

EMERGENCY AND INCLEMENT WEATHER PLAN

SECTION A DECISION MAKING PROCEDURES

All delays, early release, and school closures are determined by the Superintendent and the administrative team. The board chair will be informed as soon as possible.

The steps outlined below will be followed when all or selected schools will be closed, opened late, or dismissed early because of inclement weather or other emergency conditions:

- A. If school closure or delayed opening seems advisable because of inclement weather, the Administrator along with the team, will review the following variables between 5:30 a.m. and 6:00 a.m.:
 - 1. general conditions of road
 - 2. status of bus fleet
 - 3. weather forecast
- B. The Superintendent will call the Transportation Supervisor with a recommended course of action (the Transportation Supervisor may also initiate this call).
- C. As soon as the decision is made regarding closing schools or delayed opening, the following steps occur:
 - 1. the Superintendent activates the Emergency School Telephone Tree
 - 2. the Transportation Supervisor notifies all school bus drivers involved
 - a. bus drivers to notify parents/students as applicable
 - b. dispatcher to notify special education services as applicable.
 - c. Supervisor or dispatcher will notify media as applicable. (FlashNews.net)
 - d. Supervisor/dispatch to notify school web site coordinator
 - 3. the Maintenance Supervisor notifies all custodians involved.

SECTION B SCHOOL DELAY OPENING

- A. Once the actual delayed time has been established, the following procedure will follow:
 - 1. All buses will run on normal time spans and routes, times to be per delayed times (example: 2 hours later than normal).
 - 2. All administrators, school secretaries, 12 month classified employees report at normal

- work time (or when conditions are safe to travel and buildings safe).
3. Certified employees and other classified employees report at “delayed” time
 4. School lunch employees report at normal work times to prepare lunch as applicable. Breakfast will generally be served ½ hour before start time.
 5. End of day procedures will be normal school day.

SECTION C SCHOOL CANCELLATION PRIOR TO STUDENTS ARRIVING

- A. If school is cancelled prior to beginning of day:
 1. All administrators, school secretaries, and 12 month classified employees report at normal work times (or when conditions are safe to travel and buildings safe).
 2. School bus drivers that have reported for work will be paid a two hour show up time. If contacted prior to arrival at work, drivers will not be paid.
 3. Classified employees will be paid according to current Contract Agreement.
 4. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.
 - a. As a paid employee – staff may be re-assigned to another building for team teaching, etc. as long as the other building has safe work conditions.
 5. Secretaries will notify all substitute employees scheduled for the day as well as support staff scheduled at their schools (i.e. youth transition specialists, speech therapists, speakers, etc.)

SECTION D CLOSURE OF SELECTED SCHOOLS

- A. If selected schools are cancelled:
 1. Transportation will contact as many of those affected students as possible.
 2. Administration from that building will be on hand to meet any students that were not contacted.
 3. The remainder of the procedures will be as stated in Section C above.

CLOSURE OF SCHOOLS AFTER STUDENTS ARRIVE

- A. Depending on the reason for closure, procedures may vary.
 1. A safe holding area may be needed. Students may be transported by bus, or may have to walk to this area.

2. Transportation will contact parents of as many of those bussed students as possible.
3. School secretaries/staff will contact parents of walkers.
4. Certified staff may be reassigned to another building for team teaching, etc.
5. Transportation will not leave a student (on early dismissal) 10 years or under unless a parent is there.
6. A “safe place” will be pre-determined prior to transportation home to house students that could not be transported home.
7. All schools and district office will be notified of the “safe place” to relay information to parents when contacted.
8. Certified and classified staff will be allowed to leave upon dismissal by building principal or administrator.

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