



Cincinnati Public Schools Severe Weather Procedure – Staff Information

Cincinnati Public Schools' severe weather procedure aims to keep our students and staff safe while maximizing students' instructional time. All supervisors should communicate with their staff about plans to respond to these procedures. All employees are expected to know the severe weather procedure as it applies to them and to contact their supervisors with questions.

- CPS' severe weather procedure allows the Superintendent two (2) options:
 - Close schools - all school buildings and offices close due to snow and/or ice and/or cold
 - 2-Hour delays - to allow time for conditions to improve, delay arrival for car riders and walkers, and delay picking up yellow-bus riders by two hours
- After-school day-care programs operated by private organizations cannot be cancelled by principals.
- CPS will rarely dismiss schools early; if this occurs, staff should be prepared to contact parents.

Telework Protocol:

- **Central Office Staff, Administrators, Principals and Assistance Principals** may work from home when schools are closed due to snow/ice if their telework request form is submitted and approved in advance by their supervisor. The episodic box must be checked on this form.
- **Download Form** (complete form and submit to your direct supervisor for approval): [CPS Telework Form - 2023](#)

Employees Report to School or Work as Follows: (Some staff may be asked to report to work regardless of info below.)

Impacted Group	All Schools 2-Hour Delay	All Schools Closed Snow/Ice	All Schools Closed Cold
Teachers/CFT/Paraprof/Asst. School Com. Coord.	Yes - Delayed by 2 hours	No	Yes - Regular Time
Central Office Administrators/Principals/APs	Yes - Delayed by 2 hours	Telework Protocol	Yes - Regular Time
Building Engineers/Custodial	Yes - Regular Time	Yes - Regular Time	Yes - Regular Time
Clerical (CFOP)	Yes - Delayed by 2 hours	No	Yes - Regular Time
Lunchroom Workers/Security	Yes - Delayed by 2 hours	No	Yes - Regular Time
Community Resource & School Com. Coordinator	Yes - Delayed by 2 hours	No	Yes - Regular Time
Substitute Employees – Long term	Yes - Delayed by 2 hours	No	Yes - Regular Time
Substitute Employees – Short term (daily)	Yes - Delayed by 2 hours	No	No

Safe school grounds are important during inclement weather events. Therefore, CPS Facility Supervisors will review the school grounds prior to the school day to ensure a safe environment is being provided.