

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.8011.1

Emergency Closings

When planning for potential school closure and early dismissals due to weather related concerns, the goal is to have dismissal and transportation service on a set timeframe in order to reduce confusion.

The Superintendent, Executive Director of School Leadership and Director of Maintenance and Operations will meet to determine whether schools should close, delay opening or be released early.

The decision to close or delay the start of school will be decided by 5:15 a.m., when possible.

Once a decision has been made, the following actions will take place:

1. An email will be sent to EX Closure (Executive Committee, Principals, Assistant Principals , Food Service, Transportation, ECC and SRO's)
2. SAB Administrative Assistants will contact school principals as needed.
3. Communications Department will create a ParentSquare message and send to staff and families.
4. First Student Transportation will be contacted.
5. Communication Department will notify city and media contacts.
6. Email will be sent to the Board of Education.
7. Communication Department will post closure/delay information on website and social media platforms.

DELAYED START SCHEDULES

One Hour Delayed Start

- All schools opening delayed one hour
- Breakfast will be served
- ECC will be closed for morning and open for afternoon regular schedule

Two Hour Delayed Start

- All schools opening delayed two hours
- Preschool will be closed for the day if it occurs on a Wednesday
- Breakfast will not be served
- ECC will be closed in morning and open for afternoon regular schedule

EARLY DISMISSALS SCHEDULES

Schools are to make an effort to serve lunch prior to dismissal. Transportation requires a minimum of 50 minutes to implement an early dismissal.

Oak Ridge Schools will implement either an OPTION A or OPTION B early dismissal when possible.

In the event of a dismissal outside of the timeframes listed, the same time intervals will be followed.

OPTION A Schedule

1. The decision to dismiss will be made by 9:30 a.m.
2. Transportation will be notified of the early dismissal.
3. School principals and other key personnel will be contacted by 10:00 a.m.
4. Parents will be notified of the early dismissal by 10:00 a.m.
5. Dismissal Schedule A will be implemented.
 - Preschool & Secret City Academy dismisses at 11:15 a.m.
 - Middle Schools and High School dismisses at 12:15 p.m.
 - Elementary Schools (to include CDC) dismisses at 1:00 p.m.
 - ECC afternoon services will be closed.

OPTION B Schedule (mirrors a Wednesday schedule)

1. The decision to dismiss will be made by 10:15 a.m.
2. Transportation will be notified of the early dismissal
3. School principals and other key personnel will be contacted by 10:45 a.m.
4. Parents will be notified of early dismissal at 10:45 a.m.
5. Dismissal Schedule B will be implemented
 - Preschool dismisses at 11:45 a.m.
 - Middle Schools dismisses at 12:45 p.m.
 - Secret City dismisses at 1:00 p.m.
 - Elementary Schools dismiss at 1:30 p.m.
 - High School dismisses at 1:49 p.m.
 - ECC afternoon services will be closed.

SCHOOL-RELATED ACTIVITIES AND ATHLETIC EVENTS

All school-related, extracurricular activities and community use of school facilities will be canceled on any day school is canceled. Principals, coaches and other school personnel shall not schedule impromptu practices rehearsals, or activities at times when school is canceled. If schools are closed due to weather conditions on the last school day before a weekend or break, weekend activities may still be conducted if weather conditions permit approval. The Superintendent/Designee may also allow events to occur even if schools have been closed, provided the events can be conducted safely. Use of district facilities for primary and general elections or for the emergency shelters, as designated by county or state authorities, are exempt from the policies set forth in this procedure.