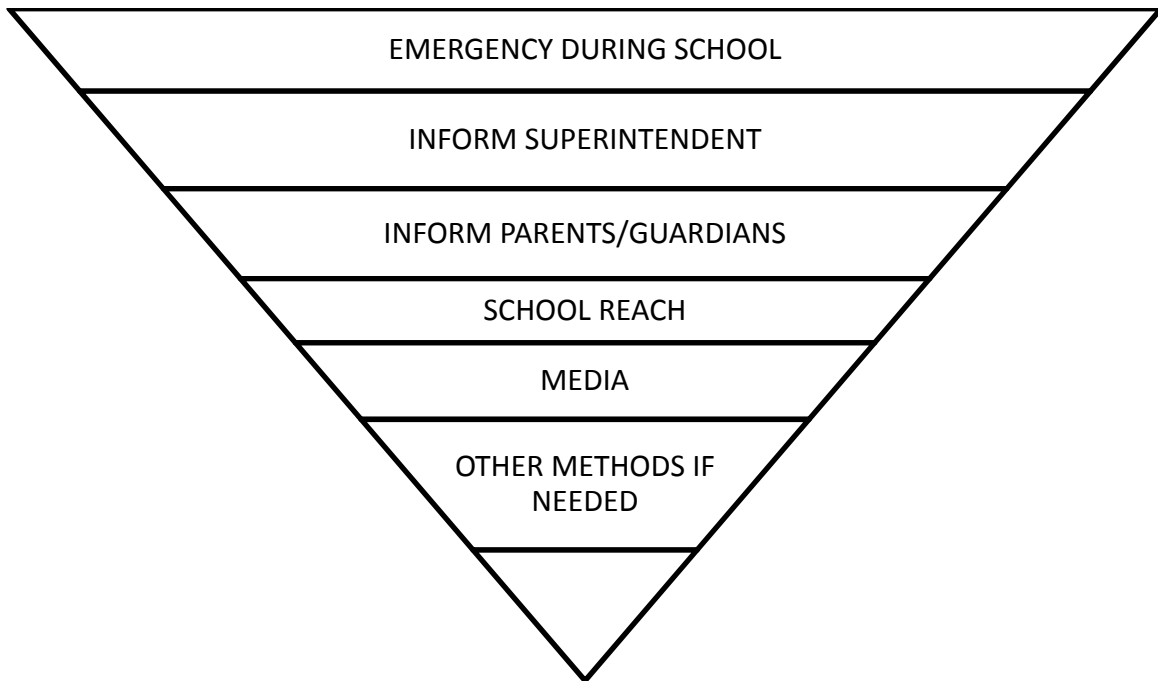


EMERGENCY SCHOOL CLOSING PROCEDURES



EMERGENCY DURING SCHOOL

Principal will determine if an emergency closing is necessary.

INFORM SUPERINTENDENT

The Superintendent will be informed of the emergency and along with the Principal will determine the proper procedure that will be implemented.

INFORM PARENTS/GUARDIANS

Principal will instruct staff as to how parents and guardians will be notified.

SCHOOL REACH

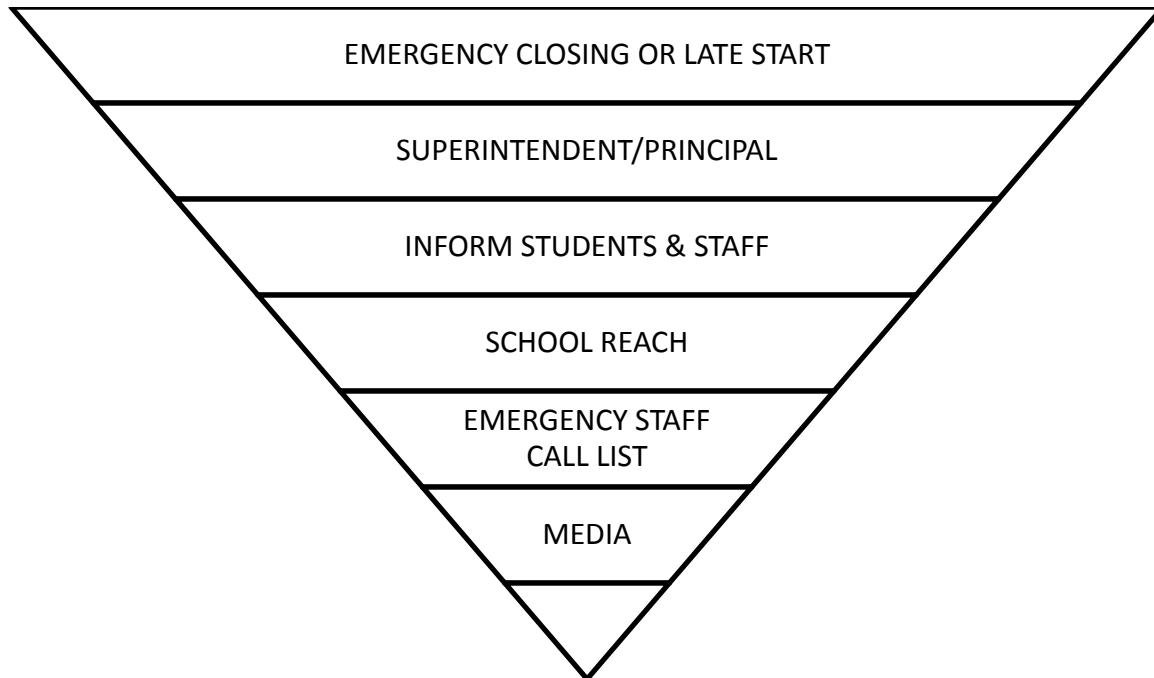
School Reach is available for a mass calling to all parents.

MEDIA

If necessary media will be notified by the Principal – this will be determined by the Principal and Superintendent.

OTHER METHODS IF NEEDED

If necessary other methods of notification may be needed.



EMERGENCY CLOSING OR LATE START

Monitoring possible emergency situations that may occur.

SUPERINTENDENT/PRINCIPAL

Principal and Superintendent will decide if the school will be closed due to the emergency situation.

INFORM STUDENTS AND STAFF

The Principal will decide how the students and staff will be notified.

SCHOOL REACH

School Reach is available for a mass calling to all parents and also to school employees.

EMERGENCY STAFF CALL LIST

It is also an option for the Principal to initiate the emergency call list.

MEDIA

If necessary media will be notified by the Principal – this will be determined by the Principal and Superintendent.