



McConnell Elementary

8629 Columbus Road Hixson, TN 37343

Phone: 423-843-4704 Fax: 423-843-4706

Inclement Weather Operating Procedures:

The following procedures will be followed in determining that schools will be closed when snow or inclement weather prohibits the transporting of students on school buses.

- The Superintendent or his designee will make a determination regarding school closing and will notify necessary staff and media **no later than 5:45 a.m.**
- On these inclement weather days, **appropriate notification will be given to the news media. A call will be placed to all student households and staff members advising of the school closure and if School Age Child Care is open or closed.** This call will be made early enough to prevent students from going to bus stops and child care. Parents should also be instructed to listen for the appropriate announcement via TV and radio so they can plan accordingly.
- When changing weather conditions necessitate early dismissal of school, **public announcements and emergency calls to student homes will be made a minimum of one hour prior to school closing time.**
- When children are **dismissed early** because of snow, ice, flooding, etc. – **school buses will carry the children as close as practicable** (in the judgment of the school bus driver) to their home stop. Buses will not operate on steep hills, dangerous curves, dead end roads, etc. All extra-curricular activities (including practices) are to be canceled.

McConnell Elementary Delay Schedules

	<u>1-Hour Delay</u>	<u>2-Hour Delay</u>
Doors Open	8:45 a.m.	9:45 a.m.
First Bell	9:15 a.m.	10:15 a.m.
Tardy Bell	9:20 a.m.	10:20 a.m.

To ensure we are able to contact you in the event of a weather emergency **we must have accurate and current emergency contact information.**

If your information has changed **within the last year**, please complete the form below and return it to school.

Student's Name: _____ Teacher: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Name: _____

Emergency Phone Number: _____

Name of Person Completing Form: _____

Signature of Person Completing Form: _____