



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Emergency Closings, AASD</i>		
Policy Number:	<i>SS-8003 Descriptor Code-AFC</i>		
Release Date:	<i>01-27-03</i>	Last Revised:	<i>3/2/09</i>

Purpose

To describe the policy in regard to emergency closings at the Atlanta Area School for the Deaf.

Applicability

This policy applies to all students and employees at the Atlanta Area School for the Deaf.

Policy

The School Director or designee is authorized to close the school in event of hazardous weather or other emergencies which present threats to the safety of students, school staff members, or school property.

General Provisions

EMERGENCY CLOSING

1. Closing before school hours.

The School Director or designee will make a decision as early as possible if school is to be closed. The decision will be based on a combination of factors, which may include transportation, the condition of various facilities, weather forecasts, and street conditions. The School Director or designee will make a decision whether to close schools by 6 a.m. Radio and television stations will be contacted by the School Director or designee as soon as the decision is made.

2. Closing during school day.

With the advice of staff members and emergency agencies, the School Director or designee will make a decision whether to close school. The School Director or designee will contact radio and television stations as soon as the decision is made. The School Director or designee will start the communication chain to communicate the closing to employees, and designated staff may be required to remain at school as indicated in the approved emergency preparedness plan.

ATTENDANCE IMPACT

1. A minimum of three emergency closing make-up days shall be incorporated into the school calendar so that students shall attend 180 days of school. Make-up days will be incorporated into the school calendar no later than the approved last day of school for students. The school calendar should be submitted for approval to the School Council by April of the preceding school year.
2. Only days in which students are present for at least half of the instructional time required for each grade level shall be counted in the 180 days of school. A dismissal regardless of cause that impacts the minimum hours for daily student attendance will require a make-up day.
3. Make-up days shall not extend before or beyond normal school hours or on weekends without prior approval from the School Director.

FACTORS TO CONSIDER

1. Always place top priority on the immediate safety of the students and staff.
2. The School Director or designee must approve the closing of school.
3. Policies of the Georgia Department of Education require that a full school day may be made up if a school is closed more than two hours before the normal dismissal time.
4. Special efforts must be made to notify parents when school is being dismissed early. Special effort will be made to avoid dismissing students during the school day so that students will not be dismissed on the streets without the usual policy and parental supervision.

12 MONTH STAFF

1. Twelve month staff must call AASD's main number, 404-296-7101, and listen to the recorded message to determine if they should report to work and what time to report. Twelve month staff must not rely solely on television announcements regarding whether or not to report to work. Supervisors will attempt to contact each 12 month employee, but the responsibility of verifying to report or not by listening to AASD's recorded message is the employee's responsibility.
2. If 12 month staff are informed to report to work and the employee thinks that it may be hazardous to report to work because of weather conditions, the employee may take annual leave. The employee must call the supervisor immediately to make the supervisor aware of the absence.

3. If a 12 month employee fails to report to work or contact a supervisor immediately regarding leave, disciplinary action may be taken.

**Authority and/or
Cross-Reference**

- O.C.G.A. 20-2-168 (c.2)
- State Board of Education Rule 160-5-1-.02