



PROCEDURE

Principal Responsibilities for School Delay, Early Release, or Cancellation INS-P001

1.0 SCOPE:

- 1.1 This procedure details the process the school principal will use to notify staff, students and their parents of school delay, early release or closure due to inclement weather or emergency.

2.0 DEFINITIONS:

- 2.1 Inclement Weather- High wind, rain, sleet, snow, ice, hail and lightning.
- 2.2 Emergency – Any event that jeopardizes the safety of students, employees or community members using District facilities
- 2.3 Back-up person- An employee designated to help students who are not aware of the delay or closure of school in the principal's absence
- 2.4 Local Chain of Command – Structure of authority established by the principal for their school.

3.0 PROCEDURE:

Preparation

- 3.1 At the beginning of the school year, the principal develops a communication plan for students and parents that outlines the procedures to be used in case of a school closure or delay due to inclement weather and emergency.
 - 3.1.1 The principal or designee will send a letter and Emergency School Closure Form (To be added) to every student's home. The principal must establish procedures to assure that all of the forms are returned with requested information and filed in an orderly manner.
- 3.2 At the beginning of the school year, the principal shares with employees the procedures that will be used in case of a school closure or delay due to inclement weather or emergency. The following information is shared:
 - 3.2.1 Procedure for Delayed school Start or Cancellation due to Inclement Weather or Emergency – ADM-P001.
 - 3.2.2 Individual staff responsibilities, including those of the back-up person who has command authority in the principal's absence.
 - 3.2.3 Contact information including the telephone tree

Implementation

- 3.3 The principal or designee is informed by the level office of the Superintendent's decision to delay school, close school, or to release students from school early due to inclement weather or emergency. The principal is responsible for notifying the Level Office of emergencies affecting their school.
- 3.4 The principal initiates the telephone tree and local chain of command.
- 3.5 At the elementary level, the principal notifies staff to contact parents or guardians to confirm the destination of their students.
- 3.6 In severe circumstances, the principal implements a plan for emergency shelter of students in nearby facilities.
- 3.7 The principal identifies staff to remain on site until buses have delivered homebound students.
- 3.8 The principal posts notices on doors regarding evening activities.

