

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## 804-AR-2. CHANGES IN DAILY SESSIONS

Delayed school openings, early dismissals, and school closings are determined primarily for the safety and welfare of students and staff members.

### Delayed Opening/Early Dismissal/School Closing

At the beginning of the year and at appropriate times throughout the year, the district will inform students, parents/guardians and employees about their responsibility to monitor the listed local media that will broadcast information about the district's schedule changes during weather situations. This information will be stated in student handbooks, district calendars, newsletters and other district literature, as well as being posted on the district website.

The Supervisor of Transportation and Superintendent or designee will monitor weather forecasts and evaluate road and travel conditions regarding their impact on safely transporting students to and from school on days of unfavorable weather conditions. They will determine delayed openings, early dismissal and closing of schools.

Designated district employees will inform administrators, notify bus drivers, announce to students and staff, notify local television and radio stations, initiate the district's telephone notification system, and post information on the district website regarding any changes in the established daily schedule for the schools. The district will attempt to provide as much advanced notice as possible.

Student reporting times, bus transportation schedules and staff reporting times will be delayed for the specific time announced.

Teachers will follow the established modified schedule for days of delayed opening and early dismissal.

When district schools are closed due to weather, students and designated staff will not report for school, and the day will not be counted as a part of the student school year or staff work year for those staff members. Days required to be made up and their dates will be designated by the Board.

During days of early dismissals or closing of school, all scheduled activities and events are cancelled.

Emergency Closing

When the Board is compelled to close a school because of contagious disease, natural disaster, or other emergency, the district will ask the Department of Education to exercise its discretion and grant a waiver to allow the district to receive full subsidy reimbursement for providing less than 180 days because of the emergency closing.

The Superintendent or designee will immediately contact the School Services Unit to discuss the emergency and any proposed solutions.

In all instances where the district is compelled to close a school under an emergency during the course of a school day, that day will be credited as a full day of membership and count as a full day of instructional hours. There will be no loss of subsidy when an emergency closing causes schools to be closed after the beginning of the school day.