

## **2017-18 Staff Early Dismissal Guidelines**

The following guidelines are applicable to situations when the entire District dismisses early due to inclement weather or other emergencies. **Early dismissals at individual schools will be addressed on a case-by-case basis and staff members may leave early only after receiving the authorization of the building principal.**

### WCT, Teaching Assistants, and School Monitors

After buses leave, unless normal departure time is earlier.

### Registered Professional Nurses

After all students are gone and he/she is not needed for emergencies.

### Bus Monitors

Upon completion of dismissal bus runs.

### Cafeteria Workers

After final clean-up of meal service.

### WCSD Office Unit

Office personnel who work in offices located in school buildings: One hour after the final bus departs from the respective school. Office personnel who work at RCK Annex, District Office, and Transportation: One hour after buses depart from the final tier runs.

### WAA, WFW, STEPS, Confidential Office Staff

Normal hours unless the Superintendent directs otherwise.