

LAKE STATION COMMUNITY SCHOOLS

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It is a good time to review school closing and delay procedures should we need them this year.

2 Hour Delay Procedure

1. School will start 2 hours after the regular start of school.
 - ~ Secondary starts at 9:30 a.m.
 - ~ Elementary starts at 10:40 a.m.
2. Buses will pick up students 2 hours later than the normal pick up time.
3. Breakfast will not be served but lunch will be served.
4. School will be dismissed at the usual time even if the delay occurs on an early release day.
5. Paraprofessionals scheduled to work will not be docked in pay.
6. Teachers and staff are to report 2 hours later than their regular start time.

School Closing

2. If school is closed, the only staff that still needs to report is the Day Operational Personnel and Maintenance staff.
3. Night Custodial staff need not report to work.
4. Missed days will be made up in sequential order starting with:
 - ~ Monday, January 18, 2016
 - ~ Friday, February 12, 2016
 - ~ Monday, February 15, 2016
 - ~ Monday, March 28, 2016

Additional make up days will be added at the end of the year.

School delay and closings will be broadcast over Indiana 105.5 FM, Z-107.1 FM, and 1500 AM - WAKE radio stations. It will also be posted on our district website. An automated phone call will be sent to students and staff. Be sure to provide current phone numbers to your school secretary.

Weather predications indicate a cold and snowy winter like last year. I am hopeful it is not going to be that bad, but we need to be prepared just in case. I hope these procedures will help us all be a little better prepared.