



Winter Weather Closing Guide

Decisions on school cancellations, late starts and early dismissals are always given careful consideration. When it is necessary to cancel school or have a late start, the decision is usually made by 5:30 a.m. The district tries to avoid late starts and early dismissals because of the issues created for many of our families. Early dismissals and late starts will only occur when it is absolutely necessary.

Information about Robbinsdale Area Schools school cancellations, late starts and early dismissals are announced on the district website, www.Rdale.org, on our district Facebook site: www.facebook.com/RobbinsdaleAreaSchools, on Twitter: twitter.com/ISD281 and on:

- WCCO-TV (channel 4)
- KSTP-TV (channel 5)
- KMSP-TV (channel 9)
- KARE-TV (channel 11)

There are several levels of closings/cancellations due to difference circumstances:

- Level 1A – Severe Weather: Schools are cancelled (never open) due to snow, ice and other inclement weather.
- Level 1B – Severe Temperature: Schools are cancelled (never open) due to extreme cold
- Level 2 – Inclement Weather: Late start due to inclement weather
- Level 3 – Early dismissal due to inclement weather
- Level 4 – Weekend Weather that is inclement: Weekend facilities users will make their own determination about holding activities.

Level 1A – Severe Weather

- If schools are closed because of weather conditions such as snow, ice or loss of heat or electricity in a building:
- Unless otherwise announced, all school-sponsored activities during the day and in the evening will be cancelled. This includes all extracurricular activities, field trips, athletic events, concerts and similar activities.
- All community education classes and activities will be cancelled.
- All early childhood and early childhood family education classes and events will be cancelled.
- All district and school meetings will be cancelled.
- Adventure Club sites will be closed.
- Activities at school facilities sponsored by city parks and recreation departments or other outside organizations will be cancelled.

Level 1B – Severe Temperature

If schools are closed because of wind chill or extreme cold:

- Unless otherwise announced, all daytime activities will be cancelled.
- Unless otherwise announced, all school-sponsored activities in the evening WILL NOT be cancelled. This includes all extracurricular activities, field trips, athletic events, concerts and similar activities.
- Unless otherwise announced, district and school meetings WILL NOT be cancelled.
- Unless otherwise announced, all community education classes WILL NOT be cancelled.
- All early childhood and early childhood family education classes and events will be cancelled.
- If schools close due to cold, only Adventure Club at Neill Elementary will be open. Only families currently enrolled in the district's Adventure Club may attend.
- City parks and recreation departments and other outside organizations will make their own decisions about their activities. Contact the sponsoring organization about whether the activity will be cancelled.

Parents may pick up their children at school during any weather emergency by going to the school office. Parents are urged to make prior arrangements for their children in case of late starts or early dismissals. Adventure Club parents: please refer to the Adventure Club website for more information.

Level 2 – Late Start Due to Inclement Weather (i.e. snow, ice)

- Information about the late start will be placed on every page of the district website, on Facebook, Twitter, and the news channels.
- Morning classes for Creative Play preschool and ECFE will be cancelled. Afternoon and evening classes will be held.
- Adventure Club sites will open at 8:30 a.m. (There is also a two-hour late start.)

Level 3 – Early Dismissal Due to Inclement Weather (i.e. snow, ice)

- Information about the early dismissal will be placed on every page of the district website, on Facebook, Twitter and the news channels.
- There will be a Messenger call and email to all families notifying them of the early release.
- After school programs and sports offered through the school are cancelled.
- Adventure Club will remain open. Staff may contact parents requesting that they pick up their children within one hour of the early dismissal. Please see the Adventure Club site for more information, or call 763-504-5320.
- Community Education classes and activities will be cancelled or held, based on manager discretion, unless all are cancelled by the Executive Director of Community Education. Information regarding cancellations will be posted on the Community Education website.
- Individual community permit holders will make their own decision. Please contact the district's facilities department with your decision before 3 p.m. on weekdays.

Level 4

Weekend Winter Weather Guide

Individual schools and community organizations will make their own decisions about whether their activity will be cancelled. In order for users to make informed decisions, we provide the following clarification.

Custodians or building supervisors are expected to report to their building, regardless of the weather conditions, when they have been scheduled to work, unless they are otherwise informed. The procedure to inform is as follows:

- Regular weekend users will be provided with rosters of custodians and building supervisors who supervise buildings on weekends.
- If users decide to cancel their weekend activity they should contact, directly, the custodian or building supervisor scheduled to work that weekend. If users fail to contact the custodian or building supervisor to notify of the cancellation they will be billed a minimum of two hours staff time.
- Users may decide to cancel their activity, but would like the custodian or building supervisor to report to the building to post cancellation signs or to inform participants who arrive at the building. In that situation, users will be billed a minimum of two hours staff time.
- Users who are not able to make direct contact with the custodian or building supervisor will be instructed to contact one of the emergency telephone numbers for the district facilities scheduling staff.

In case of severe weekend weather, users can expect the following service:

- Contractors are scheduled to plow all other lots, when buildings have weekend activities, whenever it snows two inches or more. Contractors will also remove snow on sidewalks and entrances within three feet of the door.
- Custodians and building supervisors will finish clearing the areas nearest the door and scatter salt where needed.

Users who cancel weekend activities will be responsible to contact participants or announce the cancellation through the media.

Weekend Winter Weather Guide

The following clarifies individual responsibilities whenever severe winter weather affects weekend activities.

Activity Leaders will be responsible for:

- Deciding whether or not to cancel their activity.
- Notifying program participants of the cancellation.
- Calling the building supervisor or custodian supervising their site to advise them of their cancellation.

- Advising the building supervisor or custodian whether or not they should report to the building to post cancellation signs and to inform participants who arrive at the building.
- Custodians will be responsible for:
- Reporting to the building where they are scheduled to work, unless notified by activity leaders that all activities are cancelled.
- Removing snow from outside walks and entrances.
- Reporting to work even if all events are cancelled, if requested by an activity leader to post cancellation signs and inform participants.
- Insuring coverage of the assigned building by contacting severe weather substitutes, if necessary.
- Notifying the Program Director of Community Schools and Partnerships if all events for the building are cancelled and the building will be closed.*
- Facilities scheduling staff will be responsible for:
- Acting as a centralized communication link and problem solving unforeseeable issues.

*Thank you for your cooperation. Questions? Call Jennifer Bridgeman, Facilities Scheduler, (763) 504-4917, or Linda Kemper, Program Director of Community Schools and Partnerships, (763) 504-4902. Emergency contact numbers for these individuals are distributed, as needed, on separate listings.