



SCHOOL DELAYING/CLOSING PROCEDURE (OPS-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for delaying or closing school before the scheduled start of the school day.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Schools (DOS)
- 2.2 Chief Operations Officer (COO)
- 2.3 Student Transportation Manager (STM)
- 2.4 Safety & Health Director (SHD)
- 2.5 Vehicle Maintenance Manager (VMM)
- 2.6 Chief Communications Officer (CCO)
- 2.7 District Programs & Activities Coordinator (DPAC)
- 2.8 Executive Assistant (EA)
- 2.9 Driver Safety Supervisor (DSS)
- 2.10 Child Nutrition Director (CND)
- 2.11 Facilities Manager (FM)
- 2.12 Director's Cabinet
- 2.13 Secondary Directory (SD)
- 2.14 Senior Leadership Team (SLT)
- 2.15 Inclement Weather Team

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Schools

4.0 DEFINITIONS:

- 4.1 Physically Checking: Driving a vehicle on each type of road surface in assigned area while paying special attention to low-lying areas, hills and grades, and limited traffic areas where school buses are required to travel. Physically checking also includes all school campuses within the area of responsibility paying particular attention to parking lots, steps, and sidewalks for potential safety hazards.

5.0 PROCEDURE:



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- 5.1 The Student Transportation Manager (STM) is responsible to continuously be aware of the weather in and around Montgomery County, Tennessee. During his absence the Vehicle Maintenance Manager (VMM) assumes this responsibility.
- 5.2 When weather threatens Montgomery County, the STM initiates this procedure by contacting the Chief Operations Officer (COO), VMM, SHD, and the DSS in accordance to the Notification Chart (see10.0). Notification of procedure activation takes place at any time according to the weather conditions or forecast.
- 5.3 If this weather event has the potential to cause disruptions to school schedules, the COO sends a text to the CMCSS Director's Cabinet text group for awareness.
- 5.4 COO, STM, and the FM are available in zone or at the Operations Complex. COO arrives at the Operations Complex no later than 4:15 a.m. to monitor the weather satellite, local weather reports, the CMCSS radio network, and cell phone communications.
- 5.5 COO and STM notify and mobilize the Inclement Weather Team comprised of assigned District employees to begin "physically checking" the following sectors of the city and county to report road conditions and campus conditions via the CMCSS radio network and cell phones:
 - 5.5.1 South Clarksville (south of HWY 79 West I-24 to the Cumberland River, areas southwest of I-24 to HWY 41A, and areas south and southwest of HWY 41A to the Cumberland River)
 - 5.5.2 North Montgomery County (areas east of HWY 41A West of I-24 south to HWY 79)
 - 5.5.3 Northeast Montgomery County (areas east of I-24 and south of HWY 79)
 - 5.5.4 South Montgomery County (areas south of the Cumberland River and east of Highway 48)
 - 5.5.5 South Montgomery County (areas south of the Cumberland River and west of Highway 48)
 - 5.5.6 West Montgomery County (areas south of HWY 79, north of the Cumberland River, and east to HWY 41A)
- 5.6 COO contacts the Director of Schools (DOS)/Designee as soon as possible but no later than 5:00 a.m. with a recommendation to:
 - 5.6.1 Open the school system,
 - 5.6.2 Delay the school system opening, or
 - 5.6.2.1 Voluntary and Special Education Pre-K: If CMCSS is on a **1 hour delay** -follows the same delay schedule as their school



