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MURRAY SCHOOL DISTRICT - SNOW DAY PROTOCOL
2019-2020

SCHOOL MAY BE DELAYED TWO HOURS IN STARTING WITH BUSES RUNNING JUST TWO HOURS LATER THAN NORMAL.

THIS WILL BE THE PROTOCOL:
Rod Pace will call Rock Boyer before 5:00 a.m. with a status of snow conditions as he and his crews are out plowing.

Rock Boyer will call Murray City Streets Department 801-264-9669 and the National Weather Service 801-524-5133, by 5:00 a.m. to get a status as to what the street conditions are at that time and what conditions are projected to be by 7:00 a.m.

By 5:15 a.m., Rock Boyer will call Superintendent Covington, with an update of road and weather conditions.
Superintendent will consult with the Board President or Vice President and by 6:00 a.m. a decision will be made to: **close school, delay two hours, or hold school as usual**. If school is to **close** or be **delayed two hours**, Superintendent Covington will call Rock Boyer, Doug Perry, Scott Bushnell, and Darren Dean. Doug Perry will call Radio and TV stations. Rock will call Jason Eyre who will activate *School Messenger.* Jason will ensure a message is put on the district phone that reflects the decision for that day.

Scott Bushnell will call Robin Williams and Missy Hamilton and elementary principals by 6:45 a.m.

Missy Hamilton
Robin Williams
Mindy Ball
Heather Nicholas
Rebecca Te`o
Jennifer King
Joy Sanford
Brian Dawes
Jill Burnside
Kathryn Fondaco

Rock Boyer will call:

Kelli Kercher
Richard Reese
David Trujillo
Rod Pace
Jason Eyre
(who will activate *School Messenger*)
Megan Kunzler
(who will call bus drivers)

Darren Dean will call secondary principals and assistants:

Scott Wihongi
Dolph Church
Laura deShazo
Earl Kauffman
Buck Corser
Jim Bouwman
Megan Orme

Darren Dean will call the secretaries in the district office. Jason Eyre will ensure a message is on district phone that reflects the decision for that day. (There will be 3 option phone messages- (1) possible school schedule change the next day due to weather, (2) school schedule delay for 2 hours, and (3) School closure.)

Principals should be at their schools at the regular school starting time to handle any questions or problems that may arise due to the snowy conditions.

The following program changes will be made on a two-hour delayed start:

1. Cancel all field trips.
2. Cancel breakfast programs at elementary schools.
3. Cancel morning pre-school.
4. If the two-hour delay schedule occurs on Wednesday or planning day, cancel early out schedule for that day.
5. If the decision is to hold school, the two-hour delayed start will be honored; no additional radio or TV announcements will be made.
6. Lunch will be served at the usual time.
7. Kindergarten will be held in two sessions. See attached sheet for times.

Full day closure procedure:

1. If after the decision for a two hour delay it is deemed necessary to close school for the entire day, Doug Perry will notify local radio and TV stations by 8:00 a.m.
2. Afternoon pre-school is cancelled.

PRINCIPALS AND DIRECTORS SHOULD ESTABLISH CALLING TREES ENSURING ADEQUATE NOTIFICATION

If the personnel with calling responsibilities are not available, the following people will be responsible to follow through. As a backup, Jason Eyre will activate *School Messenger* with the appropriate message.

If unavailable	**Will assume responsibilities**

Jennifer Covington
Scott Bushnell
Darren Dean
Rock Boyer
Robin Williams
Missy Hamilton
David Trujillo
Kay Lindorff
Doug Perry
Kristen Davis
Megan Kunzler

Scott Bushnell
Darren Dean
Rock Boyer
Robin Williams
Missy Hamilton
David Trujillo
Kay Lindorff
Doug Perry
Kristen Davis
Megan Kunzler
AnnMarie Nielson

KINDERGARTEN SNOW DAY SCHEDULE

If school start time is delayed two hours - If snow day comes on an early day, that day becomes a regular school day

Busing schools:

LONGVIEW
10:35 School starts
12:30 Kindergarten first session released
12:37 Kindergarten bus leaves
1:15 Kindergarten second session starts
3:15 School ends

HORIZON
10:35 School starts
12:30 Kindergarten first session released
1:15 Kindergarten second session starts
3:15 School ends

PARKSIDE
10:35 School Starts
12:15 Kindergarten sessions released
12:22 Kindergarten bus leaves
3:15 School ends

Non-busing schools:

McMILLAN
10:35 School starts
12:30 Kindergarten first session ends
1:15 Kindergarten second session starts
3:15 School ends

GRANT
10:35 School starts
12:30 Kindergarten first session ends
1:15 Kindergarten second session starts
3:15 School ends

VIEWMONT
10:35 School starts
12:15 Kindergarten first session released
1:15 Kindergarten second session starts
3:15 School ends

LIBERTY
10:35 School starts
12:30 Kindergarten first session released
1:15 Kindergarten second session starts
3:15 School ends