

# SANBORN REGIONAL SCHOOL DISTRICT

**SRSD File: EBCE**

## SCHOOL CLOSINGS

### **Statement of Purpose:**

The purpose of this policy is to authorize the Superintendent of Schools to close schools when emergency events may threaten the safety of students, school staff, or school property.

### **Statement of Policy:**

The Sanborn Regional School Board authorizes the Superintendent of Schools to close the schools in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by the Director of Student Services or School Board Chairperson.

**Announcements:** When the Superintendent decides it is necessary to delay opening or closing any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, or other available means. The Superintendent shall use the automatic informational calling system (i.e. Alert Now) as applicable to announce closings, delays, early releases, and cancellations.

**Delayed Opening of Schools:** The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening. The Superintendent shall use the automatic informational calling system to announce delays.

**Closing of Schools Only for the Entire Day:** When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all evening programs will be cancelled. The Superintendent shall use the automatic informational calling system to announce closings of school.

Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events. The Superintendent shall use the automatic informational calling system to announce cancellations.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent is responsible for decisions regarding cancellations and for notifying the appropriate media. The Superintendent shall use the automatic informational calling system to announce weekend closing or cancellations.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

## **EMERGENCY PROCEDURES**

### **Statement of Purpose:**

The purpose of this procedure is to detail the range of decisions to be made by the Superintendent of Schools in emergency situations and to assign specific responsibilities.

### **Statement of Procedure:**

At the discretion of the Superintendent of Schools, and depending upon circumstances, one of the following decisions will be made regarding school attendance:

## **DECISION TO DELAY OPENING OF SCHOOLS**

1. The Superintendent will notify the School Board, Bus Company, Administrators, Café Services, Fremont SAU, Seacoast Charter School, Staff Members and Students via the automated informational calling system (i.e. Alert Now).
2. School opening and bus pick-ups will be two hours later than normal, depending upon circumstances.
3. A call for a delayed opening may be "upgraded" to closing depending upon circumstances.

## **DECISION NOT TO OPEN SCHOOL FOR THE DAY**

1. The Superintendent will notify the School Board, Bus Company, administrators, Café Services, Fremont SAU, Seacoast Charter School, staff members and students will be notified via the Alert Now Emergency Telephone System no later than 6:00 a.m.

## **DECISION TO DISMISS STUDENTS BEFORE THE END OF THE SCHOOL DAY**

1. In the event of an unusual emergency situation, schools may be dismissed prior to the end of the school day. Steps will include:
  - a. The Superintendent of Schools will make decision.
  - b. The Superintendent will notify all administrators.
  - c. Normal notification procedures will be followed; i.e., radio, television, etc.
  - d. Secondary schools will be dismissed one hour before elementary schools.
  - e. Principals will notify parents of students via the automated informational calling system.

## **COMMUNICATION SYSTEMS UTILIZED BY SANBORN REGIONAL**

1. When it becomes necessary to delay, not to open schools for the day, or to dismiss students during the operating day, it will be announced on the radio and television stations indicated below:

### Television/Radio

Channel 9 – WMUR-TV  
Channel 4 – WBZ-TV  
Channel 5 – WCVB-TV  
Channel 7 – WHDH-TV  
Channel 25 – FOX-TV

### NH Radio

97.5 FM (Dover) WOKQ  
100.3 FM (Portsmouth) WHEB

### **Related:**

See also: Policy EBCD

### **History:**

Effective: September, 1982  
Revised: September 1986  
Revised: June 15, 1988  
Revised: May 19, 1993  
Revised: March 6, 2000  
Revised: October 15, 2008  
Reaffirm: October 16, 2013  
Revised: April 10, 2019