



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)
- **SchoolCast** Rapid Alert and Notification System will be utilized for parent and staff notification along with the District Website (www.gcs.k12.al.us) and social media. Local radio stations and television stations will be contacted as soon as a decision is reached and announcements will begin immediately.

➤ **Cancellation of the School Day**

- The decision to cancel the school day will be made no later than 6:30 a.m.
- **SchoolCast** Rapid Alert and Notification System will be utilized for parent and staff notification along with the District Website (www.gcs.k12.al.us). Local radio stations and television stations will be contacted as soon as a decision is reached and announcements will begin immediately.
- In most cases, all after school extracurricular activities/programs will be canceled.

➤ **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.
- **SchoolCast** Rapid Alert and Notification System will be utilized for parent and staff notification along with the District Website (www.gcs.k12.al.us) and social media. Local radio stations and television stations will be contacted as soon as a decision is reached and announcements will begin immediately.
- 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 will be canceled.