

FROM: Sherry Elwood, Superintendent
DATE: December 18, 2017
SUBJECT: Emergency School Closures

Information for the Public

Information regarding the district's emergency school closure protocol, which encompasses winter-related closures, can be found on our district website > Our District > Emergency School Closures.

Poor Winter Conditions – Public Communication Protocol in a Nutshell

1. The decision to close some or all schools is made by Sherry Elwood in the early morning hours and is communicated to Ray Jung. Communication regarding school bus route conditions are sent from Maintenance and Operations Dept. to Sherry and Ray. The goal is to have any public communication decision ready by approximately 6:30 AM.
2. Ray will initiate communications through a variety of mediums. *No announcements or communications will be made if there are no closures or changes to bus schedules.*
 - a. E-mail
 - i. David Sadler – to communicate to radio and TV stations
 - ii. PVPs
 - b. Website
 - i. All schools
 - ii. District
 - c. Social media
 - i. District Twitter/Facebook
 - d. Contact parents directly via Synrevoice (secondary schools, only if they are impacted by a closure)
 - i. phone/email/SMS notification
3. Updates through the day as necessary using above steps.

Respectfully,



Sherry Elwood
Superintendent of Schools