

**Administrative Procedures for Policy #1510 (Administration) of the Board of Education
Regarding School Closings, Delayed Openings and Early Dismissals Due to Emergencies
Including Tornado Warnings
Procedures for Changes in School Schedules in Emergency Situations**

- I. The Superintendent of Schools or his/her designee will determine when schools will be closed for emergency purposes. In cases of inclement weather, the Director of Transportation and/or his designee will, after conferring with the Director of School Facilities, make a recommendation to the Superintendent regarding the status of schools.
- II. If on a given day schools have a scheduled two-hour early dismissal and a two-hour delayed opening is announced, then students will NOT be dismissed early and will remain in school until the end of their regular school day.
 - A. Emergency Two-Hour Delayed Opening
 1. Every effort will be made to make the decision to delay school opening prior to 5:00 a.m.
 2. Every effort will be made to begin notification to the public and CCPS personnel no later than 5:15 a.m.
 3. All school vehicles/buses will begin their a.m. trips two hours later than usual, as appropriate.
 4. Non-public school vehicles/buses will begin their a.m. trips two hours later than usual, as appropriate, unless the route is through another jurisdiction where schools have been closed for the day. In this case, non-public transportation is cancelled.
 5. A.M. prekindergarten and special prekindergarten will be canceled.
 6. A.M. HeadStart will be picked up two hours late.
 7. P.M. prekindergarten students will be picked up at the regular time.
 - B. Emergency Early Dismissal
 1. P.M. prekindergarten and HeadStart will be cancelled.
 2. A.M. prekindergarten program, as well as students in the a.m. HeadStart program who reside within the school's attendance area, will not be taken home at their usual times. They will remain at school, be provided lunch, and go home with students in grades K-5.
 3. Students who are bussed into a HeadStart program from another school's attendance area will leave school at 11:00AM on the bus serving regional programs.

Administration 1510.1

Procedures Written: 8/90

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Reviewed Without Changes: 3/13/08

4. If any jurisdiction along the route to or from a non-public school closes early, the school bus/vehicle under contract to CCPS will return students home early, even if CCPS remains in session for a full student day.
5. Unless otherwise announced all afterschool, activities are cancelled when there is an emergency early dismissal.

C. Emergency Closing of Schools for the Day

1. Every effort will be made to make the decision to close schools prior to 5:00 a.m.
2. Every effort will be made to begin notification to the public and CCPS personnel no later than 5:15 a.m.

III. Notification of School Schedule Changes

- A. The Superintendent or designee in the Department of Transportation will initiate the employee notification in accordance with procedure 1510.2 – Notification Chain Procedures
- B. The Superintendent or designee will send notifications of school schedule changes to subscribers of the Calvert County Public Schools emergency notification system.
- C. The Superintendent or designee in the Department of Transportation will notify the mass media outlets in the table below:

Radio or TV Station	Frequency or Channel	City
AP	Mass Media Distribution	Maryland Suburbs
The Baynet	Internet	Southern Maryland
Somar Communications	Mass Media Distribution	Southern Maryland
WSMD	98.3 FM	Mechanicsville, MD
WBAL	1090 AM	Baltimore, Maryland
WTOP	103.5 FM	Washington, DC
WRC TV	4	Washington, DC
WTTG TV	5	Washington, DC
WJLA TV	7	Washington, DC
WUSA TV	9	Washington, DC
WBAL TV	11	Baltimore, Maryland

- D. The Superintendent or designee will post information about schedule changes on the Calvert County Public Schools website.
- E. The Director of Transportation or designee will activate the bus contractor notification chain and contact any other school vehicle service providers. School vehicle/bus drivers will notify bus assistants as appropriate.
- F. If school is in session when the decision to close is made, the Superintendent or designee will give each school the dismissal information.

Administration 1510.1

Procedures Written: 8/90

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1. All students at the Career & Technology Academy will be returned to their home schools.
2. Each school principal or Supervisor of Instruction who authorized a field trip will determine whether there are students away from their home school on field trips or at school sanctioned events or activities.
 - a. The Superintendent or designee will consult with the Director of Transportation for information.
 - b. A decision by the principal or Supervisor of Instruction to continue those field trips or to return those students to school will be made in consultation with the Superintendent or designee.

