

Dulce Independent Schools

Inclement Weather Procedures

Due to inclement weather or other emergency situations, it may be necessary to close schools for the entire day but continue instruction virtually, to open schools two hours late, or to close school(s) early. The procedures used in school closings are detailed below. Keep this information in a convenient location for future reference.

PARENTS/GUARDIANS

Parents/Guardians are urged to decide for their children's care when schedule changes are made (and to provide for the rare situation when it is necessary to close an individual school because of a power failure, loss water or other circumstances). Parents/Guardians may want to discuss with their children ahead of time where they should go or what to do if a parent/guardian isn't home.

In the event the building(s) is closed, all students are required to have proper technology, supplies, materials to continue school virtually. All Student schedules will resume virtually.

Please make sure your contact information is accurate and updated in PowerSchool to ensure that you will receive the notification.

HOW DECISIONS ARE MADE

Decisions on schedule changes are made after careful consideration of the best information available. Decisions are made based on conditions across the area to create a margin of safety for all travelers including staff who travel from as far away as Tierra Amarilla and Pagosa Springs. Conditions that can appear safe in one area may well be very different in another. Decisions take all areas into consideration to protect the safety of all our students and staff. The District Superintendent, Facilities Manager, Head Custodian and Transportation Supervisor consult with one another when deciding on a decision.

- Head Custodian assess conditions and will contact The Dulce Schools Transportation Department Supervisor assess driving conditions for safety.
- The Superintendent of Schools or designee will be contacted by the school assessment team (above) and will provide information to the superintendent for final authorization of the decision.
- School security will post school closure signs.
- Custodial and Maintenance and is responsible or clearing snow and ice from school parking lots and creating facilities access.
- The Facilities Manager will call the Data and Communications Manager, to start the School Messenger process.
- Tribal Departments (Homeland Security) is contacted to provide additional media information.

The team expects to make decisions no later than 5:00 AM when the schools will be closed all day or will open two hours late. This provides a 30-minute window so that the public announcement can be posted on school messenger and reaches the media by 5:30 a.m. On some occasions, it is not possible to make these time frames as weather can change unexpectedly. On some other occasions, District staff may be able to make a scheduling decision the day before so that parents/guardians, staff members, and students know what will happen the following day.

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INFORMATION

Information about potential or actual weather events is gathered from National and Local Weather Service information (updated weather forecasts) and current ground conditions. Every attempt will be made to communicate Information and solicit public announcements from KCIE FM 90.5 Dulce, KOAT, KRQE and KOB News Outlets. You may also check the District website at www.dulceschools.com and/or Dulce Schools Facebook page for closure information.

MEALS

Based on the severity of the weather and /or conditions, meals may or may not be provided during building closures. Notices will go out through School Messenger regarding location and meal distribution if meals will be provided to families for pick up.

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Typically, this information gathering begins by 4:30 a.m. so that we can meet the decision and notification time frames described above. Decisions are made with one overriding consideration—the safety of the Dulce Schools' students who ride buses, drive, or ride in cars, or walk to school each day and the safety of the staff who must travel to perform their responsibilities.

Dulce Schools has three schedules in place to deal with inclement weather. The decision to implement one of the schedules is put into effect when conditions threaten the safety of children who may be walking, driving in a motor vehicle, or riding buses to and from schools. These schedules are:

- 1. Keep schools closed (Closed but continue all classes virtually):** As soon as a decision is made to close school, the information is communicated to KCIE Radio, KOAT-TV, and the message is placed on www.dulceschools.com. A sign is also placed on the front door of each District site location announcing that school is closed that day. Parents/Guardians are encouraged to pay particular attention when dropping off students when there is inclement weather. Please escort your child(ren) inside the building first to ensure that school is actually in session before leaving your student(s) behind.
- 2. Open two hours late (Late Arrival NO Virtual classes for the 2-hour delay):** As soon as a decision is made to delay school, the information is communicated to KCIE Radio, KOAT, KRQE & KOB News Stations. The message is also communicated at www.dulceschools.com. A sign is also placed on the front door of each site location announcing that school is delayed for that day. Parents/Guardians are encouraged to pay particular attention when dropping off students on days when there is inclement weather. Please escort your child(ren) inside the building first to ensure that school is in session before leaving your student(s) behind. **No breakfast will be served.** Note that sometimes a 2-hour delay is later changed to a full day school closing; so, check for announcements frequently when there is a delayed opening.
- 3. Close two or more hours early (Early Dismissal No Virtual classes during this closure):** Staff will call all available “registered” phone numbers to reach an adult guardian of each child to inform of the early release. District staff will remain on location with students until all students have been picked up or bussed home. Parents/Guardians, please make sure to have your contact information updated on your child’s registration form at school. If possible, the news will also be carried by KCIE radio as quickly as possible after a decision is made.

AFTER-SCHOOL ACTIVITIES

If schools close early or if schools are closed all day due to inclement weather, the after-school student activities, athletic activities, and any Adult Education/GED classes will be canceled or postponed for that day.

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EMPLOYEE INFORMATION

Employee Expectations Late Arrival (2-hour delay)

- All students, teachers, instructional staff (including educational assistants and learning support specialists) and all employees contracted to work 185 days, bus drivers and bus driver attendants shall report to work on a 2-hour delay.
- **All** other employees (school based and non-school based) are expected to report for duty as close to their regular report time as is safely possible. This allows a **maximum** delay of two hours. Arriving late to work is only acceptable when severe weather causes hazardous driving conditions, not due to mechanical issues caused by cold weather.
- If an employee does not report to work, she/he shall take general leave or one personal leave day.

Employee Expectations when School Building Is Closed

- A. School and District Office:
- All instructional staff will work virtually. Or if approved by their supervisor from their site buildings.
 - District Office non-exempt employees contracted to work and custodial employees do not have an option to make-up day(s), therefore, will take leave equivalent to the assigned workday hours on the day of the closing.
 - Certain administrators and classified employees as specifically designated by their supervisor will report at times specified to perform essential duties such as snow removal.
- B. School Closings (District Office Open): If school buildings are closed for students, but the District Office remains open:
- **All** other employees (non-school based) are expected to report for duty as close to their regular report time as is safely possible. This allows a **maximum** delay of two hours. Arriving late to work is only acceptable when severe weather causes hazardous driving conditions, not due to mechanical issues caused by cold weather.
 - If an employee does not report to work, she/he shall take general leave or one personal leave day.
 - Custodial staff and non-exempt employees contracted to work are expected to report for duty as close to their regular schedule as safely possible. This allows a maximum delay of two hours. Arriving late to work is only acceptable when severe weather causes hazardous driving conditions, not due to mechanical issues caused by cold weather.
 - If an employee does not report to work, she/he shall take general leave or one personal leave day equivalent to the assigned workday hours on the day of the closing.

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Employee Expectations Early Dismissals

- A. If schools are dismissed early:
- All teachers and instructional staff contracted to work 185 days may be excused early by the principal after students have safely departed the building and grounds.
 - Administrative staff and all other employees will remain on the normal work schedule unless specifically excused by an announcement from the Superintendent.
- B. If administrative offices are dismissed early:
- There will be no loss of pay or leave for those employees who reported to work.
 - If an employee does not report to work, she/he shall take one day of general leave or one personal leave day.