

## **EMERGENCY CLOSINGS AND EARLY DISMISSALS**

### **I. Purpose**

In the event of an emergency or inclement weather, the Superintendent or his/her designee may cancel any sessions of the public schools.

### **II. Cancellation Before School Opens**

The decision to call off school due to inclement weather will be made before 6:15 a.m. by the Superintendent or his/her designee, based on the following:

1. a check of the weather forecast prior to 6:00 a.m.
2. a check with the state and local highway departments concerning road conditions
3. a check with the Bristol, Warren, and Rhode Island State Police Departments' on road conditions
4. a check with the school bus contractor

In the event that school will be cancelled, the Superintendent or his/her designee will notify the following:

1. the police departments, which will be notified by 6:15 a.m.
2. the designated media
3. the bus company
4. all key school personnel, thereby initiating the notification system for all staff

The code word issued by the Rhode Island Department of Education (RIDE) will be used by the person notifying the police departments and media, in order to authenticate his/her authority.

### **III. Early Dismissal**

The Superintendent or his/her designee will have the authority to decide if an early dismissal from school is necessary. Parents/guardians will be notified at least one hour prior to the dismissal and made aware of any changes to normal dismissal procedures. (Student Dismissal Procedures Policy JEDB)

#### **IV. Notification to Staff and Parents**

Staff and parents/guardians will be notified of school cancellations and early dismissals via local media, phone, text and/or email messages. To ensure that notifications are received, parents/guardians are asked to make sure schools have current and accurate contact information. Notification of school cancellations and early dismissals will also be posted on the homepage of the district website.

Adopted: January 24, 1994

Revised: July 23, 2018

CONTRACT REFS.: BWEA agreement, Art. AFSCME agreement, Art.

CROSS REFS: Student Dismissal Procedures Policy (JEDB)