

1 **St. Regis School District**

2
3 **INSTRUCTION**

2221P

4
5 School Closure

- 6
7 1. Only the superintendent is authorized to cancel school. In his or her absence the principal
8 has the authority. In case there is no administration available to make a decision, the
9 following staff in order of authority will make the decision: 1. District Clerk, 2. Head
10 Maintenance.
11
12 2. Under no circumstances, will K-6th grade students be released from school or transported
13 home before the regular 3:30 dismissal (2:25 on Fridays).
14
15 3. In case of a power outage, students in grades 7-12 who live in St. Regis will be released
16 after the power has been off for an hour.
17
18 4. Parents or emergency contact people can come to school to pick up their student.
19
20 5. Students who have vehicles and regularly drive will be allowed to leave campus also. No
21 student will be allowed to transport another student unless we have written permission on
22 file in the office.
23
24 6. If the power is off in town before school starts in the morning, staff will do everything to
25 attempt to ascertain the length of outage.
26
27 7. School buses will not be sent out for the morning pick-up if there is any indication power
28 will be off for an extended time.
29
30 8. A phone tree will be established, and the superintendent after making the decision
31 regarding school closure will begin the calling. Designated staff will begin calling
32 students homes. If at all possible all families with phones will be contacted.
33
34 9. The superintendent will develop an emergency letter to be sent out in the August parent
35 packets, and at the first quarter grade conferences/ mailing. A copy of the letter is
36 attached.
37
38
39

40 Procedure History

41 Promulgated on: March 8, 2006

42 Revised on: