

Pittsfield School District

**SCHOOL CLOSINGS**

No school, office, or system event cancellation or delay will be made without the direct authorization of the superintendent of schools. In the event the superintendent is unavailable, such decisions will be made by the principal or School Board chairperson for district-level situations and activities or the principal for school-level situations and activities.

Announcements: When the superintendent or designee determines it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, voicemail, email, or other available means.

Delayed Opening of Schools: The superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of preschool and morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

Closing of Schools Only for the Entire Day: When the superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated via the media specified above shall state that the school district is closed. If school is closed for the entire day, all evening programs will be cancelled.

Early Closing of Schools: The superintendent may determine that weather conditions or other significant event makes it prudent to close school earlier than the scheduled dismissal time. The public announcement will report the early closing, including the cancellation of after-school and evening programs.

Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the superintendent may determine to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the superintendent is responsible for decisions regarding cancellations and for notifying the appropriate media.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with district policy in reporting for work.

Reading: October 15, 2009  
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