



## PROCEDURE

### Delayed School Start or Cancellation due to Inclement Weather or Emergency – ADM-P001

Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version.  
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

#### 1.0 SCOPE:

- 1.1 This procedure details the process for delaying or canceling attendance at one or more schools due to unsafe road conditions or other emergencies.

#### 2.0 DEFINITIONS:

- 2.1 Inclement Weather- Any weather conditions deemed severe enough to jeopardize the safety of students, employees, or community members using District facilities.
- 2.2 Emergency – Any event that jeopardizes the safety of students, employees or community members using District facilities.

#### 3.0 PROCEDURE:

##### Delayed Start or Closure due to Inclement Weather

- 3.1 When inclement weather is forecasted, the Director of Transportation monitors affected school bus routes to determine if roads are safe to transport students.
- 3.2 When the Director of Transportation determines the road conditions are unsuitable for buses to transport students, they contact the Superintendent no later than 4:45 AM.
- 3.3 The Superintendent or designee's goal will be to decide by 5:00 AM whether to delay the start times or close all or a portion of schools and support services.
  - 3.3.1 The delay of start times results in the cancellation of all morning kindergarten programs.
  - 3.3.2 If schools are closed, then all afternoon and evening activities are canceled.
- 3.4 The Superintendent or designee will relay their decision to delay or cancel school to the Chief of Staff who contacts the Director of Community Relations and Communications, and will notify the rest of Cabinet Members using the Cabinet Emergency Tree (ADM-W005).
- 3.5 The Director of Community Relations and Communications or designee notifies the media.
- 3.6 Cabinet members activate their phone trees to notify their principals and supervisors. In addition:
  - 3.6.1 The Director of Student Services or designee will notify supervisors of child care, pre-K and the community transition programs.
  - 3.6.2 The Chief Financial Officer or designee notifies the Food Services Director.
  - 3.6.3 The Director of Facilities or designee and high school principals or designee notifies outside organizations scheduled to use District facilities.
- 3.7 Employees report to work as outlined in the policy - Reporting Requirements for Employees During Inclement Weather and Other Emergencies (To be added).
- 3.8 After the decision to delay school start times is made, the Director of Transportation will continue to monitor the weather and if by 6:00 AM the weather deteriorates, the process starts over at step 3.2



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**Early Release due to Inclement Weather**

3.9 If inclement weather occurs during normal school hours, the Superintendent or designee will decide by 12:00 PM PST whether to release students early. After this time, all buses will run on regular schedules.

- 3.9.1 If schools are closed, then all afternoon and evening activities are canceled.
- 3.9.2 Once the decision to close schools is made, the notification process set forth in section 3.4 will be followed. In addition:
- 3.9.3 The Director of Transportation or designee implements the Emergency Transportation Plan (To be added).
- 3.9.4 Principals, Supervisors or their designee's will implement their procedure for an early release and notify parents.

**Delay, Closure, or Early Release due to Emergencies**

3.10 When emergency conditions exist which may require a delay, closure, or early release for all or specific schools, the level director will notify the Superintendent or designee with a recommendation.

3.11 The Superintendent will decide on a course of action as soon as possible after notification. The notification process set forth in section 3.4.

- 3.11.1 The Superintendent will decide whether to cancel after school and evening activities on a case-by-case basis.

3.12 Employees report to work as outlined in the policy - Reporting Requirements for Employees During Inclement Weather and Other Emergencies (To be added).

**4.0 RESPONSIBILITY:**

- 4.1 Superintendent

**5.0 APPLICABILITY:**

- 5.1 All District Employees

**6.0 MEASUREMENT:** None

**7.0 ASSOCIATED DOCUMENTS:**

- 7.1 Cabinet Emergency Tree (ADM-W001)

**8.0 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
No records are generated by this procedure				

**9.0 REVISION HISTORY:**

Date	Revision Ref.	Description
1/7/08		Release
2/5/08	A	6.5 Reference to phone dialer eliminated. This system is not yet

