

Memo

Date: 11/1/2017
To: Supervisory Staff
From: Morris Fuselier, III
RE: Inclement Weather Procedures – School Closings

INCLEMENT WEATHER PROCEDURES - ADMINISTRATIVE REGULATIONS

Please find below, the procedures governing school closures, late starts and early dismissals, due to inclement weather. Please review with your staff.

1. Roads to be checked by the Safety and Training staff, starting at 3:30 a.m.
2. CEO or designee will report to the office by 4:00 a.m. Information from staff, L. A. County Sheriff's Department, Cal Trans, CHP, Road Department and Fire Department will be gathered and evaluated.
3. By 4:30 a.m. Superintendents will be contacted by CEO or designee to inform them of road conditions and its effect on transportation services. Pupil transportation service will be canceled or postponed by mutual agreement.
4. The CEO, or designee, will be responsible for notifying the media of changes in transportation service by 5:00 a.m.
5. When school is closed, all school activities for the entire day and evening will be cancelled, unless otherwise notified by the district's Superintendent.
6. If, after the end of a regular school day, weather conditions require cancelling of evening activities, the CEO or designee will inform the appropriate Superintendent(s) as early as possible.
7. On regular school days when the Agency is not providing transportation service due to inclement weather, the Agency switchboard will be open if at all possible from 4:00 a.m. until at least 9:00 a.m. The Agency's answering service will handle all calls when the switchboard is unmanned.
8. AVSTA Management and Confidential employees are expected to report to work if at all possible, to oversee clean-up, respond to questions, and assure the building's security.
9. The CEO, or designee, will notify each Manager, Supervisor, and Confidential employees of a school closing or early dismissal. Each supervisor will be responsible for contact and notification of subordinates. Each day will require a separate notification. No notification will mean work as usual.