



IN SESSION SCHOOL CLOSING PROCEDURE

(OPS-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for closing school and for canceling extra circular activities while school is in session.

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

2.0 RESPONSIBILITY:

- 2.1 Chief Operations Officer (COO)
- 2.2 Student Transportation Manager (STM)
- 2.3 Vehicle Maintenance Manager (VMM)
- 2.4 Chief Communications Officer (CCO)
- 2.5 Chief Academic Officer (CAO)
- 2.6 District Programs & Activities Coordinator (DPAC)
- 2.7 Director of Schools (DOS)
- 2.8 Director's Cabinet
- 2.9 Senior Leadership Team (SLT)
- 2.10 Inclement Weather Team (IWT)

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 requiring school bus travel.
- 4.2 Emergency Closing Student Drop-Off: The driver will ask the child if they have a key to their home. If the child says "no" the driver will remain at the bus stop until they observe the child enter the home. If the child cannot enter the home, the driver will return the child to their school.

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) and the VMM. 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 STM sends an initial mass notification system message requesting bus drivers to stay close to the phone.
 - 5.5 COO and VMM continue the notification/initiation process in accordance with Notification Chart (see Exhibit B).
 - 5.6 The COO and the STM remain at the Operations Complex to monitor the weather satellite, local weather reports, the CMCSS radio network, and cell phone communications. STM contacts the National Weather Service, County Road Department, County Sheriff, Clarksville Police Department, and surrounding school systems for additional information.
 - 5.7 COO contacts the Director of Schools (DOS)/Designee as soon as possible with the recommendation to:
 - 5.7.1 Keep the school system open
 - 5.7.2 Close the system immediately
 - 5.7.3 Close the school system at a specific time
 - 5.7.4 Cancel extra circular activities
 - 5.8 The DOS/Designee makes the decision and communicates the decision to the Chief Communications Officer (CCO) and the COO.
 - 5.9 If the DOS/Designee approves a recommendation from Operations to close schools, dismiss early, start late, etc., a text will be sent to the Director's Cabinet group to schedule a FaceTime call/video conference to discuss details and confirm the communication plan.
 - 5.9.1 If there is ample time, a Zoom meeting may be scheduled in lieu of Face Time.
 - 5.9.2 Members of Cabinet may ask designees to join as needed.
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- 5.9.3 The Cabinet will confirm the details of the communication plan.
- 5.10 After the Cabinet confirms the details of the communication plan, 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.
 - 5.10.1 If time allows, SLT Emergency Group will have at least thirty minutes to review before the message is sent to Principals.
- 5.11 After SLT Emergency Group reviews the message and any applicable changes are made, the CCO will send the all-stakeholder message to Principals in advance.
 - 5.11.1 If time allows, Principals will have at least thirty minutes to review before messaging goes out to all stakeholders.
 - 5.11.2 This email will include any reminders from other departments (see communication packages) below.
- 5.12 The CCO or designee will record, prepare, and schedule the communications for all stakeholders:
 - 5.12.1 Call
 - 5.12.2 Text
 - 5.12.3 Email
 - 5.12.4 Website
 - 5.12.5 Social
 - 5.12.6 Media Release
 - 5.12.7 Individual online systems for the four Nashville networks
 - 5.12.8 If there is a need for an employee-specific email, this will be decided in step 5.10 of this procedure and scheduled for release after the all-stakeholder communication is sent.
- 5.13 COO notifies the STM and CND.
- 5.14 STM notifies all bus drivers using mass notification system. Minimum of forty-five minutes prior to inclement weather early dismissal time.



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5.15 If the school system is closing early, bus drivers will follow the Emergency Closing Student Drop-Off plan as referenced in TRN-P004.

5.16 Principals continue monitoring radio channels until all buses report empty and the CAO releases them from monitoring. Dispatch will communicate with Level Directors until all buses are clear. Staff for all schools are dismissed only after clearance by the DOS, CAO or designee as referenced in TRN-P004.

