

**PROCEDURE TO DETERMINE SCHOOL CLOSINGS DUE TO
EXTREME WEATHER AND ROAD CONDITIONS**

A. Consideration

1. Safety of all students being transported
2. Weather forecast, temperature, and wind chill factor.
3. Availability of drivers.
4. Ability to maintain reasonable route schedules.

B. Determinations

1. Present street conditions, progress of county, municipal, and Pattonville snow removal and salt crews.
2. Possible change in conditions due to temperature change and precipitation forecast including; freezing rain, sleet, and heavy snow combined with falling temperatures.
3. Sufficient number of bus drivers.

C. Steps to Making Decision Prior to Opening of School

1. Director of Transportation monitors weather forecast on 10:00 p.m. news and weather radio. If snow or freezing rain is forecast or already present, Director of Transportation begins driving School District streets at 2:00 a.m. and does the following:
 - a. Checks conditions of various streets by stopping on both down and up inclines, applies brakes at various intervals.
 - b. Checks condition of school parking lots and bus zones.
 - c. Monitors weather forecast
 - d. Contacts other school districts and exchanges information of conditions and probability of school closings.
 - e. Contacts Pattonville grounds department to determine their progress, observe other traffic, and then goes to bus garage.

District Code: B1012

2. After arriving at bus garage, Director of Transportation will then anticipate street and traffic conditions that are likely to exist between 6:30 a.m. and 9:30 a.m., and consider the likelihood of buses being held up by stalled traffic.
3. Director of Transportation then calls the following law enforcement agencies to determine traffic conditions in their area:
 - a. Highway Patrol 1-800-222-6400
 - b. Bridgeton Police 739-7557
 - c. St. Ann Police 427-8000
 - d. Maryland Heights Police 298-8700
4. Superintendent and Director of Transportation call their counterparts in the following districts as needed:

Director of Transportation Calls:

Superintendent Calls:

- | | |
|---------------------------------|----------------|
| a. Parkway 415-8401 | 415-8100 |
| b. Hazelwood 953-5955 | 953-5000 |
| c. Ferguson-Florissant 506-9370 | 506-9000 |
| d. Special 989-7118 | 989-8281 |
| e. Rockwood (as needed) | (636) 938-2200 |
| f. Ritenour (as needed) | 493-6010 |
| g. VICC | 721-8422 |
5. Director of Transportation combines all information, and makes recommendation to close or remain open.
 6. If recommendation is to close, Director of Transportation calls Superintendent by 5:00 a.m. (also calls if touch-and-go situation), and relays all information to him/her.
 7. If Superintendent's decision is to close school, Director of Transportation initiates bus driver call tree.
 - a. Determination should be made by 5:15 a.m.. Superintendent calls Director of School/Community Relations who then contacts area TV and radio stations using codes to call-off school, posts information to District's website, and places message on District's snow line.
 - b. Superintendent notifies LCAT to initiate the administrative and classified call trees.
 8. In the absence of the Superintendent, the determination will be made by the following persons in order: (1) Assistant Superintendent for Human Resources, (2) Assistant Superintendent for Special Services, (3) Chief Financial Officer, (4) Assistant Superintendent for Curriculum and Instruction.

9. Bus Schedules:

- a. The determination for utilizing buses for any type of contest or competitive activity will be made by the Superintendent in cooperation with the principal(s) and Director of Transportation.
- b. Bus trips during regular school hours, i.e. field trips, will be cancelled if school is closed.

10. If the Superintendent's decision is to close a building(s) due to inclement weather and/or other factors, all local and district functions and/or programs are cancelled at that time.

D. Early Dismissal Plan

In the event that school is in progress and weather conditions become treacherous, the Superintendent/designee will make a determination on school closing early based on the following considerations:

1. **Considerations include**

- a. Safety of students being transported.
- b. Prospect of traffic conditions becoming progressively worse.
- c. Time needed to bring bus drivers in from home (contacted by 9:30 a.m.).
- d. No adult supervision of younger students at home.
- e. Weather forecast, temperature and wind chill factor.
- f. Lunch for students.
- g. P.M. ECSE (*Early Childhood Special Education*) classes.
- h. A.M. Kindergarten and Early Childhood Special Education transportation home.
- i. Other factors as relevant to the situation.

2. **Early Dismissal Sequence***

- a. 9-12 dismissed
- b. 6-8 dismissed (including Remington Traditional)

- c. ECSE dismissed
- d. K-5 dismissed (including A.M. kindergarten if before their normal dismissal time).

**Though the District will try to adhere to the following time schedule, weather conditions will determine actual times.*

- a. 10:30 a.m. – 9-12 dismissed
- b. 11:15 – 11:25 a.m. – 6-8 dismissed (including Remington Traditional)
- c. 11:30 a.m. – ECSE dismissed
- d. 12:00 – 12:10 p.m. – K-5 dismissed (including A.M. kindergarten)

3. Requirements and Results of Implementation

- a. Superintendent/Community Relations will implement automated phone calling system immediately with parents, regarding early dismissal of all students in regular order.
- b. Elementary and Middle School Principals will implement their inclement weather plan to contact parents/guardians regarding a safe place to go. Must have parent/guardian contact for Pre-Kindergarten-5 students or child remains at school until safe arrangements are made.
- c. Bus drivers alerted immediately following dismissal decision, no change in regular route order.
- d. High School bus drivers needed at the Transportation Office by 9:30 a.m. in order for “Early Dismissal Sequence” to run smoothly.
- e. Adjustments will be made to serve lunch to K-5 students. All Remington Traditional students, middle school students, and high school students will not be served lunch.

E. Additional Responsibilities of Transportation Office

- 1. If school is called off early, initiate bus driver call tree, giving them information as to time each school is to dismiss and any special instructions.
- 2. Call in extra sub drivers, if available, to use in the event there are stalled buses, as they will require a stand-by bus for assistance.

3. Keep in contact by radio on route buses and use stand-bys accordingly.
 4. Contact grounds department for assistance with salt truck for trouble spots, etc.
 5. Keep Learning Center administrators informed of progress.
- F. The Superintendent of Schools or his/her designee has the privilege to alter or waive certain sections of this policy and its procedures to accommodate extenuating circumstances.

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