



SCHOOL DELAYING/CLOSING PROCEDURE
(OPS-P002)
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for delaying or closing school before the scheduled start of the school day.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Schools, Chief Academic Officer, Chief Operations Officer, Chief Human Resources Officer, Transportation Manager, Risk Manager, Vehicle Maintenance Manager, Communications Director, School Support Coordinator, Executive Assistant, Master Driver and Fleet Safety Director

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

Signature

Date

4.0 DEFINITIONS:

- 4.1 Physically Checking: Driving a vehicle on each type of road surface in assigned area while paying special attention to low lying areas, hills and grades and limited traffic areas where school buses are required to travel. Physically checking also includes all school campuses within the area of responsibility paying particular attention to parking lots, steps and sidewalks for potential safety hazards.

5.0 PROCEDURE:

- 5.1 The Transportation Manager is responsible to continuously be aware of the weather in and around Montgomery County, Tennessee. During his absence the Vehicle Maintenance Manager (VMM) assumes this responsibility.
- 5.2 When weather threatens Montgomery County the TM initiates this procedure by contacting the Chief Operations Officer (COO) and the VMM.
 - 5.2.1 Notification takes place at 3:00 a.m.
- 5.3 COO and VMM contact Risk Manager (RM), Fleet Safety Director (FSD) and Master Driver (MD) in accordance to the Notification Chart (see Exhibit B).
- 5.4 Once notified all individuals begin “physically checking” their assigned sector as follows:
 - 5.4.1 TM checks north Montgomery County including areas east of HWY 41A to I-24 and south to HWY 76.
 - 5.4.1.1 TM arrives at the Operations Complex no later than 4:00am to monitor the weather satellite, local weather reports and the CMCSS radio network.
 - 5.4.1.2 County Road Department, County Sheriff and Clarksville Police Department are contacted for additional information.
 - 5.4.2 RM checks northeast Montgomery County including all areas east of I-24.

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- 5.4.2.1 RM arrives at the Operations Complex no later than 4:45 a.m.
- 5.4.3 COO checks southeast Montgomery County including all areas south of HWY 76 and west of I-24 to the Cumberland River.
 - 5.4.3.1 COO arrives at the Operations Complex no later than 4:45 a.m.
- 5.4.4 Vehicle Maintenance Manager (VMM) checks south Montgomery County including all areas south of HWY 76, west of the Cumberland River and east of HWY 48/13 and all areas south of HWY 13.
 - 5.4.4.1 AVMM arrives at the Operations Complex no later than 4:45 a.m.
- 5.4.5 Fleet Safety Director (FSD) checks southwest Montgomery County including all areas south of the Cumberland River, north and west of HWY 13.
 - 5.4.5.1 VMM arrives at the Operations Complex no later than 4:45 a.m.
- 5.4.6 MD checks west Montgomery County including all areas south of HWY 79, north of the Cumberland River and east to HWY 41A.
 - 5.4.6.1 MD arrives at the Operations Complex no later the 4:45 a.m.
- 5.5 The team assembles at the Operations Complex by 4:45 a.m. Each individual provides a report on road conditions in their area of responsibility, the local forecast is discussed and the closing of surrounding school systems evaluated.
- 5.6 COO contacts the Director of Schools/Designee by 4:55 a.m. with a recommendation to:
 - 5.6.1 Open the school system,
 - 5.6.2 Delay school system opening,
 - 5.6.3 Pre-K: If we are on a **1 hour delay** - follows the same delay schedule as their school.
 - 5.6.4 Pre-K: If we are on a **2 hour delay** - is cancelled for the day.
 - 5.6.5 Close the school system for the day.
- 5.7 Director of Schools/Designee makes the decision and communicates the decision to the Communications Director, the Executive Assistant and the COO.
- 5.8 Communications Director records the message on Connect Ed and notifies local media sources if schools are going to be delayed or closed.
- 5.9 The Executive Assistant notifies the Child Nutrition Director/designee and Kelly Services, and posts the message to CMCSS web site if schools are going to be delayed or closed.
- 5.10 COO notifies the TM.
- 5.11 TM notifies all bus drivers if schools are going to be delayed or closed.



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5.11.1 Notification takes place by 5:30am through Connect Ed.

5.11.2 Update the bus route status on the operations website.

5.12 If school system is closed, a meeting is held regarding extracurricular events. The meeting will be attended by the Chief Academic Officer, Chief Communications Officer, Chief Human Resources Officer, Chief Operations Officer, Risk Manager, School Support Coordinator, and the Director of Schools (optional). The meeting will take place at approximately 10:30 a.m.

6.0 ASSOCIATED DOCUMENTS:

6.1 Notification Chart

6.2 Route Maps

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Notification Chart	Operations Office	Perpetual	Permanent	Secured Building
Route Maps	Transportation Office	Perpetual	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/22/04		Initial Release
12/08/04	A	Add Director of Schools and Administrative Assistant in responsibility and Administrative Assistant for notification, update notification chart and flowchart
4/04/05	B	Clarify 5.2 regarding who is contacted, 5.8, 5.9, 5.11 regarding when & how contact takes place & 5.11.1 regarding how drivers are contacted, update notification chart and flowchart
9/09/05	C	Add Kelly Services to 5.9, update chart and flowchart
10/17/05	D	Replace Liberty Maintenance Manager with Assistant Facilities Manager throughout, replace COO with RM in 5.4.2, 5.4.2.1, replace RM with COO in 5.4.3, 5.4.3.1, replace VMM with AVMM in 5.4.4, 5.4.4.1, replace AVMM with VMM in 5.4.5, 5.4.5.1, update notification chart and flowchart
1/18/06	E	Expand 4.1 to include school campuses
11/06/07	F	Replace Assistant Facilities Manager with Master Driver (MD) throughout procedure, remove 5.4.1.2 and renumber, add Designee to 5.6 & 5.7, update charts

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2/26/08	G	Change postponed to delayed throughout including the title, update 5.6.2 & and 5.8.1 to include cancellation of Pre-K programs when school opening is delayed
2/23/09	H	Clarify add a new 5.6.1, clarify 5.6.2, and a new 5.6.3 renumber, remove 5.8.1, add 5.11.2 and update flowchart
6/30/09	I	Update 2.0, 5.3, add new 5.6.2 (renumber), add 5.12 and update flowchart
11/4/09	J	Update responsibility, revise 5.6.3, 5.6.4, and 5.6.5, and renumber and update 5.12.
1/7/10	K	Change meeting time in 5.12 from 11:00 a.m. to 10:30 a.m.
1/15/10	L	Add Risk Manager and Director of Schools to 5.12
11/11/10	M	FSD changed to VMM in 5.4.4, VMM changed to FSD in 5.4.5
11/16/10	N	Student Support Coordinator changed to School Support Coordinator on page 3 (5.12)
12/2/10	O	Change Administrative Assistant to Executive Assistant & revise phone numbers in flow chart

9.0 FLOWCHART:

9.1 Flowcharts detailing this process can be found in "Exhibit A & B" of this procedure.

***** End of Procedure *****

School Delaying/Closing Flowchart