5.17 During an inclement weather dismissal situation, custodial supervision will become the responsibility of the Operations Custodial-Warehousing Manager (or the Assistant Custodial Manager in the absence of the Operations Custodial-Warehousing Manager).

6.0 ASSOCIATED DOCUMENTS:

6.1 Notification Chart

6.2 Route Maps

6.3 TRN-P004 Bus Route Student Accountability Procedure

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>
1/10/05		Initial Release
5/04/06	A	Include extra circular activities in scope and throughout procedure, replace Liberty Maintenance Manager with Assistant Facilities Manager, update flowchart
6/30/09	B	Update with Fleet Safety Director, Master Driver and School Support Coordinator, revise flowchart and notification chart



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| 4/06/15 | C | Update logo and formatting, change "Communications Director" to "Chief Communications Officer," Remove SLT Definition, 2.1 add FSD and FS & Remove AVMM and AFM, 5.4 change TM to COO, 5.7.3 Change COO to VMM, 5.7.4 Change VMM to FSD and update area information, 5.7.5 Change FSD to FS and update area information, Remove 5.7.6, update flowchart, update notification chart |
| 10/1/19 | D | 2.1 Added "Student", changed "Risk Manager" to "Safety and Health Director", changed "Fleet" to "Driver"; changed "Officer" to "Supervisor"; 5.1 Added "Student", changed "TM" to "STM"; 5.2 Changed "TM" to "STM"; 5.3 Changed "TM" to "STM"; 5.3.1 Changed "TM" to "STM"; 5.4 changed "Weather Alert List Serve" to correct format "weatherAlert" list serve; 5.7.2 Changed "Risk Manager (RM)" to "Safety and Health Director (SHD)"; 5.7.2.1 Changed "RM" to "SHD"; 5.7.4 "Changed "Fleet" to "Driver", changed "Director" to "Supervisor", changed "FSD" to "DSS"; 5.7.4.1 Changed "FSD" to "DSS"; 5.7.5 Changed "Fleet Supervisor (FS)" to "Assistant Transportation Manager (ATM); 5.7.5.1 Changed "FS" to "ATM"; updated flowchart. |
| 6/7/21 | E | 2.1 Added "(COO)"; 2.2 Added "(STM)"; Deleted 2.3 "Safety and Health Director"; 2.4 Added "(CCO)"; Deleted 2.5 "Driver Safety Supervisor"; Added 2.5 "Chief Academic Officer (CAO)"; Deleted 2.6 "Fleet Supervisor"; Added 2.6 "District Programs & Activities Coordinator (DPAC)"; 2.7 Changed "School Support Coordinator" to "Director of Schools (DOS)"; Added 2.8 "Director's Cabinet"; Added 2.9 "Senior Leadership Team (SLT)"; Added 2.10 "Inclement Weather Team (IWT)"; 5.2 Added "Notification of procedure activation takes place at any time according to the weather conditions or forecast."; 5.3 Added "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 Changed "Connect Ed" to "mass notification system"; Deleted 5.3.1; Deleted "5.4"; Deleted "5.5"; 5.6 Added "The COO and the", added "and cell phone communications.", added "National Weather Service", Deleted all sector assignments; Deleted original 5.7; 5.7 Added "(DOS)/Designee as soon as possible"; 5.8 Added "The", deleted "Director of School", added "DOS/Designee"; Added "5.9 If the DOS/Designee approves a recommendation from Operations to close schools, dismiss early, start late, etc., a text will be sent to the Director's Cabinet group to schedule a FaceTime call/video conference to discuss details and confirm the communication plan., 5.9.1 If there is ample time, a Zoom meeting may be scheduled in lieu of Face Time., 5.9.2 Members of Cabinet may ask |



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9.0 FLOWCHART:

