



# **EUNICE PUBLIC SCHOOLS**

**Inclement Weather (SY 2016)**

**Administrative Regulation**

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**EUNICE PUBLIC SCHOOLS  
INCLEMENT WEATHER PLAN  
(Administrative Regulation)**

**PURPOSE**

As the winter months generally bring unpredictable weather patterns, the Eunice Public School District has established a plan for announcing delays and cancellations. This plan outlines District action in response to inclement weather situations, and will be reviewed annually and distributed to the Eunice Public School Board of Education and the District community. All employees shall develop a basic understanding of this plan. In the event of impending severe weather that may impact school operations, the Superintendent will notify schools and other District departments of the possibility of a weather event. Schools will be advised to monitor conditions and information outlets. After careful and thoughtful assessment of the weather conditions, it may be necessary to close schools for the entire day, to delay start time, or to release early. The procedures used in school closings are detailed below.

**GOALS**

The goals of this Inclement Weather Plan are, in order of Importance:

- To ensure the safety of the students and District employees;
- To protect District transportation vehicles and facilities;
- To provide information to the District community and public.

**SEVERE WEATHER - WATCHES & WARNINGS**

Principals are charged with monitoring weather conditions that might impact their schools. Principals and/or their designees are asked to monitor the Weather Channel ([www.weather.com](http://www.weather.com)) at all times when school is in session. Transportation operations will proceed as usual during a severe weather watch. The Transportation Supervisor will monitor conditions to ensure safe travel can be made by school buses. In order to maintain consistency in schedules, school buses will not deviate from the normal scheduled routes and will not make additional bus stops.

## **BASIC PLAN**

At the beginning of the school year the Superintendent will review the Inclement Weather Plan, update its contents, and populate the Extreme Weather Team. *The team will be comprised of the Superintendent of Schools, the Transportation Supervisor, all District Principals, the Athletic Coordinator, personnel representing the Eunice Emergency Services, and the District Maintenance Supervisor.* Once the personnel have been identified, they will be contacted by mail of their position on the team.

When predicted inclement weather threatens to make road conditions unsafe for school bus travel, the **Transportation Supervisor** will assess assigned routes and city roads and advise the Superintendent of the road conditions **by 5:00 a.m.**

At **5:30 a.m.**, the Superintendent will facilitate a pre-scheduled Mitel Collaboration **phone conference** between all Extreme Weather Team members.

The Superintendent will take into consideration all reports received from the Extreme Weather Team Members regarding road conditions, review radar images and approve one of the following measures:

1. School opens at the normal time;
2. School opening will be delayed three hours; or,
3. School will not open for that day.

A decision to close for the day or alter operating hours (open late or close early) due to weather conditions will be made by the Superintendent or his designee.

Once the Superintendent or his designee has authorized a measure, announcements regarding a change to the school schedule will be made as follows:

- 3 hour Delay: 6:00 a.m. (or earlier, if possible)
- Cancellations: 6:00 a.m. (or earlier, if possible)
- Early Dismissal: This decision will be made as soon as possible in the event of worsening conditions. A minimum of a 1-hour

notification window will be initiated before students are dismissed.

The decision to close school or initiate a 3-hour delay will be announced to the news media, shared School Messenger and the Remind 101 text message system, posted on the EPS Website ([www.eunice.org](http://www.eunice.org)), and EPS social media outlets not later than 6 a.m. *If school opens at the normal time, an announcement will not be made. Therefore, no announcement in the news media or EPS website indicates that school will operate on a normal schedule.* If inclement weather occurs after the school day has begun, a decision regarding early release will be made as quickly as possible.

If a school may be delayed due to reasons *other than inclement weather*, the Superintendent will make the decision in consultation with the Principal.

Staff will be notified using email, School Messenger, and the staff Remind 101 notification. It is the responsibility of each staff member to understand their responsibility and to monitor their email or phones during inclement weather possibilities. Employees will exercise their discretion and good judgment in cases where isolated hazardous road conditions exist at any time, regardless of other procedures outlined herein.

