



**WINDHAM SCHOOL
DISTRICT**

NUMBER: OP-07.23 (rev. 2)
DATE: March 2, 2015
PAGE: 1 of 2
SUPERSEDES: OP-07.23 (rev. 1)
October 22, 2012 and
OP-09.16
October 10, 1996

OPERATING PROCEDURES

SUBJECT: INCLEMENT WEATHER

AUTHORITY: Texas Education Code Chapter 19

Reference: TDCJ Administrative Directive (AD)-10.64, "Temperature Extremes in the TDCJ Workplace"

APPLICABILITY: Windham School District (WSD)

POLICY:

Over the course of a school year, inclement weather may impact educational programming. Student movement to outside buildings may be impacted and, in extreme cases, it may be necessary that a unit cancel classes for one or more days. In the event of school closure, staff shall make up the lost day at the earliest possible designated day.

PROCEDURES

I. Inclement Weather Procedures

- A. In order to be prepared in the event that unit administration determines that inclement weather conditions prevent students from moving outside from one building to another building, the following steps should be taken:
 - 1. The principal and unit warden (or designee) will determine prearranged locations where classes may be held during inclement weather.
 - 2. The principal will have all teachers prepare emergency lesson plans that are appropriate for instructional delivery in an alternative location.
- B. When unit administration determines that inclement weather conditions no longer exist, the students and teachers will go to the appropriate shops or classrooms.

- C. Weather conditions sometimes create driving hazards beyond safety limits or a classroom environment unacceptable for learning. In considering such cases, it will be the responsibility of the principal to decide whether school will be cancelled. If school is to be cancelled, the principal shall notify the regional administrator, the unit education staff, as well as the unit warden's office.
 - 1. In the event that classes are dismissed early, but the WSD staff complete the workday, the principal shall notify the regional administrator and the Division of Operational Support.
 - 2. If students and WSD staff are dismissed early, the principal shall notify the regional administrator, the Division of Human Resources, and the Division of Operational Support.
- D. If school is cancelled for an entire day, for students and WSD staff, the principal shall notify the regional administrator, the Division of Human Resources, and the Division of Operational Support.

II. Makeup Days

If the use of a makeup day is required, the campus shall schedule its makeup at the earliest possible designated day. The principal shall coordinate the date with the regional administrator, who shall forward the selected date to the Division of Operational Support and the Division of Human Resources.

Signature on file
Sandra Beavers-Richardson
Director, Division of Operational Support