

Administrative Procedure

October, 2000 Adopted
November 2002 Revised

601 School Closing/Delay Due to Inclement Weather

I Purpose

This procedure will outline the process that must be followed in the event of threatening weather necessitating cancellation of school or creating a delay.

IV. Procedure

In the event it is determined that school should be delayed or cancelled, the following will occur.

1. Stahlke Transportation will contact the superintendent and a decision will be made by 5:30 a.m.
2. The superintendent will initiate the phone tree (see attachment A)
3. The superintendent will call WCCO radio (830 AM), WCCO TV (Channel 4) and KRWC radio in Buffalo (1360 AM), indicating that the public and private (parochial) schools will be closed or delayed.
4. Principals and supervisors listed on Attachment A will be responsible for calling trees that affect their employees. Annually, in the fall, the completed calling trees need to be reviewed between buildings to ensure that all employees are being covered.
5. The Community Education Director will be responsible for calling the radio and TV stations regarding Community Education closures. The Kid Stop Coordinator will contact the appropriate day care facilities of the delay or closure.
6. If the day starts with a delay all employees will report to work as soon as possible, but in any case no later than their revised start time.

7. In the case of school closure, employees will not be required to report to work, nor will they be paid for the day (exceptions to this are: District Office staff and custodians).
8. The bus contractor will call the parochial schools to inform them of the delay or closure.
9. High School Principal will contact the Wright Technical Center to report delay or closure.
10. District Office will change the school district's direct line voice telephone message to indicate school has been delayed or closed.
11. If we start 2 hours late, a.m. preschool and kindergarten will be cancelled.