

## **EMERGENCY SCHOOL CLOSINGS**

The district administrator is empowered to close the district schools or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the health and safety of students and personnel or are perceived to substantially disrupt the instructional process.

In making the decision to close schools, the district administrator or designee will consider many factors, including the following principle ones related to the fundamental concerns for safety and health of students:

1. Weather conditions, both existing and predicted.
2. Driving conditions affecting school busing.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.

The district administrator and bus supervisor will weigh all pertinent factors and may consult with all appropriate resources in making the decision to close or delay the start of school. Students, parents, and staff will be informed of school closings as early as practical by announcements on:

1. Notice will be made through an automated telephone system.
2. Radio Stations including WCCN, WAXX, WDLB, etc.
3. Television stations 7, 9, and 13.

## **PROCEDURES FOR EMERGENCY SCHOOL CLOSINGS**

1. Responsibility for closing school:
  - A. The decision to close or delay the start of school will be made by the district administrator and the bus supervisor after assessing the emergency condition.
  - B. In the absence of the district administrator, the principal and bus supervisor will make the decision after assessing the emergency condition.
  - C. In the absence of the district administrator and principal, the bus supervisor will contact either administrator with information and a decision will be made after assessing the emergency conditions.

- D. If there is any question as to the advisability of students riding the bus on extremely cold mornings or inclement weather, the decision then is left to the discretion of the parent/guardian. This will be considered an excused absence.

2. Procedures to follow in closing school:

A. Delayed Start:

1. Decision will be made by 6:30 a.m.
2. Delayed start will be two hours.
3. Delayed start will be for both buses and school.

B. School Cancellation:

1. If cancellation decision is made without a late start, the decision will be made by 6:30 a.m.
2. If cancellation follows a delayed start, the decision will be made by 8:00 a.m.
3. If school has been canceled due to weather, all after-school activities, games, and team practices will also be canceled. The athletic director or principal will contact the other school(s) and notify officials for games.

C. School Closed Early After a Normal Start:

1. Decisions will be made by 12:30 p.m. for an early dismissal.
2. All after-school activities and team practices will be canceled. The athletic director and/or principal will cancel games and notify officials as needed.

Adopted:	May 5, 1998
Revised:	April 13, 2004, October 14, 2013

Legal	Administrative Code:
References:	Wisconsin Statutes: 119.18; 120.12(15)