

EMERGENCY SCHOOL CLOSINGS

Descriptor: EBCE Issued: Draft 10/2010

Rescinds: EBCE Issued: 02/14/1995

EBCE-R Issued: 11/11/1997

BOARD POLICY

The Board of Trustees authorizes the superintendent to close, or delay the opening of, the schools in the Tupelo Public School District in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

ADMINISTRATIVE PROCEDURE

1. In the event that bad weather is forecast or becomes apparent prior to the beginning of a school day, the Director of Transportation will personally survey road conditions ~~contact school bus drivers, and call local law enforcement officers~~ prior to 4:30 a.m.
2. Should the Director of Transportation determine that a decision to close schools ~~be~~ is recommended, he/she shall notify the ~~director of support services~~ Executive Director of Operations will be notified by 5:00 a.m. The ~~director of support services~~ Executive Director of Operations and designated members of senior staff will further review weather forecasts, street conditions and other pertinent information prior to making a recommendation to the superintendent by 5:15 a.m.
3. Should it become necessary to close any or all of the schools in the District by reason of weather or other emergency conditions, ~~parents and staff will be notified through an automated calling system and local media.~~ the superintendent will attempt to notify principals, directors, department supervisors and the media by 6:00 o'clock a.m.. Principals and department supervisors will be responsible for developing a system of notification and action for personnel under their direction.
4. Announcements will be made only in the event of emergency school closing, and if no such announcement is made, it should be concluded that all schools will operate as scheduled.
5. In the event of emergency closings all principals, assistant principals, secretaries, cafeteria managers, and custodians will report for duty until released by the principal or department supervisor.
 - 5.1. Principals and department supervisors will remain at their respective sites until released by the superintendent. In addition all other twelve-month employees of the District will report for duty.

5.2. Twelve-month employees unable to reach their place of employment may utilize leave **personal days** or vacation time in lieu of being present for work.

5.3. Personnel employed for less than twelve months will have their work period extended in accordance with the number of days absent due to emergency closing or condition.

6. Should emergency conditions develop following the opening of the school day, the superintendent **shall meet with senior staff to** ~~and staff will~~ determine if the safety and well-being of students and staff is best served by an early dismissal.

6.1. This decision will be made in consideration of the fact that many parents or guardians may be away from home during the school day.

6.2. If weather or safety issues warrant an early dismissal, notification to parents will be made through **an automated calling system and** local media with as much advance notice as **possible.** ~~may be practical.~~

6.3. Should conditions develop during the school day requiring emergency closing of schools, notification of a dismissal time for students will be the same procedure as that utilized before school.

6.4. All personnel will be dismissed at the direction of the superintendent.

7. Should school not be closed when severe weather or emergency conditions exist, the judgment of parents will be respected **regarding whether** ~~in regard to their decision~~ to allow their children to attend or remain in school.

EXHIBITS

None

REFERENCES

MCA § Section 37-13-65

FORMS

None

***RESCINDS**

EBCE Issued 02/14/1995

ECBE-R Issued 11/11/1997