

# School Closing Procedures



Below are the district's operational plans for modifying school and administrative office schedules due to inclement weather or unsafe conditions. The Superintendent and designated staff personnel will assess weather and travel conditions as early as possible – usually prior to 5:00 a.m. When a decision is made to close or delay schools for the day, parents and staff will be notified through the District's Notification System. Parents are able to modify their phone/email/text preferences through the notification system. The link for updating those preferences is listed below. Local television and radio stations [WDEL 11.50 AM, WILM 14.50 AM, KYW News Radio, ABC-TV Channel 6, NBC-TV Channel 10 and FOX 29](#) will also be notified. In most cases, one of the following messages will be publicized. However, you should listen to messages carefully as conditions may require alternate arrangements.

1. "Red Clay Schools and administrative offices will be closed today."  
In the event of a school closing, PREK will not meet.
2. "Red Clay Schools will be closed today; twelve month employees will report to work."
3. "Red Clay Schools and administrative offices will have a delayed opening of 2 hours."  
In the event of a delayed opening, there will be NO A.M. PREK classes, but FULL DAY PREK classes will begin at 9:30 A.M.

Under the first statement, only emergency personnel (those individuals previously advised by their supervisor) will report to work. Under the second statement, only twelve month employees will report to work at the normal time, unless the announcement specifically states that a delayed reporting time has been established. Under the third statement, a delayed opening will apply to all employees unless given alternate directions from a supervisor.

## **BAD WEATHER BUS STOPS:**

“Be sure to listen for an announcement about using “Bad Weather” bus stops. In some communities, we have identified alternate stop locations. Drivers will **ONLY** use these stops if we announce that they are in effect. Bad weather bus stops are listed on the district website under Transportation. Additional information is available from the transportation office.”

To update the parent notification system visit:

[http://www.redclayschools.com/pages/RedClay/Information\\_Systems/smfa](http://www.redclayschools.com/pages/RedClay/Information_Systems/smfa)