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- 5.6.2.2 Voluntary and Special Education Pre-K: If CMCSS is on a **2 hour delay** -is cancelled for the day. These students do not report to school on half days or early release days.
- 5.6.2.3 Tennessee Rehabilitation Center (TRC): If CMCSS is on a **1 hour delay** – follows the same delay schedule as other schools.
- 5.6.2.4 Tennessee Rehabilitation Center (TRC): If we are on a **2 hour delay** – is cancelled for the day. Teacher of Record is responsible for contacting students’ parents/guardians if necessary. These students do not report to TRC on half days or early release days; these students will stay at their current school of zone for the day.
- 5.6.2.5 Half-day program at Progressive Directions Inc. (PDI): These students will not report to PDI on half days, early release days, or delayed school days; these students will stay at their current school of zone for the day.
- 5.6.2.6 Synergy at Greenwood Complex: Synergy students will follow the same delayed school schedule as the District. These students will attend on delayed school days, half days, and early release days.
- 5.6.2.7 YMCA Fun Company Program will follow the same delay schedule as their school.
- 5.6.3 Close the school system for the day.
 - 5.6.3.1 The YMCA Fun Company will not operate in CMCSS schools on days when schools are closed.
- 5.7 Director of Schools (DOS)/Designee makes the decision and communicates the decision to the Chief Communications Officer (CCO), the Executive Assistant (EA), and the COO.
- 5.8 The CCO or designee will finalize communications, send to the Senior Leadership Team (SLT) Emergency Group email group for advance notice and review and text the SLT Emergency Group.
- 5.9 The CCO or designee will record, prepare, and schedule the final communications for all stakeholders:
 - 5.9.1 Call
 - 5.9.2 Text
 - 5.9.3 Email
 - 5.9.4 Website
 - 5.9.5 Social



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5.9.6 Media Release

5.9.7 Individual online systems for the four Nashville networks

5.9.8 If there is a need for an employee-specific email, this will be decided in step 5.8 of this procedure and scheduled for release after the all-stakeholder communication is sent.

5.10 The EA posts the message to the CMCSS website, and records message for CMCSS switchboard if schools are going to be delayed or closed.

5.11 COO notifies the STM and CND.

5.12 STM notifies all bus drivers if schools are going to be delayed or closed.

5.12.1 CCO and EA post school delay or closing notification on the CMCSS website, Facebook, and/or other social media.

5.12.2 Notification of all routes takes place by 5:00 a.m. through the telephone notification system.

5.13 If the school system is closed, a meeting is held regarding extra-curricular events. The meeting will be attended by the CCO, COO, STM, SHD, DPAC, Secondary Director, and the Director of Schools (optional). The meeting will take place at approximately 10:30 a.m.

5.14 Whenever school is out of session or cancelled for the day including the fall, winter, spring, and summer breaks, the managers of the Operations Department will supervise and direct all custodial work with a focus on preparing the District to open.

5.15 On inclement weather days, the school cafeteria meal schedule will be as follows:

5.15.1 Scheduled Half Days – Only breakfast will be served (Exception-Breakfast will not be served on the first half-day and the last half-day of school.)

