To: Parents  
From: Superintendent  
Re: Inclement Weather

Severe Cold Weather Procedures

**Severe Cold**

The District will initiate a two-hour delay when temperatures are below 0 and windchill is in the negative double digits. An example would be:

- the temperature is -2 degrees and the windchill is -13 degrees the District will call a two-hour delay.
- the temperature is -4 and the windchill is -7 degrees the District will NOT call a two-hour delay.

**Chain of Events**

- By 5:30 a.m., Superintendent must determine the District’s intentions.
- Superintendent notifies Transportation Provider and Administration.
- Administrative Assistant will notify all media sources.
- Technology Specialist will start the automated calling system.
- All district residents and employees should be alerted by 5:45 a.m. of the District’s decisions.

**Disclaimer**

*The District will scrutinize all precautions when deciding what course of action to implement during the winter months. However, please keep in mind the District is basing their decision on multiple information sources. The District will make all efforts to inform all stakeholders in a timely fashion and with the safety of all students and employees when making these complex decisions.*