

Emergency Closing and Delaying of Schools

Section 1. General. The safety of students and employees is the primary factor to be considered in making a decision to close, delay or dismiss a school or schools, when emergency weather conditions occur/develop.

The following procedures will be observed in making a decision.

Section 2. Weather Conditions.

1. The corporation shall have observers on the road each morning that there is a potential for adverse weather. The observations of the weather and/or road conditions will be communicated to the Superintendent or designee. The Superintendent shall make all determinations for delays and cancellations for each weather event.
2. The decision to close, delay or dismiss a school or schools will be made by the Superintendent. In the absence of the Superintendent, the Assistant Superintendent of Administrative Services/Chief Financial Officer will be responsible for such decision.
3. Weather Types.
 - A. Fog. When fog is predicted, the decision to call a delay or cancellation of school is made at the latest possible moment in an effort to observe the most current conditions.
 - B. Freezing Rain and Sleet. When freezing rain or sleet are predicted, the decision to call a delay or cancellation of school is made at the latest possible moment in an effort to observe the most current conditions.
 - C. Snowfall. Meteorologists generally give a two (2) inch variable when predicting snow accumulation. Therefore the decision to call a delay or cancellation of school is generally delayed until the snow accumulation actually occurs.
 - D. Wind Chill. (See Section 9 - Wind Chill Chart). EACS uses the hourly temperature and wind chill predictions from the National Oceanic and Atmospheric Administration (NOAA). EACS uses the Wind Chill Chart from NOAA and the National Weather Service. Delay or closing decisions are considered when frostbite occurs in thirty (30) or less minutes. When these conditions are predicted to occur at

7:00 a.m., the corporation will strongly consider a delay for the start of school. If the conditions continue to occur at 9:00 a.m., the corporation will strongly consider closing schools.

4. Building principals are encouraged to keep the Superintendent informed regarding abnormal weather conditions that may constitute cause for a closing, delay or dismissal of a school or schools.
 - A. Emergency weather radios should be on at all times and tuned to receive alerts from Allen County and the counties immediately surrounding Allen County (Adams, DeKalb, Huntington, Noble and Whitley).
 - B. Accurate weather updates can be accessed at www.weather.gov.
 - C. The weather radio should be continuously monitored until the watch or warning time expires or until there is confirmation that hazardous weather has left the area.
 - D. If weather related damage occurs, contact Central Office immediately at (260) 446-0100.
5. Bus drivers are expected to drive their respective routes when schools are open; however, the driver's judgment will be respected if existing conditions constitute cause for some deviation. Any deviation should be communicated to the parents, building principals, and Director of Transportation.
6. When a school or schools need to be closed, delayed or dismissed due to the weather, the Superintendent or designee will provide a news release to area news media.

Section 3. Communication. On a normal day, information regarding school delays or closures will be announced by 6:00 a.m.. If there is a delay which needs to be updated to a cancellation, the announcement will be made no later than 8 a.m.

Delays and cancellation notices are posted on the East Allen County Schools' web page at www.eacs.k12.in.us, EACS' main phone line - (260) 446-0100, and via the following media outlets:

WANE TV – Channel 15
 WPTA TV – Channel 21
 WISE TV – Channel 33
 WFFT TV - Channel 55
 WOWO Radio – 107.5 FM & 1190 AM
 WAJI Radio – 95.1 FM
 WBCL Radio – 90.3 FM

Section 4. Maintenance Emergencies.

1. The decision to close a school due to a maintenance problem shall be made by the Superintendent.
2. The building principal and/or the Director of Facilities will be responsible for assessing the problems and recommending subsequent action to the Superintendent for a final decision.
3. When a school needs to be closed due to a maintenance problem, the Superintendent or designee will provide a news release to area news media.

Section 5. Work Hours and Compensation.

1. All certified personnel are encouraged to report to work unless otherwise advised through the news release regarding the closing, delaying or dismissing of school. When schools and offices are officially closed, delayed or dismissed, all certificated personnel will be paid in accordance with law.
2. The custodial and maintenance personnel will report to work and be paid for those hours worked unless directed otherwise by the Superintendent. All deviations from this procedure will be announced through the news release regarding the closing, delaying or dismissing of school.

Section 6. Delaying or Closing of Schools. The safety and welfare of all students and employees of the East Allen County Schools are of the highest priority.

When it is necessary for students to be excused from school or opening time schedules to be delayed due to inclement weather or an emergency, all employees are asked to observe the following guidelines unless otherwise notified by an announcement by the Superintendent.

If it is necessary to delay the start of school on a school day that is scheduled as an "Early Release", "Late Arrival" or "Collaboration", the "Early Release", "Late Arrival" or "Collaboration" will be canceled for that day and students and staff will be dismissed at the normal dismissal time.

Section 7. Procedure.

1. The building principal or unit head will be responsible for directing the activities of employees.
2. The building principal or unit head will check the arrival and departure of employees.

- When students are excused from school or the opening time or closing schedules are changed because of inclement weather or an emergency, employees will be paid according to their negotiated contracts.

Section 8. Athletic Practices, Events, Extracurricular Activities. If the opening time schedules for students are delayed, morning practices and/or extracurricular meetings will be cancelled.

When students are excused due to inclement weather or an emergency for either the whole day or for the remainder of the day, it is the principal's decision if athletic events and other extracurricular activities are to meet.

Where appropriate, it is the principal's responsibility to contact the news media to verify scheduling or to announce a cancellation of athletic and extracurricular events.

Section 9. Wind Chill Chart.

