



MEMORANDUM

To: All School District Parents/Guardians, Students and Personnel
From: Dr. John W. Thomsen, District Administrator
Date: November 6, 2023
Re: School Board Policy 723.4 -- Emergency School Closing

School Board [Policy 723.4](#) provides for the closing of schools and cancellation of school activities due to weather or other emergencies. This policy covers cancellation for the entire or part of a day.

In general terms, the policy empowers the District Administrator to close schools or dismiss students early in the event of an existing or predicted hazardous weather or other emergency situation. The authority governs both emergencies affecting a single building and the entire district. The policy ensures clear communication to families and groups during a time when the weather emergency makes such communication especially important. When school is closed or dismissed early due to weather, school district-sponsored activities and all Recreation Department classes and activities are also canceled. If an emergency is caused by a factor other than weather, school sponsored activities may be conducted depending on safety conditions.

Please note the following:

- The decision will always be made to protect students from the potential harm of severe weather or other hazards.
- The District will very likely remain open during all weather *Advisories*. The data reveals that if the District closes during weather advisories we would need to make up many days extending the school year into late June or July.
- When possible, the decision to close school will be made by 6:00 a.m. and to dismiss early by 11:00 a.m.
- School Messenger will be used to send an automated phone message to families and school district personnel.
- Employees should report to work as outlined in their employee group handbook.
- In the event of a “cold day” Instructional Employees will be notified in the school messenger call and email whether or not to report to work.
- Major TV and radio stations will be contacted and asked to announce closings.
- The school district [Facebook](#) and [website](#) will indicate if school is not in session.
- Announcements will be made **only** when school is canceled or dismissed early. No announcements are made when school is following a normal schedule.
- Communication during any emergency is critical to safety. **Please do not phone the school unless absolutely necessary.** Such phone calls delay operations and tie up phone lines and time needed to deal with the emergency or hazardous conditions.
- The district will work closely with police, fire, highway personnel, and other offices regarding decisions about dismissal.
- Parents/Guardians should be certain that their children are properly clothed, instructed and otherwise prepared for emergencies. **If you will not be at home, please have an alternate safe location arranged.** Listen to radio and TV reports during times of severe weather.
- Each school has an emergency plan and conducts periodic fire, tornado, and emergency response drills.
- If parents/guardians disagree with a decision to hold school on a bad weather day because they think it is too hazardous, they are urged to keep their students at home.