5.15.2 Unscheduled Half Days – Both breakfast and lunch will be served

5.15.3 Delayed Schedule Days – Both breakfast and lunch will be served

5.15.4 Early Dismissal Days – Both breakfast and lunch will be served

6.0 ASSOCIATED DOCUMENTS:

6.1 Notification Chart (attached)

6.2 Route Maps



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Notification Chart	Operations Office	Perpetual	Permanent	Secured Building
Route Maps	Transportation Office	Perpetual	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/22/04		Initial Release
12/8/04	A	Add Director of Schools and Administrative Assistant in responsibility and Administrative Assistant for notification, update notification chart, and flowchart
	B	Clarify 5.2 regarding who is contacted, 5.8, 5.9, 5.11 regarding when & how contact takes place & 5.11.1 regarding how drivers are contacted, update notification chart and flowchart
9/09/05	C	Add Kelly Services to 5.9, update chart and flowchart
10/17/05	D	Replace Liberty Maintenance Manager with Assistant Facilities Manager throughout, replace COO with RM in 5.4.2, 5.4.2.1, replace RM with COO in 5.4.3, 5.4.3.1, replace VMM with AVMM in 5.4.4, 5.4.4.1, replace AVMM with VMM in 5.4.5, 5.4.5.1, update notification chart and flowchart
1/18/06	E	Expand 4.1 to include school campuses
11/06/07	F	Replace Assistant Facilities Manager with Master Driver (MD) throughout procedure, remove 5.4.1.2 and renumber, add Designee to 5.6 & 5.7, update charts
2/26/08	G	Change postponed to delayed throughout including the title, update 5.6.2 & 5.8.1 to include cancellation of Pre-K programs when school opening is delayed
2/23/09	H	Clarify add a new 5.6.1, clarify 5.6.2, and a new 5.6.3 renumber, remove 5.8.1, add 5.11.2 and update flowchart
6/30/09	I	Update 2.0, 5.3, add new 5.6.2 (renumber), add 5.12 and update flowchart
11/4/09	J	Update responsibility, revise 5.6.3, 5.6.4, and 5.6.5, and renumber and update 5.12.
1/7/10	K	Change meeting time in 5.12 from 11:00 a.m. to 10:30 a.m.
1/15/10	L	Add Risk Manager and Director of Schools to 5.12
11/11/10	M	FSD changed to VMM in 5.4.4, VMM changed to FSD in 5.4.5
11/16/10	N	Student Support Coordinator changed to School Support Coordinator on page 3 (5.12)
12/02/10	O	Change Administrative Assistant to Executive Assistant & revise phone



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10/16/12	P	numbers in flow chart. 5.2.1 Change time to 5:00 p.m. to 3:00 a.m., 5.4.4 and 5.4.5 update titles. Add 5.6.2 Open school system for a half day, change Connect Ed to School Messenger, update Flow Chart and Notification Chart, include both in procedure
1/7/14	Q	5.4.1 add arrival time; 5.4.1.1 add COO arrives, change time to 4:15; 5.4.1.2 add COO contacts; 5.4.3 and 5.4.3.1 change to VMM; 5.4.4 and 5.4.4.1 change to FSD and areas south of Cumberland River; 5.6 add as soon as possible but no later than; Notification Chart – update VMM contact information, change title to Executive Secretary, change to School Messenger
11/15/14	R	Remove Chief Academic Officer from 2.2 and 5.12; Add Child Nutrition Director (CND) to 2.2; Update Master Driver (MD) to Fleet Supervisor (FS); Change 5.3 and 5.4.6 from MD to FS; Add “Voluntary and Special Education” to 5.6.3.1 and 5.6.3.2; Remove Kelly Services from 5.9 and add “update CMCSS website and record message for CMCSS switchboard”; add Dispatch to 5.11.2; Update Flow Chart; Update Notification Chart.
10/22/15	S	Add “2.13 Assistant Vehicle Maintenance Manager (AVMM)”, Add “2.14 West Creek Lead Mechanic (WCLM)”, “Remove Fleet Safety Director (FSD) from 5.4.5 and replace with Assistant Vehicle Maintenance Manager (AVMM); Add “and east of Highway 48”. Change 5.4.6 to read same as 5.4.5 except change AVMM to WCLM, change “and east of Highway 48” to “and west of Highway 48”. Former 5.4.6 changes to new 5.4.7. Add “Notification of select routes by 5:15 a.m. by direct call” to 5.11.1 Former 5.11.1 changes to 5.11.2; Add “of all routes”. Former 5.11.2 changes to 5.11.3
10/3/16	T	Update Flow Chart; Update Notification Chart Remove “Fleet Supervisor (FS)” from 2.10, Former 2.11 changes to 2.10; Remove “Fleet Supervisor (FS)” from 5.3; Add “checks south Clarksville south HWY 79 west I-24 north 76 east Cumberland River and north of HWY 79” in 5.4.1; Remove “and HWY 76” and replace with “west of I-24” in 5.4.2; Remove “and south of HWY 70” in 5.4.3; Remove all wording in 5.4.4, Former 5.4.5 changes to 5.4.4; Remove “HWY 12 and west of HWY 41A to the Cumberland River” and replace with I-24 and HWY 76” in 5.4.5; Change “FS” to “DSM” in 5.4.8; Update Notification Chart. Remove 5.6.2.
9/1/17	U	Add 5.12 “Whenever school is out of session or cancelled for the day including the Fall, Winter, Spring, and Summer breaks the Managers of the Operations Department will supervise and direct all custodial work with a focus on preparing the District to open! ”
10/25/17	V	Add 5.13 “On inclement weather days, the school cafeteria meal schedule will be as follows:”; 5.13.1 “Scheduled Half Days-Only breakfast will be served (Exception-Breakfast will not be served on the first half-day and the last half-day of school.); 5.13.2 “Unscheduled Half Days-Both breakfast and lunch will be served; 5.13.3 “Delayed Schedule Days-Both breakfast and lunch will be served; 5.14.4 “Early Dismissal Days-Both breakfast and



