

Operational Services

Administrative Procedure – School Closings

Please do the following upon being notified that schools are being closed for the day.

These are requirements not suggestions.

1. Plan to arrive at your school by 7:00 am. Consideration will be made when roads are very hazardous. If you will be unable to arrive by 7:00 am contact the assistant superintendent and your fellow administrators.
2. Check with a few people from your staff to make sure that Parent Link has worked.
3. Contact the assistant superintendent via e-mail that you are indeed present. Both principals and assistant principals should do this.
4. Upon arrival at your building, walk throughout the building to check on the status of the building.
5. Make sure that someone is answering the main school phone.
6. Make sure that someone is standing around the main entrance of your building between 7:10 am and 8:00 am to catch students that might not have received the message that school is closed.
7. E-mail the assistant superintendent by 9:30 am with an update about how many students are still at your school.