



ADMINISTRATIVE OFFICES • 1301 KAUFFMAN ROAD • POTTSTOWN, PENNSYLVANIA 19464-2398  
 (610) 327-2277 • FAX (610) 327-2530

TO: All Employees

FROM: Dr. William R. Shirk Jr., Superintendent

DATE: November 13, 2018

**RE: Inclement Weather-Related Emergency**

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**I. Announcement Procedure**

All district and school closings, delayed openings and early dismissals will be announced via the School Messenger system to all employees and district families. In addition, the following radio and television stations will be notified beginning at or before 6:00 a.m.

Radio Stations	Television Stations	District Website	Social Media	AESOP
KYW (1060 AM) District code is 290	KYW/CBS (Ch. 3) WPVI/ABC (Ch. 6) WCAU/NBC (Ch. 10) WTFX FOX TV (Ch. 29) WFMZ –(69 News)	“School Closings” will be posted on the Main page	Facebook: PottsgroveSchoolDistrict Twitter: @PGSDFalcons	“School Closings” will be posted under notifications

**II. Notification Procedure**

The School Messenger system will be used to notify all staff. Employees will receive the message as soon as possible. The telephone number(s) called will be the number supplied to Human Resources and entered into PowerSchool. Employees wishing to update their notification number should follow the procedures listed below.

**Teachers with access to PowerTeacher** (attendance area) can update/check their contact information by logging into PowerTeacher and going to:

- Personalize (left navigation bar) >
- Update Contact Information >
- Complete as desired >
- Submit

*If you teach in multiple buildings please update/check each school you have access to.*

**Those employees without a PowerTeacher account** can complete the SchoolMessenger Contact Preferences Form (link below) and your account will be updated with the information submitted.

[Update contact preferences here](#)

### III. Announcements to be followed

**District closed** – Applies to all employees except Maintenance, Grounds, and Custodians. Maintenance, Grounds, and Custodians are snow removal personnel and considered “essential personnel” for all weather closures. Those employees will be scheduled or called into work based on weather –related circumstances by supervisory personnel.

**\*\*Note\*\*** Administrative, Clerical and Technology staff are not required to report to school on the first day when the entire school day is canceled due to inclement weather. The need for attendance on subsequent days will be determined by the Superintendent.

**Schools and Offices operating on a 2-hour delay** – All employees, except snow removal personnel, report on a 2-hour delay. Part-time employees whose normal starting time is *after* the delayed opening time for their building will report at their regularly scheduled start time.

**Early Dismissal** – In the event of an early dismissal due to impending inclement weather, dismissal time for all employees other than snow removal personnel will be as follows unless otherwise announced by the Superintendent:

- Support Staff Members are dismissed after the last student boards the bus.
- Professional Staff Members are dismissed ½ hour after the scheduled student dismissal time, or when the last student boards the bus, whichever is later.
- Office Staff and Building Administration may leave after CMD has confirmed that all buses have completed their run.