

Emergency Closing Procedures

Used in the event of emergency school closings due to inclement weather, equipment failures, early dismissals or late starts during the school year

In the case of school closing/delay

- Dr. Goodin coordinates with area superintendents to discuss conditions
- Dr. Goodin makes decision based on all available data
- Superintendent calls Transportation and Assistant Superintendent
- Transportation contacts Private Schools and SF Van Drivers
- Assistant Superintendent calls Steve Bonetz, Tim Anspach and Joe Greb (WMCTC)

Communications with Community

- Steve Bonetz initiates the Skylert System, which contacts employees and families, and places information on the district's website
- Assistant Superintendent initiates Twitter (more than 550 followers)
- Tim Anspach contacts KYW, WBZH and Channel 6 and Assistant Business Manager
- Dave Francella contacts Food Service, WFMZ TV, Channel 10 and Fox 29

Updates

- Dr. Goodin coordinates updates through Steve Bonetz and Mr. Roche
- Updates go out through Twitter, School Website, SchoolTube (when appropriate) and Skylert
- In case of unexpected closings, such as the September Transformer incident, updates to media outlets and community are coordinated through Communications Solutions.

When One School Must Close

- Every attempt will be made to have all students in school by housing them in other buildings. In some buildings that house large amount of students, the school may be closed and a waiver requested. If the closure is long term a plan will be put in place to run a split schedule.

Cont.

- When all schools within the school entity are closed or the majority of schools within the school entity are closed due to an emergency, the expectation is that the district, IU or CTC must make up the day(s) missed unless it is impossible to do so by June 30. **When a request for a waiver due to an emergency closing affects one school or a small number of schools within the public school entity, the Department will consider granting a waiver because of the complications that occur, such as transportation, child care, and employment contract issues, when only one school within a school entity is required to be open and the other schools are closed.**

Communications

- On Friday, November 23 all district servers will be on back up power supply in case of power outages thus maintaining email communications and the ability to update website internally.