

SCHOOL DISTRICT NO. 750  
COLD SPRING, MINNESOTA

**SCHOOL CLOSING POLICY**

Adopted: November 6, 1984

Revised: June 25, 2019

Reviewed:

The superintendent of schools or designee will make the final decision regarding late start, early dismissal, calling flexible learning day, or canceling of school for inclement weather or for any other emergency reason.

When school has been cancelled or delayed, administrative and full-time classified employees are expected to report to work as soon as roads are passable and the employee can arrive at the building safely.

When conditions make transportation hazardous, activities will be cancelled by the supervising administrator and/or activities director in consultation with the superintendent.

The superintendent, in consultation with administration, is directed to carry out the procedures affecting students and staff for school closing.

## **PROCEDURES FOR SCHOOL OR ACTIVITY CLOSING**

### **I. GENERAL PROCEDURES FOR CHANGES TO SCHOOL SCHEDULES**

- A. The superintendent will consult with the bus contractors and other resources to determine if school can be conducted. Safety is one of the primary factors to be considered. The district encourages as early notification as possible to allow district constituents to accommodate the change in schedules.
- B. When conditions require a change in the school schedule, the superintendent will notify the administrative team. Each administrator or supervisor will implement a telephone tree notification process for their area of authority.
- C. Notification will include the use of the school message system and local media as appropriate.
- D. The bus contractors are responsible to notify the bus drivers.
- E. Announcements regarding school schedule changes will include notice for the public and parochial schools within the ROCORI district.

### **II. CANCEL OR DELAY OF SCHOOL**

- A. Whenever possible, the announcement regarding the decision to cancel or delay school for the day made before 6:00 a.m.
- B. Decisions regarding the conduct of activities scheduled for the evening will be made by the supervising administrator and/or the activities director in consultation with the superintendent.

### **III. EARLY DISMISSAL OF SCHOOL**

- A. When an early dismissal of school is necessary, the decision to close school will be made before 1:00 p.m., if possible.
- B. When an early closing occurs, employees are to remain at their schools until it is determined that students will arrive safely home. The dismissal time will be dependent upon confirmation of safe transportation of students. Night custodial employees will be informed by the director of buildings and grounds of any change in schedules.

### **IV. CANCELLATION OF ACTIVITIES**

- A. When conditions make transportation hazardous, activities will be cancelled by the supervising administrator and/or activities director in consultation with the superintendent.

- B. Generally, if school is dismissed early or cancelled, activities for the rest of the day will also be rescheduled or cancelled. There are times, however, when the decision regarding the conduct of activities is made in consultation with other entities (such as the Minnesota State High School League), and activities may continue as scheduled.

Source: Ind. School District No. 750