

**SCHOOL CANCELLED DURING THE DAY (EARLY DISMISSAL)**

- a. Decision to be made by 10:30 a.m. in consultation with Benjamin Bus. If possible, dismissal time should be after lunch has been served.
- b. Activate Emergency School Closing Communication Procedure for media and families.
- c. Early dismissal schedule.  
 To minimize confusion, early dismissal times will be identified as being "X" hours earlier than the usual dismissal time as outlined in the chart below. This will make it easier to identify the bus times during the afternoon bus schedule. It will also help parents to easily calculate the approximate time that their child(ren) should arrive at home.
- d. Radio and television stations will be called.

	<b>Lunch</b>	<b>Regular Dismissal Time</b>	<b>1 Hour Early Dismissal</b>	<b>2 Hours Early Dismissal</b>	<b>4 Hours Early Dismissal</b>	<b>5 Hours Early Dismissal</b>
Prairie Creek	11:45-12:15	2:30	1:30	12:30	10:30	9:30
Arcadia	12:05-12:35	2:42	1:42	12:42	10:42	9:42
St. Dominic	11:00-12:10	2:35	1:35	12:35	10:35	9:35
Longfellow AM Preschool		11:30	11:30	11:30	10:00	9:00
Longfellow NB Preschool	11:30-12:00	12:45	12:45	*11:30	10:00	9:00
Longfellow PM Preschool		3:45	2:45	Cancelled	Cancelled	Cancelled
Middle School	10:46-12:35	2:51	1:51	12:51	*10:51	9:51
Area Learning Center	12:05-12:35	2:40	1:40	12:40	10:40	9:40
High School	10:36-11:57	2:45	1:45	12:45	*10:45	9:45
Bridgewater	11:25-1:00	3:20	2:20	1:20	*11:20	10:20
Greenvale Park	11:10-1:00	3:15	2:15	1:15	*11:15	10:15
Sibley	10:35-1:05	3:15	2:15	1:15	*11:15	10:15

\* Do not serve lunch

Updated September 2018

## **Other School Events and Operations**

### **a. Community Services**

All Community Services events, classes and open gym activities are canceled.

### **b. KidVentures**

KidVentures will remain open for up to one (1) hour after school is dismissed. Preferably children will go home or to an “in town” designated friend’s home. If children come to KidVentures, their parents must pick-up the child(ren) within one (1) hour. Children may be picked up by each child’s designated “emergency pick-up person.” Late fees will be applied to any child/ren picked up after one hour.

### **c. No afternoon Hand-in-Hand Preschool.**

### **d. EarlyVentures - Dismiss at 2:30 PM.**

### **e. Food Service**

If possible, dismissal time should be after lunch has been served.

### **f. All elementary school activities will be postponed or cancelled.**

### **g. No Area Learning Center after school and evening classes.**

### **h. Co-curricular Practices, Games and Events.**

Middle School: All practices, games and events shall be postponed or cancelled.

High School:

1. Cancellation of scheduled games and events is subject to mutual agreement between competing schools and procedures in place governed by the Big 9 Conference and/or the Minnesota State High School League. Decisions regarding the rescheduling of practices, games and events on school-closed days will be announced over KYMN radio.
2. If weather and resulting road conditions improve, the Activities Director, in consultation with the High School Principal and the Superintendent of Schools, may schedule and/or plan on continuing co-curricular practices, games and events for that day.
3. It is the responsibility of the Activities Director or, in his/her absence, the High School Principal, to notify KYMN radio and to update the High School Activities line. Announcements will be made after 12:30 p.m. if there is a drastic weather change later in the day. The status of these events on days when school has been dismissed early, Saturdays and vacation days will be announced over KYMN.

### **i. Special Events**

Decisions regarding the cancellation of occasional special events held in the evening, such as parent-teacher conferences, plays, concerts, etc., will be the responsibility of the respective building principal(s) in consultation with the Superintendent and will be announced over KYMN by 3:00 p.m.