## **ADMINISTRATIVE GUIDELINES**

### **Three-Hour Delay**

Central Office, Maintenance, Custodians, Secretaries, Administrators, Directors and Supervisors are to report as close to regular time as safety allows. Buildings will open at 10:45 a.m. and classes will begin at 11:00 a.m. All remaining staff will report at least 30 minutes prior to students by 10:30 a.m. If the three-hour delay becomes a “schools closed” then Administrators, Directors, Supervisors, and Secretaries are to remain at their work site until 12:30 p.m. **All twelve-month employees are to work the full day unless given different information from the Superintendent’s Office.**

### **Cancellation of School**

All twelve-month employees are to report to work as close to regular time as safety allows or plan to take a personal/vacation day unless given different information from the Superintendent's Office. School Administrators or their designee are to report as close to regular time as safety allows. They are to insure no students arrive and to notify parents of a cancellation and arrange pick up for any that arrive. Once all buildings are clear and secure, the administrators will notify Central Office and may leave for the remainder of the day.

### **Early Dismissal**

In the event weather conditions deteriorate and it becomes necessary to dismiss school before regular time, the decision will be made as early as possible. At least 1 hour will be given in order for administrative staff to initiate the notification process. The notification will be made to the news media, posted on the EPS Website and EPS social media outlets. The District will also use the School Messenger and Remind 101 programs to make this announcement. Students with cell phones will contact their parents. Students who walk will contact parents. Bus drivers will bring students who are not able to get into their homes back to the school. Instructional staff will be directed to go home by each building principal once the students under their care have been picked up or other arrangements have been made. All twelve-month employees are to work the full day unless given different information from the Superintendent's Office. Administrators, secretaries or their designees will stay until all students have been picked up and until notified by the Transportation Supervisor that all students have been safely delivered.

Weather and related road conditions are not the same in every area. The decision to travel to school ultimately rests with each individual regardless of any action taken, or not taken, by the District. Students, Parents and staff should keep safety in mind when making travel decisions.

### **EXTRA-CURRICULAR ACTIVITIES**

High Schools - In the event that school is closed due to inclement weather conditions, all school activities will be canceled, unless permission to proceed has been coordinated by the Athletic Coordinator, the High School Principal, and the Superintendent. If

school is canceled due to unfavorable road conditions, activity buses will not be operated. Under no circumstance should students be penalized for failure to attend activities when school is closed, even when special permission to proceed has been granted.

Elementary and Middle Schools – No school activities, including the games, practices, rehearsals, performances, etc., shall take place when school is closed or dismissed early due to inclement weather, unless permission to proceed has been coordinated by the Athletic Coordinator, and/or Principal, and the Superintendent.

Inclement weather conditions may also cause after-school activities to be cancelled on days the schools close at the regular time. The activity sponsor will announce these closings.

## **GENERAL CRITERIA FOR RESPONSE CATEGORIES**

### **Delayed Opening**

The weather and road conditions are such that the majority of the commuter students, staff and the transportation buses would have difficulty arriving by 8:00 a.m., but improving road and campus conditions indicate that arrival at campus to open and begin classes at 11:00 a.m. is feasible. This response would typically be used when early morning (6 a.m. – 10:00 a.m.) weather conditions make traveling on the primary highways hazardous but predicted rising temperatures and improved conditions are expected by midmorning. A one to three inch snowfall with mild temperatures and no ice or sleet would fall into this category.

### **Cancellation of School**

This response would typically be used when early morning weather conditions make traveling on primary and secondary highways extremely hazardous and conditions are predicted to remain the same or deteriorate throughout the day. Another factor is that local Law Enforcement Agencies are advising people to stay off the highways or there is a likelihood of interrupted utility (gas, electric, water) service to the campus. This response should be considered if faculty, students commuting to school and the transportation buses might become stranded or travel home would be hazardous. Campus conditions are

such that the Physical Plant is unable to maintain safe conditions for parking lots and sidewalks. Typical conditions when closing the school that would be considered are: subfreezing temperatures throughout a storm, blizzard conditions, heavy snow, ice or freezing rain preceding or following a snow storm, an ice storm, bitter cold temperatures where being outside for extended periods would be unsafe, or high wind warnings making wind chill factors dangerously low and walking across campus hazardous.

Weather and related road conditions are not the same in every area. The decision to travel to campus ultimately rests with each individual regardless of any action taken, or not taken, by the District. It is the responsibility of the student to work with the instructor to determine if arrangements can be made to make up any missed work.

### **Early Dismissal**

The Early Dismissal response would be used when weather conditions deteriorate to a point where visibility is reduced and/or drifting snow on roads and sidewalks make travel hazardous. Signs of deteriorating weather include changes that can be seen in the environment such as reduction in visibility, clouds that are lowering and thickening, and/or increased precipitation (falling sleet or snow).

