

MEMORANDUM

From the Office Mark Ferrara, Superintendent

To: GASD Employees

cc: Board of School Directors, B. Tokar, M. Hogue, B. Bronson, C. Timashenka, M. Orahoad, G. Cianci, J. Hibbard, D. Rohrbacher, A. Baldarelli

Fr: Mr. Mark Ferrara

Subject: Emergency School Closing

Date: November 11, 2014

GREENVILLE AREA SCHOOL DISTRICT ADMINISTRATIVE PROCEDURES FOR EMERGENCY SCHOOL CLOSING

Our Administrative Procedure for Emergency School Closing will be that when “ALL” schools are closed for whatever emergency, the teachers, office staff and students are off. The administrators and maintenance/custodial staff are expected to come in as soon as they can safely arrive at work. We make every effort to be sure that all the conditions are safe and secure and that the students and staff know the situation. The Administrators are in regular contact with each other throughout the day to keep updated on the status of the concern/emergency.

The Superintendent, based on the situation, will determine the length of the work day for Administrators.

Since technology is available for us to better communicate with our constituents, our phone message will be changed to be appropriate for the status, whether school is closed or delayed for whatever reason and when it is in session. The technology staff will be responsible for making sure that this goes into immediate effect. In addition to the one-call notification, our District website will also be updated to give the community the current status. We continue to look for the best way for people to have access to the most up-to-date information.

We have to be aware of everyone’s safety and would not ask people to be in an unsafe or unhealthy situation. Each emergency for calling school off will be evaluated and prudent judgment will always be paramount, keeping the safety and security as the focus.

Sincerely,

M Ferrara

Mark Ferrara
Superintendent