

**** IMPORTANT INFORMATION – READ, THEN KEEP FOR YOUR RECORDS ****

TO: All Iowa City Community School District Staff, Parents, Students & Media

RE: Emergency Weather Procedures for All Schools Served by the Iowa City Community School District

When it is necessary to cancel school, start school late, dismiss school early, and/or operate buses on hard surface roads only, the following general information will apply. Notification of these events will be provided via automated phone calls, the District website, social media sites, and the District notification line (319-688-1234). Phone calls will be sent beginning at 6:00 AM, while other notifications will be updated as soon as the decision is made to alter the regular schedule. For early dismissals, the decision will be made by 10:00 AM, whenever possible, and phone calls and other notifications will be updated immediately.

Notification Sources:

Television Channels: KGAN (2), KWWL (7), and KGAN (9)

Radio Stations: KXIC (800 AM), KHAK (98.1 FM), KCKK (88.3 FM), KCJJ (1630 AM), WMT (600 AM), WHO (1040 AM), KRUI (89.7 FM), KZIA (102.9 FM), KBEA (99.7 FM)

Websites: www.iowacityschools.org, www.twitter.com/iccsdnotify,
www.facebook.com/IowaCitySchools, schoolalerts.iowa.gov

Information Line: 319-688-1234

EMERGENCY PLANS

Plan for SCHOOL CANCELLATION

- Extra-curricular activities will occur only if weather later in the day allows for safe travel. Students involved in activities that have been approved to commence will be contacted by their school.
- Schools WILL NOT be open for instruction.
- Students ARE NOT to report. NO Before and After School Programs (BASP).
- Teachers, secretaries/aides, and food service staff (who work less than one calendar year) DO NOT report.
- Custodians and maintenance staff are to report to their respective work areas, or as assigned by Director of Physical Plant, as soon as safety will allow.
- Year-round staff are to report to work as soon as safety allows unless they choose to use appropriate leave.
- School lunch menus may be impacted, check District website for changes.

Plan for **LATE START**

- A Late Start means adding the number of hours to the normal start time on that particular day. For example, if the District starts 2-hours late, and the normal start time on that day would have been 8:00 am, then the new start time would be 10:00 am.
- Teachers, secretaries/aides, and food service staff (who work less than one calendar year) are to report on the late start schedule.
- Custodians and maintenance staff are to report to their respective work areas, or as assigned by Director of Physical Plant, as soon as safety will allow.
- Year-round staff are to report to work as soon as safety allows unless they choose to use appropriate leave.
- NO Breakfast will be served.

Plan for **HARD SURFACE ROADS ONLY**

- ALL STAFF WILL REPORT to their respective schools/buildings at the regular time.
- Students will report to their respective schools at the regular time.
- Breakfast and school lunches will be served at the regular time.
- School dismissal will be at the regular time.

Plan for **EARLY DISMISSAL**

- An Early Dismissal means subtracting the number of hours from the normal release time on that particular day. For example, if the District releases 1-hour early on a Thursday, and the normal dismissal time would have been 1:55 pm, then the new dismissal time would be 12:55 pm.
- Extra-curricular activities will occur only if weather later in the day allows for safe travel. Students involved in activities that have been approved to commence will be contacted by their school.
- Weather or mechanical breakdown may sometimes call for early dismissal. Each parent should be sure that their child is instructed where to go in case it is necessary for the child to arrive home from school early.
- A mechanical breakdown in one school will not affect regular dismissal of the remaining schools in the district.
- If Early Dismissal is 1:00 pm or after, lunch will be served.
- Whenever there is an early dismissal, the building administrator or designee at each school must remain at the school until an "all clear" phone call or email is received from Durham School Services indicating that all students have been delivered home safely. If buses cannot maneuver the roads, they will return to the school with the students and the administrator would then contact the students' parents.

ANY ANNOUNCED SCHOOL CLOSING OR SCHEDULE CHANGE IS FOR THAT DAY ONLY, UNLESS COMMUNICATED OTHERWISE!