

Gadsden City Schools

SEVERE WEATHER PROCEDURES

The Superintendent's office is only responsible for notifying the schools whenever the school day is canceled or schools are to be dismissed.

Each principal is solely responsible for monitoring the weather and determining when we are under a tornado warning or severe weather warning that would require a tornado drill. Each principal is responsible for announcing the drill as well as canceling the drill, based on appropriate weather information. The weather conditions could be such that the Superintendent's office would not have the means or the method by which to adequately notify the schools to proceed with a tornado drill.

If you would like to communicate with our office concerning the weather information, please feel free to do so but do not wait for us to call you prior to taking appropriate action. The severe weather announcements often occur without warning, and it would be impossible for us to apprise you of the developments.

DELAY OPENING OR EARLY CLOSING AND CANCELLATION OF SCHOOL DAY PROCEDURES

The following are the procedures that will be followed should a decision be made to either delay opening or close school early or cancel the school day:

➤ **Delay Opening of School**

- The opening school time will be determined and will be publicized as a one-hour, two-hour, etc. delay. Schools open on staggered time schedules; note that your school opening time will be your regular scheduled time plus the delay time. (one-hour delay—regular opening 7:50 a.m.—delayed opening 8:50 a.m.; personnel arrive at “regular” arrival time relative to the one-hour delay, regular arrival at 7:30, then 8:30 delayed arrival)
- Local radio stations and television stations will be contacted as soon as a decision is reached and announcements will begin immediately.
- Administrators should accommodate and make provisions for students or personnel who arrive early (building is open, supervise (early) students, post/plan alternate schedules such as lunch/ classes). Everyone does not always receive proper notification. Therefore, building level administrators should consider provisions for early arriving students. Appropriate personnel or action should be notified or taken to provide for such students.

- School employees should be at their respected positions at the appropriate one-hour delay. If personnel are assigned duties prior to the first bell, they should perform this duty relative to the one-hour delay. Staff should also plan for assisting in various areas as needed relative to the added difficulties such changes may cause.
- Discretion in regard to student tardies and absences should be considered.

➤ **Cancellation of the School Day**

- The decision to cancel the school day will be made no later than 6:30 a.m.
- Local radio stations and television stations will be contacted as soon as a decision is reached and announcements will begin immediately.
- Administrators are not required to be in their schools on days when school is dismissed. If conditions permit, each principal should make an effort to visit his or her school during the day and check the facilities and handle other matters that might need attention.
- The local principal should make any decisions concerning the cancellation of local school activities, such as basketball games, proms, choral concerts, etc.
- School employees are not required to be in their schools on days when school is dismissed.

➤ **Early Closing of School**

- An exact closing time for schools will be determined. A calling committee from the Board of Education will contact each school.
- Local radio stations and television stations will be contacted as soon as a decision is reached and the announcement will be posted on the District Website (www.gcs.k12.al.us).
- All students in grades 9-12 will be dismissed at the designated time.
- All students in grades K-8 will be dismissed only to their parent or their designee.
- Principals may dismiss students prior to the closing time by using the normal checkout procedures.
- In most cases, all after school extracurricular activities/programs should be canceled. The local principal should discuss any decisions concerning the cancellation of local school activities, such as basketball games, proms, choral concerts, with appropriate central office administrators if additional consideration should be taken.
- School employees will be dismissed at the discretion of the local principal as the building is cleared of students.
- Each principal should notify Teresa when the building is cleared of all students and school employees.

**NOTE: ANY DAY THAT SCHOOL IS CLOSED EARLY
(severe weather, parades, etc.)**

- ◆ As a safety measure, each principal should notify Teresa (549-2903) when the building is cleared of all students and school employees.