



Boulder Valley School District
File: EBCE-R
Adopted: September 1978
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School Closings and Cancellations

Snow Days, Inclement Weather, or Emergencies

All Situations

The decision to implement an early dismissal or to close schools and / or facilities within the district because of inclement weather or other emergencies will be rendered by the Superintendent or designee.

When weather conditions exist or situations occur that could lead to district-wide closings, the Assistant Superintendent of Operational Services will consult with appropriate district transportation and maintenance staff to gather information in order to advise the Superintendent or designee. Once the Superintendent or designee has made a final decision, the Assistant Superintendent of Operational Services will notify the designated central services personnel. The Assistant Superintendent of Operational Services will also notify the appropriate administrator for communications services who will contact the media by 5:30 am, if possible.

In some cases, facilities may be closed but employees will be expected to report to work. This information should be determined and clearly communicated at the time the closure is announced.

The Assistant Superintendent of Operational Services or designee will render the decision in the event the Superintendent cannot be contacted.

Weather Related Closures

When weather conditions exist that could lead to district-wide closings, the Assistant Superintendent of Operational Services will consult with appropriate district transportation and maintenance staff prior to contacting the Superintendent who will make the decision to close school.

Mountain Schools

Mountain schools include Jamestown, Gold Hill, Nederland Elementary and Nederland M/Sr High School. The Assistant Superintendent of Operational Services will follow the process described above for all situations to gather information and contact the Superintendent and other appropriate personnel.

When the decision is made to close mountain area schools, selected routes providing student transportation from mountain area residences to non-mountain area schools will

also be canceled (even though these schools and terminals will remain open). The Transportation Department will notify these families at the beginning of each school year, as well as new families who move in during the course of the year.

School Activities and Athletic Events

When schools are closed due to inclement weather or emergencies, all student activities, athletic events, and practices will be canceled. Exceptions may only be made by agreement of the Assistant Superintendent of Operational Services, Assistant Superintendent of Elementary or Secondary Schools and school Principal.

Activity and Athletic Special Trips

When schools are closed on a scheduled school day, all special trips related to those schools will be canceled unless specific arrangements are made between the Principal, the Assistant Superintendent of Operational Services, Assistant Superintendent of Elementary or Secondary Schools, and the Director of Transportation.

The Director of Transportation may cancel/modify evening and weekend special trips as necessary if they determine weather or road conditions pose significant risk to passenger safety or district liability by contacting the school Principal and the sponsor.

When schools are open but a sponsor determines a special bus trip they have requested should be canceled/postponed, they may modify transportation services by contacting the appropriate bus terminal.

Community Schools

All Community School programs will be monitored and the decision regarding canceling programs or activities will be made by the Executive Director of Community Schools in consultation with the Assistant Superintendent of Operations, Executive Director of Secondary Schools and the Director of Maintenance.

Closings for Reasons Other Than Inclement Weather

The Assistant Superintendent of Operational Services will be notified of the need to close a school(s) and the same procedure for decision-making and notification outlined previously will be followed.

Should schools be closed for non-emergency reasons, staff may still be expected to work and if so, this will be communicated to affected staff.

Two-hour Delay

A two-hour delay may be announced if temporary adverse weather conditions exist in the morning, including but not limited to high winds, cold temperatures, or unfavorable road conditions during morning travel time.

In the event of an announced delayed start, morning bus pick-up times and the school day will start two (2) hours after the normal start time at every grade level and the following items shall be in effect:

- School will end at its normal time;
- Afternoon bus departure times will not be adjusted;
- Morning bus pick-up will be two (2) hours after the normal pick-up. For example, if on a normal day, bus pick-up is 7:35 am, on a two-hour delay, bus pick-up time will be 9:35 am;
- Morning and afternoon half-day kindergarten will be canceled; full-day kindergarten will start two (2) hours after its normal start time;
- District employees shall report for work one hour later than their normal start times

Early Dismissal

If during the day severe weather conditions develop that necessitate sending students home early, all efforts will be coordinated through the office of the Assistant Superintendent of Operational Services. Appropriate communications with parents regarding their student(s) being released early must be accomplished before dismissal. Building administrators must ensure that sufficient staff remains on site until all students have been released to a parent/guardian or emergency contact.

Closings Due To Inclement Weather or Other Emergencies

The following personnel should make every effort to accomplish essential and required work either remotely or by reporting physically to work. Additionally, departments should determine annually any essential personnel and work activities that must occur in the event of school/district closings and ensure all personnel understand their responsibilities:

1. Superintendent and Cabinet
2. Principals
3. Security office personnel
4. Custodians
5. Maintenance Supervisors
6. Maintenance Staff

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