

## Community Relations

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: EMERGENCY SCHOOL CLOSINGS**

<u>Responsibility</u>	<u>Action</u>
<b>Before School</b>	
Superintendent/Designee	<ol style="list-style-type: none"> <li>1) Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.</li> <li>2) Makes decision as to closing.</li> <li>3) If decision is to close, notifies:               <ol style="list-style-type: none"> <li>a. Radio and television stations</li> <li>b. Principals</li> </ol> </li> </ol>
<b>During School</b>	
Transportation Supervisor	<ol style="list-style-type: none"> <li>1) Consults with highway officials or other agencies regarding road conditions and predicted weather patterns.</li> <li>2) Informs Superintendent of adverse conditions.</li> </ol>
Superintendent/Designee	<ol style="list-style-type: none"> <li>3) Makes decision as to closing.</li> <li>4) If decision is to close, notifies:               <ol style="list-style-type: none"> <li>a. Transportation Supervisor</li> <li>b. Radio and television stations</li> <li>c. Principals</li> <li>d. Staff and Students</li> </ol> </li> </ol>
Transportation Supervisor	<ol style="list-style-type: none"> <li>5) Notifies drivers and substitutes where necessary.</li> <li>6) Reschedules school pickups as soon as decision is made.</li> </ol>