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lunch will be served”; added or early release days.”; 5.5.2.2. added “These students do not report to school on half days or early release days.”; 5.5.2.4 added “These students do not report to school on half days or early release days; these students will stay in their school of zone.”; 5.5.2.5 added “Half day program at Progressive Directions: Will not report on half days, early release days, or delayed school days; these students will stay in their school of zone.”; added “Synergy at Greenwood Complex: Synergy students will follow the same delayed school schedule as the District. These students will attend on delayed school days, half days, and early release days.” 2.8 changed the title “School Support Coordinator” to “District Programs & Activities Coordinator”; 5.8 deleted “School Messenger” to telephone notification system”, added “posts status to social media,” changed “local” to “area news”, deleted “sources”; 5.10.2 changed “School Messenger” to “telephone notification system”; added “/Closing” to title; 2.5 and 5.3 changed “Risk Manager (RM)” to “Safety & Health Director (SHD)” and 5.4.3 changed “RM” to “SHD”; 5.11 changed “Risk Manager” to “Safety & Health Director”; 9.0 Flowchart deleted “notifies Media and School Messenger” and added “records message on telephone notification system, posts status to social media, and notifies area media”; 10.0 Notification Chart changed “Risk Manager” to “Safety & Health Director” and changed “School Support Coordinator” to “District Programs & Activities Coordinator”; 10.0 updated contact phone numbers and call signs.

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| 11/30/17 | W | Liberty Lead Mechanic added to notification chart. Added “2.14 Liberty Lead Mechanic (LLM)”; added “2.15 Operations Foreman (OF)”; 5.4.1 added “COO and OF are available in zone or at the Operations Complex.” as the first sentence; 5.4.1 changed “COO” to “DSM”; 5.4.1 moved “DSM checks south Clarksville, south of HWY 79 West I-24 North of HWY 76 East Cumberland River and North of HWY 79.” to last sentence; 5.4.7 changed “DSM” to “LLM”; 5.5 changed “4:15 a.m.” to “5:00 a.m.” |
| 11/5/18 | X | Changed 2.10 from “Driver Safety Manager (DSM)” to “Driver Safety Supervisor (DSS)”; Changed 2.15 from “Operation Foreman” to “Custodial Manager (CM)”; Added 2.16 “Facilities Manager (FM)”; Added 2.17 “Assistant Transportation Manager”, removed 2.13 “West Creek Lead Mechanic (WCLM)”; 5.3 Changed “Manager” to “Supervisor”; 5.4.1 Changed “OF” to “TM”, added “FM”, moved last sentence to create new paragraph 5.4.2; 5.4.2 Changed “DSM” to “ATM”, added “VMM”, deleted “north of HWY 76 East”, deleted “and north of HWY 79”, added “to the”, added “Specifically, the ATM will check areas southwest of I-24 to HWY 41A. VMM will check areas south and southwest of HWY 41A to the Cumberland River.”; 5.4.3 Added “south to HWY 79”; 5.4.4 Deleted entire sentence; 5.4.6 Changed “WCLM” to “DSS”; |



