

SCHOOL CLOSING PROCEDURES

Canceling school is a complicated decision that affects children, staff, and families. Cornerstone provides children with a safe and stable place to learn. Some children rely on the school district for breakfast and lunch. Canceling school may cause some families hardships related to finding childcare. Canceling school is an exception and the decision will not be made lightly.

The primary criteria we consider when making a decision include:

- The safety and well-being of children and staff
- Severity of the weather (extreme cold, heavy snowfall, flooding, etc.)
- Timing of weather (overnight, weekend, etc.)
- The ability for buses and cars to travel safely

The school may have to close due to weather conditions or facility issues. Cornerstone will generally follow the St. Paul Public School (SPPS) District for weather closures (If the St. Paul Public Schools close, we will close.) However, the Head of School will make a decision about closing that fits the community and situation.

(Cornerstone schools may close even if SPPS does not. For example, the cut-off temperature for St. Paul is -40. Cornerstone is not equipped to ensure our children's and families' safety in those temperatures. St. Paul is a much bigger district and they have vans and extra resources to make sure children are not left standing out at bus stops, etc. Many children in the SPPS are also closer to the school they are attending. Occasionally Cornerstone Elementary will be closed, as a public school, due to bussing issues, but the Early Childhood program may stay open.)

Closures will be announced on WCCO-TV Channel 4, WCCO web site, <http://minnesota.cbslocal.com/school-closings/>, and 830 WCCO Radio. They will also be posted on the school web site, <http://cornerstone-elementary.org> and on the Montessori Center of Minnesota web site, www.mtcm.org. In addition, a mass email will be sent to the parents of both schools, and parents have the option of calling the school to hear the voice message in the morning, as well.

The closing(s) will be announced in one of two ways:

1. **Both schools CLOSED** (CMS and CMES) due to _____.
2. **CMES (Elementary) CLOSED** due to _____. **CMS (early childhood) OPEN.**

***A note specifying whether staff reports or does not report for work will be included.**

TIMELINESS OF THE DECISION

For **cold weather closings**, we will make the decision by 7:00 p.m. the night before based on the forecast for 6:30 a.m. the following morning.

For **snow, ice, road condition closings or closings due to bus issues, or other unexpected conditions or emergencies**, we will make the decision by 5:30 a.m. when at all possible.

Closings that must happen once the children are already here, will be made by noon and communicated in the same ways, with the addition of necessary phone calls.