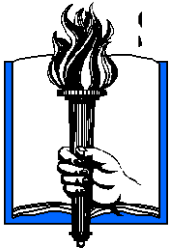


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Weather-Related Delay &amp; School Closing</b>	<b>Descriptor No:</b>  <b>AD STU1</b>	<b>Effective Date:</b>  <b>1/82</b>
<b>Reviewed/Revised:</b>  <b>7/84; 3/99; 2/14; 6/14; 9/18</b>		

1 WEATHER-RELATED DELAY OF SCHOOL OPENING

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3 When the opening of school is delayed for transportation because of inclement weather, all  
4 personnel are expected to make every reasonable effort to observe normal working hours.

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6 WEATHER-RELATED SCHOOL CLOSINGS

7  
8 The Director of Schools or his/her designee is responsible for making the decision on whether to  
9 close school during inclement weather situations. If the weather dictates that school needs to  
10 remain closed, open late, close early, etc., the following procedure will be followed.

11  
12 The Director will gather all pertinent information from reliable sources such as:

- 13  
14
- 15 • MCS Transportation Department Supervisor
  - 16 • Maintenance Department Supervisor
  - 17 • Finance and Administrative Services Director
  - 18 • Murfreesboro Police Department Dispatch
  - 19 • Murfreesboro Street and Sign Department
  - 20 • Murfreesboro Solid Waste Department
  - 21 • Local and National Weather Services
  - 22 • Other School District Closing Information

23 The Director will make every effort to make the decision by 5:00 a.m. to either close school or  
24 open late. Once the decision is made, the following procedure will be followed:

25  
26 The Director will contact the following people by phone as early as possible after the decision is  
27 finalized:

- 28  
29
- 30 • Transportation Supervisor (to contact all Transportation Department employees)
  - 31 • Maintenance Supervisor (to set up snow and/or ice removal processes)
  - 32 • Extended School Program Supervisor (to contact all site supervisors and arrange snow sites)

- 33 • Finance and Administrative Services Director (to follow up with all support areas)
- 34 • Communications Director to send appropriate message to all parents and staff through
- 35 School Messenger; and communicate with local and Nashville media as well as update
- 36 social media platforms and website.

37  
38 The Communications Director will send out the appropriately pre-scripted School Messenger  
39 messages to the following groups:

- 40
- 41 • All parents/guardians of current MCS students
- 42 • All principals, teachers, and other employees on the School Messenger call list (different
- 43 message with instructions for reporting to work.)
- 44

45 The Director will evaluate the situation to determine what, if any, additional action needs to be  
46 taken.

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