

## **SCHOOL CANCELLATION/POSTPONEMENT/EARLY DISMISSAL**

### **NEPN/NSBA CODE: EBCD**

1. The decision to cancel school will be the responsibility of the Superintendent or his/her designee. Staff members will be notified by a designated person listed on an established phone tree.
2. Parents and students will be notified of any cancellations, postponements and early dismissal. Delivery method of communication will be at the discretion of school administration.
3. If school is cancelled prior to the beginning of the school day and if weather and road conditions were to improve throughout the day, evening events occurring after 5:00 p.m. may proceed at the discretion of the Principal or his/her designee. However, in no cases shall any practice occur prior to 2:30 p.m.
4. Delayed start of a school day will be for a specified period of time eg. one or two hours. The Superintendent or his/her designee will be responsible for making the decision; notifying the appropriate personnel; and arranging for public announcement. Postponement may occur due to either inclement weather or other emergency conditions.
5. The decision to dismiss students from school, once school is in session, due to inclement weather or other emergency reasons, will be the responsibility of the Superintendent or his/her designee. Early dismissal will be announced by the Superintendent or his/her designee whenever possible prior to 11:00 a.m. employing the above notification procedures. Also, every reasonable endeavor to reach parents/guardians by telephone will be made with concentration at grades K-5.
  - 5.1 When school is dismissed prior to 11:00 a.m., but road conditions have improved significantly during the day, afternoon and/or evening co- and extra-curricular practices or activities may proceed according to schedule at the discretion of the Principal and/or his/her designee. Public notification of such shall be the responsibility of the Principal or his/her designee.
  - 5.2 When school is dismissed after 11:00 a.m. of a regularly scheduled day, all afternoon co- and extra-curricular activities, including athletic practices will be cancelled. However, if the weather were to clear, scheduled evening events occurring after 5:00 p.m. may proceed according to schedule at the discretion of the Principal and/or his/her designee. Public notification of such shall be the responsibility of the Principal or hi/her designee.
6. Community agencies/groups having scheduled events in the school will be allowed to proceed with their program only if the building is open to school- sponsored programs. The community agency/group which is sponsoring the activity shall contact the Principal or his/her designee for information regarding building access. The community organization is responsible for notifying the program participants and the public of the cancellation and/or program change.

7. During vacation periods and weekends, the decision to cancel events due to inclement weather conditions will be made by the Principal or his/her designee with corresponding responsibility for public information.

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