9.1 Flowcharts detailing this process can be found in "Exhibit A & B" of this procedure.



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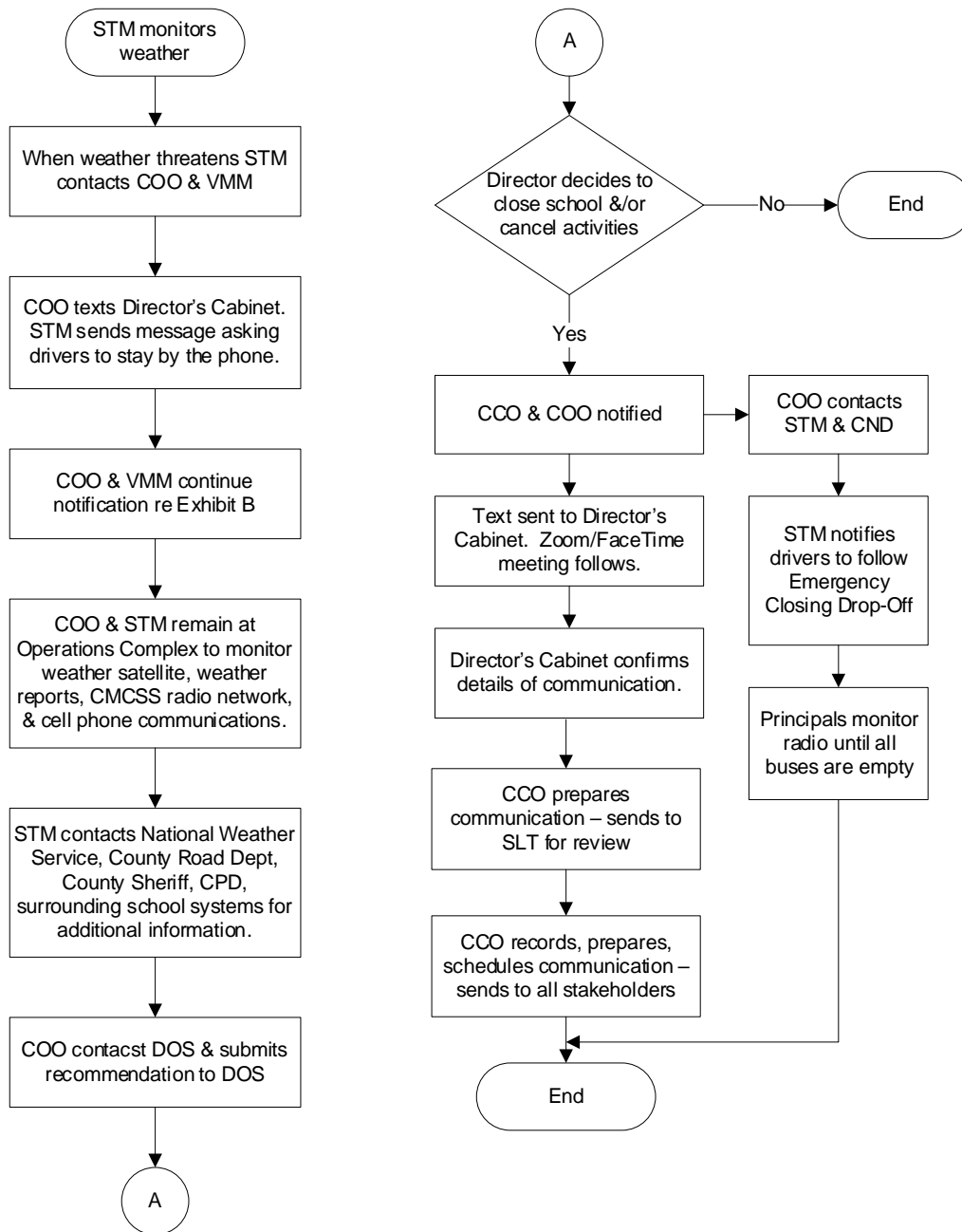
***** End of Procedure *****



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