



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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722.3 Rule

## School Closing Procedure

- I. Responsibility for closing school:
  - A. The decision will be made by the District Administrator and Transportation Provider.
  - B. In the absence of the District Administrator, the Business Manager or designee and Transportation Provider will make the decision.
- II. Procedure to follow in closing school:
  - A. Delayed start:
    1. Decision will be made by 5:30 a.m.
    2. Delayed start will be up to 2 hours at the District Administrator's discretion.
    3. Delayed start will be for both buses and school.
  - B. School cancelled:
    1. If cancellation decision is made without a delayed start, the decision will be made by 5:30 a.m.
    2. If cancellation follows a delayed start, the decision will be made by 6:30 a.m. if there is a 1-hour delay, or 7:30 a.m. if there is a 2-hour delay.
  - C. School closed early after a normal start:
    1. Decision will be made by 11:00 a.m. for a 3-hour early dismissal, 12:00 p.m. for a 2-hour early dismissal, and 1:00 p.m. for a 1-hour early dismissal.
- III. School Activities and Use of School Buildings when school is closed or delayed:
  - A. If school is delayed, student activities, practices, etc. may not begin before the scheduled start time, based on delay.
  - B. If school is cancelled or closed early due to weather:
    - After school student activities (games, practices, Club activities, etc.) will be cancelled. (The Athletic Director will handle cancelling games and notifying officials.) No students should be in any school building or facilities.
    - The administration will announce a final decision by 2:00 p.m. regarding any other events planned at any school building or facilities.
  - C. When circumstances are unrelated to weather:
    - The administration will announce a final decision by 2:00 p.m. regarding after school students activities (games, practices, Club activities, etc.) and any other events planned at any school building or facilities.

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REVISED: August 14, 2008  
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APPROVED: February 12, 2009  
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REVISED: April 12, 2018  
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