



INCLEMENT WEATHER AND SCHOOL CANCELLATION PLAYBOOK

Stow-Munroe Falls City School District
4350 Allen Rd., Stow, OH 44224
SMFSchools.org



FLOW CHART FOR SCHOOL CANCELLATION

The district strives to make and communicate inclement weather decisions as early and effectively as possible to support the safety and planning needs of our students, families, and community.

CONDITION

Hazardous road conditions, extreme temperatures, unsafe travel conditions, power outage, etc.

MONITORING

The Superintendent and Director of Operations will closely monitor conditions. This includes:

- Consulting local radar and forecasts.
- Contacting road crews and police departments in the the cities of Stow and Munroe Falls.
- Reviewing road conditions, temperatures, and wind chills throughout the district.

ASSESSMENT

The Superintendent and Director of Operations will assess road and sidewalk conditions, bus route safety, parking lot accessibility, and the forecast over the next hours to determine if it is safe, if minor delays are possible, or if it is unsafe or worsening. Additionally, the Superintendent will consult with surrounding school districts.

FINAL DECISION

The Superintendent will make the final decision in a timely manner to allow staff and parents to plan.

NOTIFICATION CHAIN

Once the decision is made, communication internally follows this order:

- **Superintendent** - Authorizes final decision and notifies Director of Operations and Board Members.
- **Department of Operations** - Notifies Asst. Superintendent, Directors, Public Relations Supervisor, Principals, Athletics Director, and Transportation Department.
- **Public Relations Supervisor** - Activates message through ParentSquare and updates website and social media.
- **Assistant Superintendent** - Notifies local media outlets.
- **Principals** - Notify building staff and answer parent inquiries.
- **Athletics Dept./Coaches/Advisors** - Communicate updates on athletics and extracurricular events.
- **Transportation Department** - Adjusts or suspends bus operations accordingly.

ONGOING UPDATES

If weather conditions change after the initial decision, the Superintendent may:

- Extend a delay into a full closure, which would be communicated as soon as possible.
- Cancel evening or weekend activities
- Post updates on district channels (website, social media, ParentSquare).

INCLEMENT WEATHER DECISION TREE

This is a general guideline for the district action that may be taken in certain conditions.



Helpful Tips!



STAY INFORMED

- Make sure your contact information is up-to-date in ParentSquare, so you receive important alerts.
- Follow the district on Facebook, Instagram, and Twitter.
- Check the district website and local TV/radio stations for updates.



PLAN AHEAD

- Have a backup childcare plan in place in case of a sudden closure or early dismissal.
- Make sure your child knows where to go and who to contact if you are not home.
- Keep a list of emergency contacts available for your child.



KNOW YOUR TRANSPORTATION PLAN

- Expect potential delays in bus pickup or drop-off times during snowy or icy conditions.
- Use the MyRide K-12 app for route updates when available.



WHEN IN DOUBT, REACH OUT

- Contact your child's school office for questions about attendance or early dismissal procedures.
- The district will post the most current and accurate updates on ParentSquare, social media, and the website - check there first before calling.
- Don't rely on information shared by unofficial sources.

CONDITION

- Light snow / minor delays in travel
- Hazardous road conditions (ice, heavy snow, limited visibility)
- Extreme cold (below zero degrees, dangerous wind chills, or affecting school vehicles)
- Unsafe travel conditions throughout the district
- Power outage, gas leak, or other facility emergency
- Weekend or after-school events during severe weather
- Parent believes travel is unsafe

ACTION

- School remains open
- Possible 2-hour delay
- Decision made based on overall conditions
- Schools closed for the day
- School-specific closure or early dismissal
- Case-by-case decision
- Parent may keep child home

DECISION MAKING AUTHORITY

Under Ohio law, the Superintendent of the Stow-Munroe Falls City School District is the only individual authorized to close schools, delay openings, or alter the district's schedule.

FACTORS CONSIDERED

While weather conditions are often the primary reason for school closures, several additional factors are evaluated when determining whether to close or delay school. The district makes decisions based on a thorough analysis of all relevant information, including:

- Weather forecasts and certified weather alert services.
- The timing and duration of expected weather conditions.
- Road conditions reported by district transportation staff and local safety officials.
- The condition of district buses and the impact of extreme cold on diesel fuel performance.
- Building conditions, including electricity, heat, and water availability.
- The amount of accumulated snow and ice, and the district's ability to clear parking lots and sidewalks.
- Air temperature and wind chill factors.

These considerations help ensure that any decision to open, close, or delay schools prioritizes student and staff safety.

