

Grapevine-Colleyville ISD
Procedure for Inclement Weather – Decision and Information Process

- 1) On days/nights when the weather is forecasted to produce unsafe travel conditions, the Transportation Director will contact local police departments during the evening and early morning regarding roadway conditions. The Transportation Director also shall contact area school districts during the early morning to confer on roadway conditions and the issue of whether to delay the school start time or to close school. These districts include: CISD, BISSD, KISSD, and HEB ISD.
- 2) The Transportation Director calls the Chief Operations Officer (COO) with information by 5:15 a.m. COO calls the following individuals with an update on conditions.
 - Superintendent
 - Deputy Superintendent
 - Public Information Officer
 - Director of Facility Services & Construction
 - Director of Nutrition Services
- 3) The Superintendent or designee and COO make a decision by 6:00 a.m.
- 4) The COO calls the following individuals to inform them of a delay in the school start time or of school closure.
 - Deputy Superintendent
 - Public Information Officer
 - Director of Facility Services and Construction
 - Director of Nutrition Services
- 5) The Public Information Officer shall coordinate information going to the media, the message on District website, on the central administration message center, and issuing *Fast News*.
- 6) The Deputy Superintendent shall contact Technology personnel to alter the telephone answering greeting message and to issue the District-wide voice/text message.
- 7) The Leadership Team shall call key personnel that have been designated to make calls to personnel on department/campus calling trees.
- 8) Department Directors decide which personnel to call to work and when they should report for duty.

School Delays

The District decision to delay the arrival of staff to schools and other facilities of GCISD does not apply uniformly to facilities supervisors, maintenance engineers, day custodians, transportation drivers, and nutrition managers and workers who are needed on a case-by-case basis to prepare for school. Individual department managers will contact these personnel to discuss their availability and ability to report for duty

through a safe means. This may include asking them to report for duty earlier than their regular schedule. Members of facility services will contact day custodians directly. Principals and others should not delay these staff members from reporting to work.

Because we recognize that students are often at school before it school begins even when school has been delayed, campus administration should arrive to their school as soon as it is safe for them to do so. Extended Care personnel also shall report to work as soon as it is safe for them to do so.

Early Dismissal

If the District decides to dismiss school early, campus administration shall coordinate with the transportation department in regard to bus students. They also shall coordinate with the Extended Care Services Director for after school care. Finally, they shall coordinate the release of staff in such a way that students remaining at the school are under sufficient supervision and care.

Extended Care personnel will remain at the campus until directed to leave by the extended care program director. Often, students are not able to leave early and therefore the safest place for them is to remain at school. Principals shall not dismiss extended care staff who operate the after school programs.

Activities

All activities shall be cancelled at **all** facilities in GCISD when the District has dismissed early or closed school. Exceptions to this only may be approved by the Superintendent or designee or COO.