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**PUBLIC RELATIONS COORDINATOR
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**ONEIDA SCHOOL DISTRICT #351
195 S. 300 E.
MALAD, ID 83252**

January 14, 2020

Re: Policy Regarding School Closures

Dear Students, Parents, Staff, and Community Members,

Decisions for school closures have many factors involved. Many of those factors are taken into consideration, and a decision has to be made shortly after 6:00 am to stop the buses from starting their routes.

The following steps are taken whenever a school closure is considered.

1. Look at Forecasts
 - a. If it looks like there is going to be a possibility for snow, forecasts are reviewed. The precipitation chance, the predicted amount of snow, and the amount of time it will snow are all factors considered when deciding on canceling school.
2. Wind
 - a. Another primary factor when looking at the forecasts is the predicted wind speeds. If we find that there are going to be winds with the expected snow, the possibility of a school closure greatly increases.
3. Communication with State and County Road Crews
 - a. The State of Idaho and Oneida County road crews are contacted, and questions are asked regarding the road conditions and snowplows. Some of those questions are: if the plows have started their process of snow removal yet, or are they going to start plowing soon.
4. Notify Principals
 - a. If the decision to have a school closure has been made, the principals are notified. The principals are then in charge of sending out the notifications to staff, parents, and students. The principals try to get these notifications sent as soon and quickly as possible. In the case of a school closure, the notifications you receive are meant to be sent as close to 6:15 am as possible.

There may be times of a delayed start for school or particular bus routes. In the case of a delayed start, due to weather, notifications would be sent out. Delayed starts are not something done often because pickup times for students and parents become confusing.

If you would like to read the policy in its entirety, please follow the link below.

http://www.oneidaschooldistrict.org/uploads/9/3/7/3/93736194/policy_8110_emergency_school_closure.pdf.

Sincerely,

Elizabeth Kent
Public Relations Coordinator
Oneida School District #351