TIMING OF CLOSURE

The district's goal is to announce school cancellations or delays as early as possible. Weather forecasts and road conditions are monitored continuously, and every effort is made to make a decision the evening before.

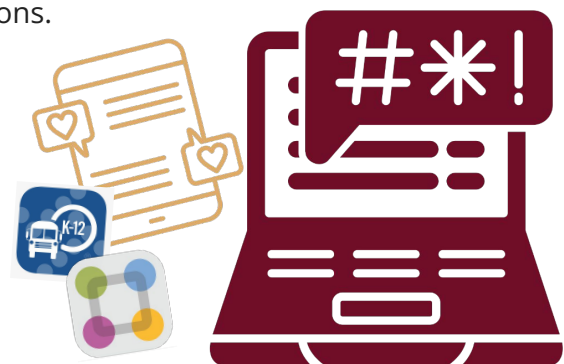
If conditions make an evening decision impractical, the superintendent and operations team will finalize a decision by **5:45 a.m.**, when possible. In rare circumstances, unexpected changes in weather may require a decision after that time. Families are encouraged to check the district's website, social media pages, and local television or radio stations for the most current information.

NOTIFICATION PROCEDURES

Families and staff are notified of school closures, delays, or cancellations of activities through multiple communication channels:

- Automated phone calls, text messages, and emails sent via the district's ParentSquare app.
- Updates posted on the district website and official social media accounts (Facebook, X/Twitter, and Instagram).
- Announcements on local television and radio stations.

To receive timely notifications, families must ensure that their contact information is accurate and current in the ParentSquare app. Parents are also encouraged to use the district's transportation app, MyRide K-12, for updates on bus delays or route changes.



MORNING WEATHER DETERIORATION

Because district buses begin routes early in the morning, once a decision to keep schools open is made, it cannot safely be reversed. Changing the decision after buses have started routes would risk leaving students unsupervised at bus stops or in empty homes.

If weather conditions worsen during the school day, the district may implement an early dismissal. Every effort will be made to notify families promptly through the district's communication channels and dismissal will be handled in a safe and orderly fashion.

EARLY DISMISSAL PROCEDURES

If an early release is required due to deteriorating weather or other emergencies, the district will announce the change as soon as possible.

- All after-school activities will be canceled unless otherwise stated.
- Building administrators will remain on-site until all students and staff have safely left the premises.
- Families will receive updates through ParentSquare and district communication platforms.

USE OF WEATHER FORECASTS

The district monitors a wide range of weather forecasts and conditions. District staff begin assessing local roadways as early as possible to obtain firsthand information.

While weather forecasts are valuable, they are not always accurate or consistent. For this reason, the district bases decisions primarily on visible and reported local conditions, while also considering whether forecasts indicate that weather will improve or worsen throughout the day.

TRANSPORTATION DURING INCLEMENT WEATHER

When schools are in session, all bus stops will be serviced, even during inclement weather. However, buses may run behind schedule due to road or traffic conditions. Parents are encouraged to:

- Dress children appropriately for the weather, as buses may be delayed.
- Have a backup plan in case a bus is significantly delayed or unable to reach a stop.
- Discuss with children what to do if a bus does not arrive, including identifying a trusted neighbor, friend, or "bus buddy" who can help in an emergency.

TEMPERATURE AND WIND CHILL GUIDELINES

There is no specific temperature or wind chill factor that automatically triggers school closure in the Stow-Munroe Falls City School District. The ambient temperature is one of many factors considered—along with wind chill, road conditions, and weather forecasts—when making closure decisions.

- Schools can typically remain open even when the temperature is below zero.
- Parents are encouraged to ensure that children are dressed appropriately for cold weather conditions.
- Because media outlets often report varying local temperatures and wind chills, the district does not publish a set number that would automatically close schools.

PARENTAL DISCRETION IN SEVERE WEATHER

Parents and guardians have the right to determine if it is safe for their child to attend school during inclement weather.

- Parents may choose to keep their child home if conditions in their neighborhood are unsafe.
- The absence should be reported to the school as a Parental Excused Absence.
- The absence will count as an unexcused missed school day.
- The district respects and supports parental decisions related to student safety.



UTILITY OR SERVICE DISRUPTIONS

In the event of a power outage, gas leak, or water service disruption, the district will make every effort to maintain a safe environment.

- Schools may remain in session during minor outages if safety can be maintained.
- The district avoids dismissing students to unsupervised or unheated homes.
- If conditions make it impossible to continue the school day, the district will notify families through automated calls, text messages, email, the website, and social media.

WEEKEND WEATHER PROCEDURES

The district will make every effort to hold weekend events as planned.

