

## EARLY DISMISSAL – SCHOOL CLOSED DURING THE DAY

### Procedure

- Decision to be made by 10:30 a.m. in consultation with bus contactor. Cancel afternoon kindergarten before 11:00 to avoid picking up afternoon kindergarten students. If possible, dismissal time should be after lunch has been served. Avoid early dismissal during Kindergarten transportation times if possible, approximately 11:00-12:45. (Kindergarten mid-day buses aren't available.)
- Activate Emergency School Closing [Communications Procedure](#) for media and families.
- 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.

	Lunch	Regular Dismissal Time	1 Hour Early Dismissal	2 Hours Early Dismissal	4 Hours Early Dismissal	5 Hours Early Dismissal
<b>ALC (Northfield Area Learning Center)</b>	12:05-12:35	2:40	1:40	12:40	10:40	9:40
<b>ARTech</b>	11:30-12:00	2:45	1:45	12:45	10:45	9:45
<b>Bridgewater</b>	11:00-1:00	3:20	2:20	1:20	11:20 *	10:20
<b>Greenvale Park</b>	11:10-1:00	3:15	2:15	1:15	11:15 *	10:15
<b>High School</b>	10:31-12:00	2:45	1:45	12:45	10:45 *	9:45
<b>Longfellow AM Preschool</b>		11:30	11:30	11:30	10:00	9:00
<b>Longfellow NB Preschool</b>	11:40 -12:00	1:45	12:45	11:30 *	10:00	9:00
<b>Longfellow PM Preschool</b>		3:45	2:45	Canceled	Canceled	Canceled
<b>Middle School</b>	10:45-12:07	2:51	1:51	12:51	10:51 *	9:51
<b>Prairie Creek</b>	11:45-12:15	2:30	1:30	12:30	10:30	9:30
<b>St. Dominic</b>	11:25-12:05	2:35	1:35	12:35	10:35	9:35
<b>Sibley</b>	11:00-12:45	3:15	2:15	1:15	11:15 *	10:15

\* do not serve lunch

## **Other School Events and Operations**

- Community Services
  - All Community Services events, classes and open gym activities are canceled.
  - Kid Ventures 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 Kid Ventures, 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.’
  - Early Ventures will be dismissed two (2) hours early, at approximately 1:30 p.m..
- No afternoon Kindergarten and Hand-in-Hand Preschool
- Food Service
  - If possible, dismissal time should be after lunch has been served.
- All elementary school activities will be postponed or canceled.
- No Area Learning Center after-school and evening classes
- Co-curricular Practices, Games and Events.
  - All Middle School practices, games and events shall be postponed or canceled.
  - High School:
    - Cancellation of scheduled games and events is subject to mutual agreement between competing schools and procedures in place governed by the Missota 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.
    - If weather and resulting road conditions improve, the Activities Director, in consultation with High School Principal and Superintendent of Schools may schedule and/or plan on continuing co-curricular practices, games and events for that day.
    - Responsibility for the notification of KYMN radio and the High School Activities line shall rest with the Activities Director or, in his absence, the High School Principal. 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.
- Special Events
  - Decisions regarding the cancellation of occasional special events held in the evening, such as parent-teacher conferences, plays, concerts, etc., shall rest with the respective building principal(s) in consultation with the Superintendent and shall be announced over KYMN by 3:00 p.m.