

School Closings and Cancellations

The purpose of this regulation is to establish procedures for closing schools, delaying the start of the school day, or dismissing students early in cases of hazardous weather or other emergencies that threaten the safety, health or welfare of students and staff.

A. Decision Making

1. The superintendent shall make all determinations concerning the closure, delayed start, or early dismissal of district schools.
2. Early dismissal of an individual school due to emergencies, such as utility failure, water main breaks, etc., rests with the superintendent after consultation with the building principal.
3. If at any time the superintendent is unavailable, responsibility for decision making will rest with the superintendent's designee.

B. Suspension of District Instructional Operations - Full Day

1. Suspensions of this type are usually made because of weather-related emergencies.
2. Usually, the decision to delay or suspend instructional operations shall be made by 6:30 A.M. The decision shall then be communicated to staff members (through the phone tree) and to the public (by way of radio or television announcements). The delayed start or suspension shall normally involve only one day unless specifically extended in the announcements. The current phone tree shall be attached to and become a part of this procedure.
3. Night activities, community and adult education activities shall be automatically cancelled on days when the instructional operations are suspended.
4. On days when instructional operations are suspended, only the emergency team members shall report for work. This team shall report as early as

possible to begin snow removal (if applicable), and mechanical system checks.

The emergency team shall be comprised of the following:

- The entire Maintenance Department
- The Lead Custodian in each facility

5. The Administration building shall suspend operation on these days.

C. Early School Dismissal

1. This type of dismissal usually occurs in only one building at a time, and is normally due to utility failure. In the event of an early dismissal, the decision shall be communicated by the principal to all broadcast media from the time of the decision until actual dismissal.
2. Every effort shall be made by the staff in the affected building to contact parents and provide for the welfare of the students. No elementary age student shall be dismissed until his or her supervision has been provided for.
3. In the event of early dismissal of students, the principal shall make the decision regarding the dismissal of staff. Every consideration shall be given to their safety and welfare.
4. In a situation in which the utility failure or emergency will extend to additional days, the principal shall notify staff and the public by methods contained in paragraph B.2 above. The principal shall also maintain direct and continual communication with the superintendent.

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LEGAL REFS.: C.R.S. 22-32-109(1)(n)

Adams County School District No. 1/Denver, Colorado