

**TO:** Simpson County Board of Education and Employees

**FROM:** Director of Transportation/Community Relations

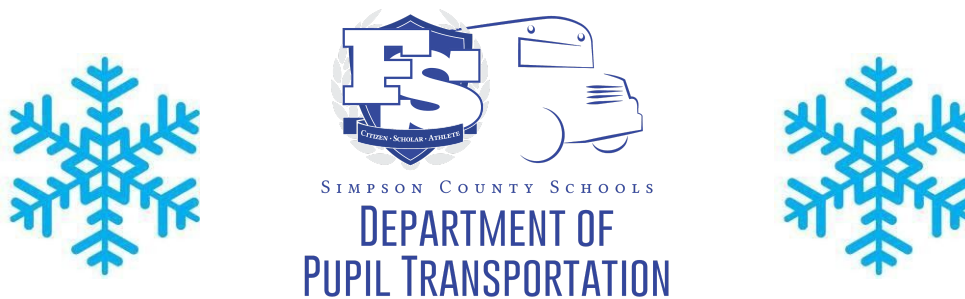
**DATE:** November 19, 2020

**SUBJECT:** School Closing Information

Attached you will find inclement weather or emergency school closing procedures. I hope this information will be helpful to you when or if needed.

Every effort will be made to hold the school calendar to May 21, 2021. A one-hour or two-hour delay of the school day will be considered when a day is forecast to improve significantly. Please review, and if there are any questions, call Pupil Transportation at 586-3757.

Thank you for your support and cooperation you have given to the Pupil Transportation Department and we all hope the coming year is filled with good health and much happiness.



**SIMPSON COUNTY SCHOOLS**  
**2020-2021 INCLEMENT WEATHER OR**  
**EMERGENCY SCHOOL CLOSING PROCEDURES**

**I. CLOSING OF SCHOOL**

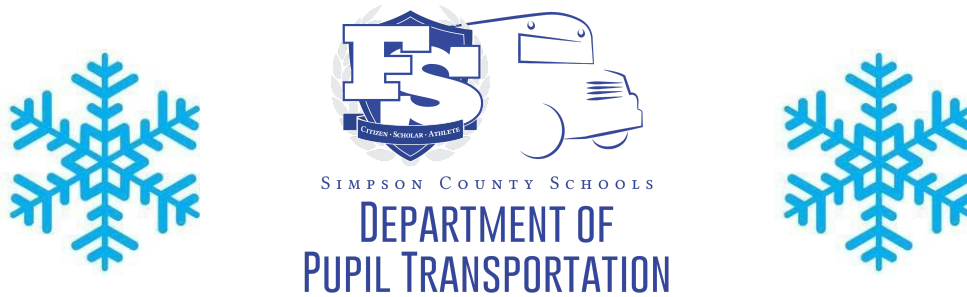
Winter weather can bring unsafe conditions for transporting Simpson County school students. Schools may be closed or the opening delayed by the Superintendent or the DPP whenever weather or other emergency conditions make operating the school bus fleet unsafe.

- A. In the event of a threat of severe weather conditions or emergency, the Superintendent, the DPP, the Director of Transportation/Community Relations, the Operations Manager, and the Lead Transportation Manager will inspect roads and highways in the most hazardous areas of the county, monitor existing weather conditions and be aware of predicted weather conditions. Contact may be made with the City, County, and State police, in addition to road crews to verify road conditions. Information may be gathered from surrounding districts.
- B. Road condition information will be gathered in the evening hours and prior to 4:45 a.m. The Director of Transportation/Community Relations will report findings to the Superintendent, or the DPP, and if in their judgment, road conditions are too hazardous to safely operate the buses; the decision will be made to close or start late. If a decision can be made the night before an anticipated snow day, an announcement will be made during the 10:00 p.m. newscast. Additionally, the SchoolMessenger notification system will be utilized.
- C. A delay plan may be considered when roads are unacceptable early but weather conditions are forecast to improve by 8:30 a.m. In this case, the normal review will be made early with an announcement of a one-hour or two-hour delay. Conditions will continue to be monitored to ensure weather and road conditions have improved as expected.

If there is a delayed start, parents, students and employees should continue to listen and/or watch outlets used for notification for upgraded information.

Morning pre-school will be canceled.

À la carte breakfast items will be available as needed.



- D. In the event of a sudden change of weather conditions that would make it extremely unsafe to continue on, after buses are on the road, drivers will inform the Lead Transportation Manager or Superintendent of road conditions and the decision would be made whether to abort.
- E. The following radio and TV stations will be notified the evening before or by 5:00 a.m. of the date of closing if possible:

**Supt. Call List:** WFKN-Franklin, WSMV-Nashville, WTVF-Nashville, FOX17-Nashville, WBKO-Bowling Green, **school website** and **Facebook**

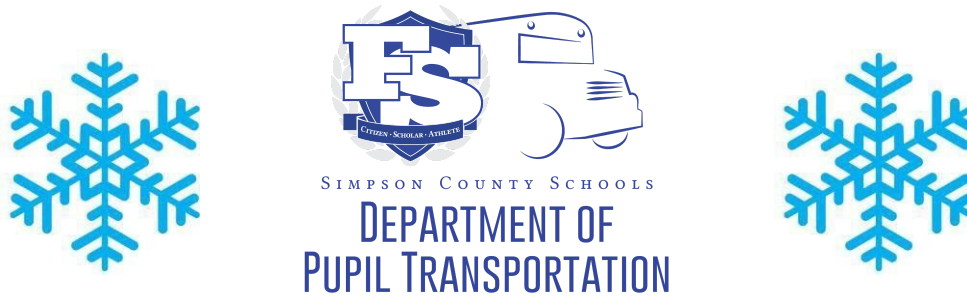
**Director of Operations and Community Relations Call List:** WKRN-Nashville, WKYU/WDCL- Radio Bowling Green, WBVR-Russellville, WOVO-BG, Glasgow, WNKY-Bowling Green, WGGC-Glasgow

For early dismissal, the same media will be informed. Additionally, the Thrillshare notification system will be utilized.

- F. Once the media is informed, the Director of Transportation and Community Relations will call the Lead Transportation Manager. The Lead Manager will notify each transportation employee by using the "Thrillshare" system.
- G. Information will be disseminated according to the system-wide notification chart.

## **II. EARLY DISMISSAL**

- A. The same people responsible for closing school will be expected to confer about the early dismissal of schools. Notification of media and staff will be the same.
- B. At least one and a half hours warning is essential in order that the transportation department has sufficient personnel available for transporting students home.
- C. In order to prepare for delivering students that live in areas which historically become unsafe quickly, drivers will make prior contact with parents to set up an alternate place of delivery. Parents should make provisions to ensure their children have a place to go. Students that can not be delivered because of these circumstances will be returned to the school the child attends and the guardians will be notified.
- D. Elementary school principals should send notices home to parents explaining that because of severe weather conditions, it may be necessary for school to be dismissed early. Therefore, parents should make provisions to ensure their children have a place to go when the early dismissal occurs. It would be helpful for the parent to notify the Principals of their alternate arrangements.



### **III. SCHOOL-RELATED ACTIVITIES**

- A. When school is closed because of weather emergencies or inclement weather, all school-related activities, including athletics and extracurricular activities, also will be postponed or canceled. The Superintendent may make an exception when weather conditions create unsafe travel conditions for school, but become safe for travel to extracurricular and/or athletic activities.