



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

BUILDING CUSTODIAL COVERAGE AND BUILDING ACCESS TIMES | 5001.2

Building Custodial Coverage

Schools maintain regular custodial coverage during work days. Building principals and chief custodians may modify this schedule from time to time to meet individual needs in accordance with the custodial contract. In addition, changes may be made to this schedule during in-service or other times when school is not in session. Any changes must be communicated to the custodial supervisor in advance so that appropriate responses to emergencies and other events can be coordinated.

School	Start Time	End Time
Elementary Schools including Brandywine Springs	6:00 AM (employee badges work beginning at 6:30 AM)	11:30 PM (employee badges work until 11:00 PM) *
Middle Schools	5:30 AM (employee badges work beginning at 6:00 AM)	11:00 PM (employee badges work until 10:30 PM)
High Schools (including Cab Calloway and Conrad)	5:30 AM (employee badges work beginning at 6:00 AM)	10:30 PM (employee badges work till 10:00 PM)

* Shortlidge will close at 10PM (employee badges work until 9:30PM)

Badge Access to Buildings

Employees are able to use their employee ID badge to access their building during the period 30 minutes after custodial coverage begins to 30 minutes before custodial coverage ends. When employees have a need to enter the building during other times, this may be coordinated with the district administration.

The attached chart shows the instructional day, arrival, and dismissal times for each school. Any changes to the instructional day must be approved by a Director of School Operations and any arrival or dismissal time changes must be approved by the Manager of Transportation.



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SCHOOLS	ALL BUSES ARRIVE BY:	INSTRUCT. DAY BEGINS	P. M. STUDENT DISMISSAL- INSTRUCT. DAY ENDS	LATEST P. M. BUS DEPART	AFTER- SCHOOL ACTIVITY BUSES	EARLY DISMISSAL TIMES
Elementary Schools						
Elementary - Including:	8:55	9:00	3:50	4:05	5:00	1:10
Brandywine Springs Middle Pgm.						
High Schools						
High Schools - Including:	7:15	7:25	2:15	2:25	4:45	11:10
Cab Calloway					5:45	
Conrad						
MDWD - McKean						
Middle Schools						
Middle Schools - Including:	7:55	8:05	2:55	3:05	4:45	12:10
Middle Years at DHS						
MDWD - HB Dupont						
Special Program Schools						
FIRST STATE SCHOOL	7:15	7:25	2:15	2:25	N/A	11:10