- Unless otherwise communicated, families should assume that events will take place.
- The transportation department will determine if buses can operate safely.
- For morning events, a decision will be made by 5:45 a.m.
- For afternoon events, a decision will be made by 1 p.m.
- Coaches, advisors, or administrators will notify families directly of any changes.

STAYING INFORMED

The most reliable way to stay informed about school closures or delays is through the district's official communication systems.

- Ensure that all emergency contact information, including phone numbers and email addresses, is accurate in ParentSquare.
- The district's automated notification system will contact families by phone, email, and text using information from the student database.
- Families are also encouraged to monitor:
 - The district website
 - Social media channels (Facebook, Instagram, and X/Twitter)
 - Local news outlets for updates and announcements

STUDENT ACTIVITIES

In the event school cancellation, normal operations for our facilities are impacted. Our buildings are used by a wide range of community and district groups, and facility usage policies will be adjusted as follows:

- **High school athletic activities:** A decision regarding the status of varsity athletic practices and other high school activities will be made by 1pm on days affected by inclement weather. Notification of cancellations, delays, or changes will be communicated by the Athletics Department or the team coach.
- **Middle school athletic activities:** Athletic practices and games will be rescheduled in the event of inclement weather.
- **Community activities:** Activities such as Cub Scouts, PTA meetings, and Parks and Recreation events will be cancelled.

INFORMATION SOURCES

- Website: SMFSchools.org
- Parent messaging: ParentSquare.com
- Transportation app: <https://myridek12.tylerapp.com/>
- Facebook: www.facebook.com/SMFSchools
- Instagram: www.instagram.com/SMFSchools
- X (formerly Twitter): www.x.com/SMFSchools

DISTRICT BUILDING DIRECTORY

Stow-Munroe Falls High School (9-12)

3227 E Graham Road, Stow 44224
Office Hours: 7:15 a.m. to 2:45 p.m.
330-689-5300

- Amanda Murray, Principal
- Jayson Yeagley, Assistant Principal
- Tim Renner, Assistant Principal
- Megan Hansen, Assistant Principal
- Cyle Feldman, Athletic Director

Kimpton Middle School (7-8)

380 N. River Road, Munroe Falls 44262
Office Hours: 7:45 a.m. to 3:15 p.m.
330-689-5288

- Steve Deitrick, Principal
- Evelyn Haught, Assistant Principal

Lakeview Intermediate School (5-6)

1819 Graham Road, Stow 44224
Office Hours: 7:45 a.m. to 3:15 p.m.
330-689-5250

- Andy Yanchunas, Principal
- Angie Farneth, Assistant Principal

Echo Hills Elementary School (K-4)

4405 Stow Road, Stow, OH 44224
Office Hours: 8:20 a.m. to 3:50 p.m.
330-689-5450

- Kate Hamilton, Principal
- Kathleen Ritchie, Secretary

Fishcreek Elementary School (K-4)

5080 Fishcreek Road, Stow, OH 44224
Office Hours: 8:20 a.m. to 3:50 p.m.
330-689-5460

- Catrina Seeden-Burwell, Principal
- Maura Hartzell, Secretary

Highland Elementary School (K-4)

1843 Graham Road, Stow, OH 44224
Office Hours: 8:20 a.m. to 3:50 p.m.
330-689-5330

- Nick Kish, Principal
- Elizabeth Drabinski, Secretary

Indian Trail Elementary School (K-4)

3512 Kent Road, Stow, OH 44224
Office Hours: 8:20 a.m. to 3:50 p.m.
330-689-5320

- Nicole Marconi, Principal
- Kelly Dentici, Secretary

Riverview Elementary School (K-4)

240 N. River Road, Munroe Falls, OH 44262
Office Hours: 8:20 a.m. to 3:50 p.m.
330-689-5310

- Traci Kosmach, Principal
- Crystal Zivny, Secretary

Woodland Elementary School (K-4)

2908 Graham Road, Stow, OH 44224
Office Hours: 8:20 a.m. to 3:50 p.m.
330-689-5470

- Christopher Keating, Principal
- Belinda McClain, Secretary

Holy Family School (K-8)

3163 Kent Road, Stow, OH 44224
330-688-3816

- Heather Hawk Frank, Principal
- Kristen Schell, Secretary

Auxiliary Services Unit—Holy Family School

- Becky Hennigan, Secretary

Transportation Center

4158 Newcomer Road, Stow, OH 44224
330-689-5234

- Dawn Baker, Supervisor
- Joseph Turner, Secretary
- Denise Whisman, Bus Router and Trainer