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11/28/18	Y	Added "5.5.2.7 The YMCA Fun Company Program will follow the same delay schedule as their school."; Added "5.5.3.1 The YMCA Fun Company Program will not operate in CMCSS schools on days when schools are closed."; 5.10.1 Replaced " Notification of select routes by 4:30 a.m. by direct call" with "CCO and EA will post school delay or closing notification on the CMCSS website, Facebook, and/or other social media."
9/19/19	Z	2.4 Added "Student", and changed "TM" to "STM"; 5.1 Added "Student", changed "TM" to "STM"; 5.2 Changed "TM" to "STM"; 5.4.1 Changed "TM" to "STM"; 5.4.3 Changed "TM" to "STM"; 5.5.2.1 Deleted "we are", added "CMCSS is"; 5.5.2.2 Deleted "we are", added "CMCSS is"; 5.5.2.3 Deleted "we are", added "CMCSS is"; 5.5.2.4 Changed "school" to "TRC", changed "in" to "at", added "current", added "for the day"; 5.5.2.5 Added "Inc.", added "(PDI)", Added "These students will", changed "in" to "at", added "current", added "for the day".
6/7/21	AA	Deleted "2.3 Chief Human Resources Officer (CHRO)"; Deleted "2.12 Assistant Vehicle Maintenance Manager (AVMM)"; Deleted "2.13 Liberty Lead Mechanic (LLM)"; Deleted "2.14 Custodial & Warehousing Manager (CWM)"; Deleted "Assistant Transportation Manager (ATM)"; 2.12 Added "Director's Cabinet"; Added "2.13 Senior Leadership Team (SLT)"; Added "2.14 Inclement Weather Team"; 5.2 Deleted "and the", added "SHD", added "and the DSS in accordance to the Notification Chart (see 10.0).", added "of procedure activation"; Added "5.3 If this weather event has the potential to cause disruptions to school schedules, the COO sends a text to the CMCSS Director's Cabinet text group for awareness."; Added "5.4 COO, STM, and the FM are available in zone or at the Operations Complex. COO arrives at the Operations Complex no later than 4:15 a.m. to monitor the weather satellite, local weather reports, the CMCSS radio network, and cell phone communications."; Added "5.5 COO and STM notify and mobilize the Inclement Weather Team comprised of assigned District employees to begin "physically checking" the following sectors of the city and county to report road conditions and campus conditions via the CMCSS radio network and cell phones: 5.5.1 South Clarksville (south of HWY 79 West I-24 to the Cumberland River, areas southwest of I-24 to HWY 41A, and areas south and southwest of HWY 41A to the Cumberland River)"; "5.5.2 North Montgomery County (areas east of HWY 41A West of I-24 south to HWY 79)"; "5.5.3 Northeast Montgomery County (areas east of I-24 and south of HWY 79)"; "5.5.4 South Montgomery County (areas south of the Cumberland River and east of Highway 48)"; "5.5.5 South Montgomery County (areas south of the Cumberland River and west of Highway 48)"; "5.5.6 West Montgomery County (areas south of HWY 79, north of the Cumberland River, and east to HWY 41A)"; 5.6 added "(DOS)"; 5.7 added "(DOS)"; Added "5.8 The CCO or designee will finalize communications, send to the Senior Leadership Team (SLT) Emergency Group email group for advance notice and review, and text the SLT Emergency Group."; Added 5.9 "The", added "or designee will", added



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“prepare, and schedule”, added “final communications for all stakeholders.”, deleted “message on telephone notification system, posts status to social media and notifies area news media if schools are going to be delayed or closed”; Added “5.9.1 Call”, “5.9.2 Text”, “5.9.3 Email”, “5.9.4 Website”, “5.9.5 Social”, “5.9.6 Media Release”, “5.9.7 Individual online systems for the four Nashville networks”, “5.9.8 If there is a need for an employee-specific email, this will be decided in step 5.8 of this procedure and scheduled for release after the all-stakeholder communication is sent.”; 5.10 Deleted “notifies the Child Nutrition Director/Designee”; Deleted “5.10.3 Dispatch updates the bus route status on the Operations Website.”; 5.11 Added “and CND.”; Updated 9.1 Flowchart.; Updated Notification Chart.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



