

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #1510 (Administration) of the Board of Education
Regarding School Closings, Delayed Openings,
and Early Dismissals Due to Emergencies**

Notification Chain Procedures

- I. Calvert County Public Schools will maintain or contract for an emergency notification system capable of notifying stakeholders of changes to the planned school calendar.
- II. The Superintendent or his/her designee will determine when to activate the emergency notification system.
- III. Principals and Directors will familiarize their staff with Procedure 1510.3 Regarding School Closings, Delayed Openings and Early Dismissals.
 - A. The Director of Transportation and/or designee will annually update and disseminate an emergency phone notification chain to serve as a back-up to the emergency notification system used to inform administrative staff of school and/or work schedule changes. Principals and Directors are responsible for further notification of their staff members.
 - B. A principal or director who is on planned leave is responsible for notifying the principal or director above him/her on the notification chain of the name and telephone contact information of the vice-principal or designee within the department to call in his/her absence. This is to ensure the continuity of communication within the notification chain.
- IV. The Director of Transportation and/or designee will maintain a separate phone notification chain in order to notify public safety agencies, state and county maintenance, non-public special education facilities and local private schools which provide their own transportation of CCPS closings, delayed openings and early dismissals due to emergency.

Administration 1510.2

Policy Originally Adopted: 2/10/00

Procedures Revised: 10/23/00; 4/14/05; 10/23/07; 3/13/08; 1/13/11; 2/3/14; 7/11/19

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