



Manor Independent School District

Inclement Weather Days and School Closures

- I. In the event of inclement weather, the Director of Transportation will drive the district to check on low water crossings, ice on roads, and other hazards. The Director of Transportation will call the Assistant Superintendent for Administrative Services as soon as possible to report on conditions.
- II. The Superintendent will make calls to surrounding districts to determine what options other districts are considering in regards to start times or school closures.
- III. The Assistant Superintendent for Administrative Services will notify the Superintendent of the local conditions and the Superintendent will make a decision regarding start times and/or school closures.
- IV. Once a decision is made, the Assistant Superintendent of Administrative Services will contact the Public Information Assistant who will then contact the local radio and television stations.
- V. The Superintendent and Assistant Superintendent of Administrative Services will begin the process of making "phone tree" calls.

Power Outages or Local Emergencies

- I. In the event of a power outage or local emergency such as storm damage to a building or buildings, the Director of Environmental Services will assess the situation and report to the Assistant Superintendent of Administrative Services.
- II. The Assistant Superintendent for Administrative Services will notify the Superintendent of the local conditions and the Superintendent will make a decision regarding start times and/or school closures.
- III. Once a decision is made, the Assistant Superintendent of Administrative Services will contact the Public Information Assistant who will then contact the local radio and television stations.
- IV. The Superintendent and Assistant Superintendent of Administrative Services will begin the process of making "phone tree" calls.