



Procedures for School Dismissal/Cancellation Due to Inclement Weather or Other Emergencies

1. DISTRICT WIDE EARLY MORNING SCHOOL CANCELLATION

A. The transportation office will make a recommendation to the superintendent by 6 a.m. as to whether roads are suitable for school bus traffic. If the superintendent determines that school should be canceled, he/she will notify the director of community services who will, by 6:30 a.m., notify Emergency Preparedness, local television and radio stations and initiate the telephone chain.

B. Bus drivers and all other employees should listen to the local media if the weather is sufficiently threatening. If school is to be closed, an announcement will be made by 6:30 a.m.

2. DISTRICT WIDE MID-DAY CLOSING

In the event that bad weather forces a mid-day closing, the director of transportation will confer with the superintendent who will contact the director of community services, who will notify local media, the emergency preparedness departments and initiate the telephone chain.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.

3. ELEMENTARY SINGLE SCHOOL EARLY DISMISSAL

In the event of an emergency, such as the loss of power or water for an extended period of time, elementary schools will use the attached form to determine the method parents have selected for their children to come home. The local media will be notified and other forms of mass communication, such as email and mobile phones, will be utilized if feasible under the circumstances to notify parents, guardians and other contacts listed on the form.

After a reasonable amount of time has elapsed, students who have not been picked up will be transported to an alternate school site, along with the appropriate number of staff. The students will remain at the alternate school site until they have been picked up. The alternate school site will be the same site named in the school's emergency plan and will be heavily advertised to parents.