



**ROSWELL INDEPENDENT SCHOOL DISTRICT
SUPPORT & TRANSPORTATION SERVICES DEPT.
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TO: ADMINISTRATORS, PRINCIPALS & SECRETARIES

**FROM: CHRIS THWEATT, SUPPORT & TRANSPORTATION SERVICES
COORDINATOR**

DATE: AUGUST 23, 2016

SUBJECT: INCLEMENT WEATHER / ABBREVIATED DAY SCHEDULE

Attached is a copy of the 2016-2017 Abbreviated Day Schedule for the Roswell Independent School District. Please follow these guidelines any time school is delayed or canceled due to inclement weather.

Give me a call if you have any questions or comments.

CT:ya

Cc: Tom Burris

2016-2017
INCLEMENT WEATHER SCHEDULE
Roswell Independent School District

An abbreviated schedule or school closing is implemented because school buses cannot safely negotiate the streets and roads. When required, the superintendent will make the decision to institute an abbreviated schedule by 5:00 a.m. and announced through the news media beginning at 6:00 a.m. The Automated caller system will call all staff and students at the same time.

No announcement will be made if regular schedules are followed.

Occasionally, conditions will worsen forcing school cancellation. When this occurs, the announcement will be made at approximately 9:00 a.m. using the same procedure.

Abbreviated Schedule

All School Building Staff are expected to be in their respective buildings one-half hour prior to the beginning of the abbreviated schedule. Principals are required to establish and publish a schedule for those days when the school system is on abbreviated schedule.

All Parkview Staff - One or two hour delays, no morning classes; afternoon classes follow the regular schedule. Staff is expected to be in their building one-half hour prior to the beginning of all the other School's abbreviated schedule. For example: If there is a two-hour delay, Parkview staff (even when morning classes are cancelled) are required to report to their building at 9:30am. The Principal is required to establish and publish a schedule for those days when the school system is on abbreviated schedule.

All 242 Day (12 Month) Contract Employees are expected to report to work at the normal time.

All Maintenance & custodial staff report as usual and begin clearing the sidewalks.

School Closure

All 242 Day (12 Month) Contract Employees report as usual. All other employees will not be required to work; however, the Superintendent may require the day to be made up according to state statute.

Approved: 
Superintendent