

**ADMINISTRATIVE GUIDELINES - SCHOOL CLOSING FOR BAD WEATHER**  
**Procedure for Delayed Openings and School Closings**

**Phase I: Assessment by Transportation Supervisor**

**A. Monitor weather forecasts**

1. Three day forecast presented on local and regional weather stations.
2. One day forecast from the National Weather Bureau, Gray, ME.
3. Current day forecast from the National Weather Bureau, Gray, ME.

**B. Review and project road conditions starting at 3:50 AM**

1. Voice communications with Carroll County Dispatcher (603-539-2263), Strafford County Sheriff's Office (603-859-2751) and NH State Police (603-323-8112) and Wolfeboro Central Dispatch (603-569-1444) and State of New Hampshire Highway Division III (603-524-6667)
2. Voice communications with Road Agents in Brookfield, Effingham, New Durham, Ossipee, Tuftonboro, and Wolfeboro to determine plowing schedules for starting times and routes.
3. Voice communications with any school bus drivers.

**C. Maintain written log on information received from road agents**

1. Time of call.
2. Time snow plowing crews will begin.
3. Other comments.

**Phase II: Recommendation from the Transportation Supervisor**

**A. Review Information**

1. Review forecasts received from the National Weather Bureau.
2. Review current road conditions as reported by the various dispatch centers.
3. Review the road agent plowing schedules and match them against the normal bus schedules.
4. Assess, for each community, the time that buses can safely pass over roadways.

Criteria:

1. Consideration of when snow began and amount accumulated at 4:00 AM.
2. Consideration of current weather conditions (4:00 AM) and local forecast.
3. Consideration of start time for snow plowing crews for each community.

**All district schools will not be closed because of unacceptable road conditions in a single community. Rather, bus service in that town will be delayed until road conditions improve.**

**B. Make transportation recommendation to the Superintendent of Schools up to 5:30 a.m.**

1. If road and weather conditions are expected to be reasonable by the time that bus routes normally begin, school shall open on schedule.

2. If road and weather conditions are not expected to be reasonable by the time that bus routes normally begin but are expected to reach acceptable standards within two hours of the normal start time, a two-hour delay is recommended. When a two-hour delay is recommended, a final determination of whether or not to open will be made at 6:45 a.m. If a delayed opening is used, the morning kindergarten session shall be canceled.
3. If, at 5:30 a.m., road agent reports and weather conditions indicate that road travel will not be safe by 7:15 a.m., school will be canceled.

**C. The Superintendent shall make the final determination on any change in the opening of schools based on information provided by the Transportation Supervisor.**

**Phase III: Notification**

When school is canceled or a delayed opening is used, the following communication shall occur:

1. The Transportation Supervisor will notify all bus drivers as well as First Student; the Wolfeboro Police Department; and the Carroll County Sheriff's Department (who, in turn, will notify the local fire dispatch centers in Wolfeboro and Ossipee.)
2. The Transportation Supervisor will also notify the **appropriate** radio and television stations.
3. Administration and staff notification will follow the procedure established each fall during an Administrative Team meeting. Such notification may include the use of telephone/email message system.
4. School Board notification: Superintendent shall notify Chairman of the School Board.
5. Other District notification: **The Lakes Region Technology Center's Principal shall notify sending schools and Lakeside Academy.**

**Any individual bus driver may decide, without recrimination, that individual bus routes are too hazardous to travel. Likewise, parents are authorized to keep children out of school if, in their opinion, the traveling conditions are hazardous. Students kept home for this reason shall have their absence(s) excused and will be able to make up any work missed.**

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