES is closed. If you are assigned to a component school location, you will follow that district's closing procedures. Supervisors will direct staff about school closing should it be necessary to vacate schools or satellite locations during the day. Unless employees hear that their place of employment is closed or delayed, they must report to work at the regular time.

### ***NON-INSTRUCTIONAL SUPPORT STAFF:***

If announced on the radio that BOCES is closed, clerical support staff should make a reasonable effort to report to work on time, but no later than 10:00 AM. Arrival after 10:00 AM will be charged either 1/2 day or full day to personal time, vacation time, or loss of pay. If conditions require an employee's arrival after 10:00 AM, that person must call the main switchboard regarding their status by 10:00 AM.

If announced on the radio that BOCES classes will be delayed, clerical support staff will follow the same delay. (Example: If BOCES is on a one-hour delay, 8:00 AM staff should report to work by 9:00 AM).

If the BOCES offices are to be closed, you will be notified by telephone not to report to work. If school is closed due to weather conditions, etc., and an employee has previously requested a personal or vacation day, the day requested will be credited to the employee.

### ***NON-INSTRUCTIONAL FACILITIES & OPERATIONS STAFF:***

Please check with your immediate supervisor for closing and delay instructions.

***Local Radio Stations:*** WEOK 1390 AM; WKIP 1450 AM; WRNQ (Q92) 92.1 FM; WBNR 1260 AM; WSPK (K104) 104.7 FM; WCZX 97.7 FM; WRWD 107.3 FM; WGNY 1220 AM/98.9 FM; WDST 100.1 FM; WBPM 92.9 FM; WRRV 92.7 & 96.9 FM; WKZE 1010 AM/98.1 FM; WKXP 94.3

***TV Station:*** RNN    ***Websites:*** <http://www.cancellations.com/> or <http://www.dcboces.org/>

## **EMERGENCY CLOSING**

### ***INSTRUCTIONAL STAFF:***

On days when school begins operation and we are forced to close due to emergency conditions, staff members are allowed to leave when the home districts have picked up all students in the building.

### ***NON-INSTRUCTIONAL STAFF:***

The District Superintendent or his/her designee will notify staff as appropriate.