

On rare occasions it may become necessary to close the schools for emergency reasons. The superintendent is authorized by the Board of Education of District #225 to determine when and if conditions at one or both of the high schools warrant (1) dismissal of students prior to the close of the school day, or (2) cancellation of school.

Section A - Early School Dismissals

1. In the event that either weather or other conditions in the school make it advisable, for the protection of the health, safety and welfare of students that it may be best to close the schools before the end of the regular school day, the superintendent will:
  - 1) Contact each building principal and discuss the conditions as they relate to the situation in each of the buildings.
  - 2) Contact bus companies to determine the availability of buses to take students home.
  - 3) Make a decision regarding the closing of one or both schools.
  - 4) Notify the building principals and the bus companies of the decision to close.
  - 5) Notify staff, students and parents using the district electronic notification systems, school and district websites and the Emergency Closing Center.
2. In the event the decision is to close the school early, the principal will:
  - 1) Notify all students and staff that the school will be closed early.
  - 2) Outline procedures for the orderly dismissal of students.
  - 3) Excuse teachers and paraprofessionals after students have left the building.
  - 4) Retain non-certificated staff members and administrators on the job unless their retention raises questions of health and safety. In such instances the principal will discuss this concern with the superintendent, who will make a decision regarding all personnel remaining in the school.
3. The superintendent, in collaboration with the building principals, shall determine whether or not scheduled extracurricular activities and practices, including evening school and school meetings listed on the calendar, shall be canceled.

Section B - School Cancellation

In the event that natural or man-made conditions develop which require the cancellation of school prior to the beginning of the school day, the superintendent will:

1. Confer with other school superintendents in Northfield Township and bus companies to ascertain whether buses can make their normal pickups and deliveries.
2. Determine whether or not school should be canceled on the basis of the conditions and the capability of the bus companies to provide transportation services. Decisions relative to the cancellation or closing of school will relate directly to the ability of bus companies to perform.
3. In case of cancellation, notify staff, students and parents using the district electronic notification systems, school and district websites and the Emergency Closing Center.
4. Complete the above actions prior to 7:00 A.M.
5. Authorize any or all of the following categories of employees not to report for work:
  - a. teachers
  - b. supervisors
  - c. paraprofessionals
  - d. cafeteria personnel
  - e. clerks
  - f. secretaries
  - g. custodial/maintenance personnel
  - h. administrators
6. Notify the principals and assistant superintendent for human resources of the school cancellation and the categories of personnel who are to report for work. The principals will notify all personnel in their buildings via a calling tree if necessary. The assistant superintendent for human resources will initiate a calling tree for district personnel if necessary.
7. Determine if conditions during the day deteriorate to the point where personnel who have reported to work should be released.
8. The superintendent shall determine whether or not scheduled extracurricular activities and practices, including evening school and school meetings listed on the calendar, shall be canceled.

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