

## Inclement Weather and School Closure Procedures

The Española Public School District has an obligation to conduct education, business, and support activities on a regular basis despite occasional inconveniences caused by inclement weather or utility outages. At the same time, the District has a responsibility for the safety and well-being of its students, teachers and staff.

The District will not close during periods of inclement weather unless conditions are so severe as to endanger the school community. The Superintendent will determine if the District’s Schools will close. The decisions will be made as early as possible, generally about 5:00 a.m. Media outlets will be notified no later than 5:30 a.m. The Superintendent or designee will notify and post notice to local radio, news stations and district website. Parents and families will also be notified via the school auto dialer not later than 6:30 a.m.

### Delay Types and Start Times:

**Delayed Opening:** If the Superintendent decided to delay the opening of school, proper notification procedures will be followed.

- **Students** will be on a 2 (two) hour delay schedule. Students will report as follows:

<b>Elementary Schools(ALL)</b> Arrival: 9:50 a.m. - 10:20 a.m. Classes begin at 10:20 a.m.	<b>Secondary Schools (CFVMS &amp; EVHS)</b> Arrival 9:15 a.m. – 9:50 a.m. First Bell – 9:50 a.m./Tardy Bell -9:55 a.m.
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- **School Administration, Teachers, School Staff, School Office Staff and Central Office Staff** will be on a 1 (one) hour delay schedule. Staff should report no later than 1 (one) hour after their regularly assigned start time. It is important that staff be available at each school site and Central Office to respond to parent inquiries and coordinate their maintenance and custodial services. Staff should take reasonable and safe measures in attempting to meet their employment obligations. Appropriate leave from your Supervisor may be requested by the employee to avoid hazardous conditions.
  - **All School Based Staff** shall assist in the supervision of students during arrival times to ensure student safety. School administration will coordinate and assign duty safety posts for all staff.
- **All Custodial Staff** will report no later than 7:00 a.m. or as assigned by Custodial/Maintenance Supervisor/Director. All custodial staff will assist in immediate snow removal. Critical walking areas should be cleared first to ensure staff and students have safe walking conditions upon arrival. Thereafter, custodians will be directed by the head custodian, maintenance supervisor and/or school administrator as to the ongoing snow removal and coordinated efforts necessary to maintain a safe school environment for staff and students. [Custodial Staff are pre-approved to work 2 additional extra duty hours on delay days with a 1 hour staggered lunch]

**School Closing:** If the Superintendent decides to close school, proper notification procedures will be followed.

- **School Administration, School Office Staff and Central Office Staff** will be on a 1 hour delay. Staff should report no later than one (1) hour after their regularly assigned start time. It is

important that staff be available at each school site to respond to parent inquiries and coordinate their maintenance and custodial services.

- **All Custodial Staff** will report no later than 7:00 a.m., or as assigned by Custodial/Maintenance Supervisor/Director. All custodial staff will assist in immediate snow removal. Critical walking areas should be cleared first to ensure staff and students have safe walking conditions upon arrival. Thereafter, custodians will be directed by the head custodian, maintenance supervisor and/or school administrator as to the ongoing snow removal and coordinated efforts necessary to maintain a safe school environment for staff and students.
- **All Other Staff** will NOT report and follow school CLOSURE guidelines.

**Early Dismissal:** If the Superintendent decides to dismiss school early, the procedure shown below will be followed for early dismissal of students.

- **Students** will be released from school only after the principal has ascertained that appropriate notice has been given to parents or guardians. Proper sign out and safety procedures for elementary students should be implemented to ensure students sent home on school buses are safely returned home during a non-scheduled early dismissal. Staff members should accompany students on the bus to ensure adult supervision is available and document safer release to an authorized adult. Elementary students should not be left unaccompanied and shall be returned to the school site to be picked up by an authorized adult.
- **All School Site Staff** may be released by the school Principal when they are no longer needed to supervise students.
  - **The Principal and Office Support Staff** will remain at the school until all students have departed and all school buses have cleared their routes.
- **All Central Office Staff** may be released by the Superintendent when they are no longer needed to maintain daily operations and respond to school and public needs.

**Local Media Resources:**

District Website:	<a href="http://www.k12espanola.org">www.k12espanola.org</a>
KDCE Radio:	100.7 FM or 950 AM
KOB 4:	<a href="http://www.kob.com/closing/index/shtml">http://www.kob.com/closing/index/shtml</a>
KOAT7:	<a href="http://www.koat.com/weather/closings">http://www.koat.com/weather/closings</a>
KRQE 13:	<a href="http://krqe.com/">http://krqe.com/</a>