IV. **TORNADO WARNING**

- A. This procedure applies to tornado **warnings** issued within Calvert County, Maryland only. A tornado **warning** means that a tornado has been sighted. A tornado watch means that current or anticipated conditions may produce a tornado. While administrators and bus personnel may use discretion in times of severe thunderstorms or tornado watches, a tornado **warning** issued to an area within Calvert County requires a system-wide approach and actions.
- B. In the event of a tornado **warning** issued in the morning, schools shall receive and shelter students, staff and bus personnel. In the event of a tornado **warning** issued during the day, no student shall be dismissed from school during the time that a tornado **warning** is in effect in the area of the bus's path. School staff and Transportation staff will notify drivers and bus assistants to leave the school vehicles and seek shelter inside the school building. Transportation services will stop in the area of the tornado warning at the commencement of the **warning** and may restart at the conclusion of the **warning** or upon direction of Director of Transportation/designee. Upon resumption of transportation services will resume on a delayed basis, without changes to pick-up or discharge sequence.

V. **BUS OPERATION GUIDELINE:**

A. **IF A TORNADO WARNING IS ISSUED DURING STUDENT PICK-UP TIMES**

1. **TORNADO OBSERVED:** If conditions indicate that a tornado is in the immediate vicinity, the bus driver is to stop student pick-up and seek appropriate shelter for all vehicle occupants. This could include a different school building, a fire house, a church, or a business. It is possible that the driver and bus assistant may have to evacuate the bus and seek shelter far away from the bus in a low-lying area. In that case the driver and bus assistant must also be aware of the possibility of flash flooding, and may have to relocate.
2. **TORNADO WARNING WITHOUT A SIGHTING:** Absent conditions indicating that a tornado is in the immediate vicinity, bus drivers in the process of picking up students will continue to pick up all students for the trip and proceed to the school destination. Upon arrival at the destination school, the

bus driver is to stop all operations until the expiration of the tornado **warning**. The bus driver, bus assistant and passengers are to seek shelter at the school.

3. If the bus driver and/or bus assistant receives notice of a **warning** at a school site or at a time prior to pick up of student passengers, the bus driver and/or bus assistant is to discontinue operations immediately and seek shelter. (This could happen between high, middle, and elementary bus runs)
4. **RESUMPTION OF SERVICE:** Upon expiration of the tornado **warning**, the bus driver and bus assistant will resume operations, although late, without change to the pick-up sequence.

B. IF A TORNADO WARNING IS ISSUED DURING STUDENT DISMISSAL TIMES

1. **TORNADO OBSERVED:** If conditions indicate that a tornado is in the immediate vicinity, the bus operator is to stop student discharge and seek appropriate shelter for all vehicle occupants.
2. **TORNADO WARNING WITHOUT A SIGHTING:** Absent conditions indicating that a tornado is in the immediate vicinity, bus driver and bus assistant in the process of discharging students will continue to discharge all students for the trip and proceed to the next school destination, if any. Upon arrival at the next school destination, the bus operator is to stop all operations until the expiration of the tornado **warning**. The bus operator, bus assistant and passengers are to seek shelter at the school.
3. If the bus driver and/or bus assistant receives notice of a **warning** at the school site or at a time prior to departure from a school, the bus operator is to discontinue operations immediately and seek shelter at the school site.
4. **RESUMPTION OF SERVICE:** Upon expiration of the tornado **warning**, the bus operator will resume operations, although late, without change to the discharge sequence.

VI. School Vehicle/Bus Routes

- A. When schools are officially in session, school vehicles will follow their regularly assigned routes unless a determination is made by the driver not to traverse certain portions of the route in the interest of safety. This decision will be made based on the route's road conditions.
 1. The Director of Transportation will direct school vehicle contractors to have their drivers notify guardians in advance and in writing of the roads the drivers believe they will not be able to safely travel and provide the location of the alternate pick-up and/or drop-off location.
 2. These notifications must be provided first to the School Vehicle/Bus Contractor for review and approval. Then the School Vehicle/Bus Contractor must forward these to the Director of Transportation in advance and in writing for review and approval

3. In a situation where advanced written notice to the guardian was not possible, the school vehicle driver may not discharge the student at an alternate stop location. The school vehicle driver shall contact Transportation Department which will assist in contacting guardians.
4. If contact with the guardian cannot be made, the bus driver will return the child to the student's school unless authorized to do otherwise by the Director of Transportation or other supervisory transportation staff.
5. All safety precautions will be observed as conditions dictate.

VII. Student Attendance

- A. When schools are officially in session, a pupil is either "present" or "absent" depending upon whether or not he/she is physically present at school. Absence due to failure of a bus to operate is considered a lawful and excused absence.
- B. Policy 3005 – Student Attendance – governs attendance procedures.