

**Hamilton County Department of Education
3074 Hickory Valley Road
Chattanooga, TN 37421**

2017-2018

INCLEMENT WEATHER OPERATING PROCEDURES

The following procedures will be followed in determining that schools will be closed when snow or inclement weather prohibits the transporting of students on school buses.

- a. The Director of Transportation and his staff will determine the condition of roads in all school zones. After checking with the U. S. Weather Bureau, the Director of Transportation will report his findings and recommendations to the Assistant Superintendent – no later than 5:00 a.m. A final status check of road conditions will be made between 5:00 and 5:30 a.m.
- b. The Superintendent or his designee will make a determination regarding school closing and will notify necessary staff and media no later than 5:45 a.m.
- c. On these inclement weather days, appropriate notification will be given to principals first, followed by news media and parents. A call will be placed to all student households and staff members advising of the school closure and if School Age Child Care is open or closed. This call will be made early enough to prevent students from going to bus stops and child care. Parents should also be instructed to listen for the appropriate announcement via TV and radio so they can plan accordingly.
- d. When changing weather conditions necessitate early dismissal of school, public announcements and emergency calls to student homes will be made a minimum of one hour prior to school closing time.
- e. **Principals should explain to children and parents that on emergency inclement weather days – when children are dismissed early because of snow, ice, flooding, etc. – school buses will carry the children as close as practicable (in the judgment of the school bus driver) to their home stop. Buses will not operate on steep hills, dangerous curves, dead end roads, etc. In extreme conditions, buses will not run. All extra-curricular activities (including practices) are to be canceled. Tier information for school dismissals is as follows:**
 1. **Schools starting at 7:15 - 7:30 are Tier 1 Schools.**
 2. **Schools starting at 8:00 - 8:30 are Tier 2 Schools.**
 3. **Schools starting later than 8:45 are Tier 3 Schools.**

Normally, it takes approximately 45 minutes to an hour for the buses to complete a run. When an announcement of early dismissal is made, parents will start to arrive at school to pick up their children. Except in extreme circumstances, please try to accommodate parents and allow them to dismiss their children.

- f. Unless the Central Office is announced as being closed due to inclement weather, all employees who accrue vacation leave will be notified as to when they are to report. If unable to report at the instructed time, the employee must use vacation or personal leave. The only exception to this regulation would be Operations and Maintenance employees and School Nutrition employees. Operations and Maintenance employees will receive instructions from their immediate supervisor through Justin Witt, Director of Auxiliary Services. School Nutrition Dodds Avenue employees are to report no later than two hours from their original start time. School Nutrition Maintenance/Warehouse employees are to contact their director for reporting instructions.
- g. **Principals or a principal designee are responsible for checking and reporting the condition of the school building each day during a closure. The person checking the building is responsible for calling the maintenance office at 498-7256 with an update on the condition.**
- h. **When the temperature drops below 21 degrees regardless of school schedule or break, principals and or a principal designee are responsible for checking the building and calling the maintenance office at 423-498-7255 between the hours of 7:30 a.m. and 3:30 p.m. to report the building condition. Buildings should be checked daily during any school closure. Principals or a principal designee are required to walk the entire building.**