

1002 SCHOOL CLOSINGS, LATE STARTS AND EARLY RELEASES

I. PURPOSE

The purpose of this policy is to provide the process used in calling late starts, school closings, and early releases due to weather or other emergency and unforeseen circumstances.

II. GENERAL STATEMENT OF POLICY

The safety of the students and staff of Dover-Eyota Public Schools is the most important aspect considered when calling late starts, school closings, and early releases.

III. LINE OF AUTHORITY

The line of authority in making the decision in regard to late starts, closings and early releases is as follows: Superintendent, Elementary Principal, High School Principal, and Curriculum Director. If the Superintendent is not available, the next person in line of authority makes the decision, and in all cases, the Transportation Director shall be included in making the decision.

IV. DEFINITION

“Event” shall include any game, match, tournament, activity, meeting or other school-sponsored gathering that involves students of any age. Events or meetings that involve adults only shall be addressed on a case-by-case basis.

V. PROCESS

A. School Closed/Late Start

1. As early as 4:30 AM to 5:00 AM, the Superintendent and Transportation Director begin checking road conditions, touring bus routes, checking weather forecasts, and contacting area superintendents.
2. After a decision has been made between 5:00 AM and 6:00 AM to close or start late, the Superintendent or his designee shall immediately place the notice on the school website and activate the emergency notification system. The Superintendent and Principals will then call selected radio stations and television stations.
4. If school is closed due to adverse weather, all events and activity practices are also assumed cancelled unless conditions and circumstances deem otherwise. Only in rare cases, when conditions and circumstances might deem otherwise, would an event be held once school has been closed. Only high school/middle school advisors or coaches who wish to hold their practice on a day school is closed due to adverse weather must first discuss it with their supervisor. If they do not contact their supervisor, it is

presumed their practice is cancelled.

5. All school-age child care programs offered by the school district are still in session on late start days according to the current SACC Handbook, unless deemed otherwise by administration in rare circumstances. The school-age child care programs are closed on days school is closed due to inclement weather or other emergency situations.

6. In the case of a late start, AM pre-school programs are cancelled, but afternoon sessions will be held.

7. Weather-related late starts on Wednesday mornings - "Two hours late" means buses will run an hour later than the usual Wednesday start times.

B. Early Dismissal

1. The Superintendent and Transportation Director check road conditions, tour bus routes, check weather forecasts, and contact area superintendents.

2. After consultation, the Superintendent and Transportation Director make the decision whether or not to close, taking into consideration the following:

a) The choice of whether or not to feed the students before being sent home. Contact must be made with the Food Service Director to determine the preparation point of lunch;

b) A reasonable amount of time must be allowed from time of decision to time of school closing to allow travel time for the bus drivers.

3. The parents are informed via the Emergency Notification System.

4. The decision to dismiss early is not communicated to the students until as close to the actual closing time as possible.

5. If school is released early due to adverse weather, all activity practices are also assumed cancelled unless conditions and circumstances deem otherwise. Only in rare cases, when conditions and circumstances might deem otherwise, would an event be held once school has been closed. Only high school/middle school advisors or coaches who wishes to hold their practice on a day school is closed due to adverse weather must first discuss it with their supervisor. If they do not contact their supervisor, it is presumed their practice is cancelled.

6. All school-age child care programs offered by the school district are still in session on days that school is dismissed early due to inclement weather, other emergency situations, or teacher workshops unless deemed otherwise by administration in rare circumstances. When school closes early due to inclement weather or other emergency situations, the School-Age Child Care program will be open 2 hours beyond the dismissal time.