

**2024-25**  
**SPARTANBURG COUNTY SCHOOLS**  
**EMERGENCY WEATHER PROCEDURES**

The school district cannot guarantee the safety of road conditions at any time. The district administration makes the decision whether or not to operate schools. Parents must make the decision whether or not to send their children to school during bad weather conditions.

When ice or snow causes hazardous driving conditions, the district will operate schools only when roads are safe. School officials begin checking road conditions in the evening before if needed and about 4:00 a.m. on the school day in question. Many times, however, conditions cannot be determined until two to three hours later because snow or ice often occurs at daybreak. When possible, a decision will be made early— usually before 6:00 a.m. Once a decision is made, we notify radio and TV stations, and their announcements are usually aired immediately and during their news. The announcement is usually repeated frequently until the normal time for school to begin. **Our district will use our Apagey alert system and phone app to notify parents as soon as a decision is made. Our district will also use our webpages, Facebook, and Twitter. Employees are notified by e-mail.**

If a decision to close schools cannot be made by 5:30 a.m., a school opening may be delayed for an hour or more. If a school opening time is delayed, our staff may not be at the schools until the announced time. Therefore, students may not be brought to school until the announced opening time.

When the district and schools close due to weather conditions, students and parents are requested to help school personnel and the local radio/TV stations to communicate accurate information as early and as quickly as possible. The radio and TV station staff are anxious to cooperate with the schools in making these announcements.

**A. GENERAL DISTRICT PLAN:**

1. District officials will request that local radio and TV stations broadcast the decision no later than 6:00 a.m. The district will also announce via our phone app, webpages, Facebook, and Twitter.
2. District officials will request that the media make announcements as often as possible. Students, parents, and other interested persons are asked not to telephone school personnel so the district may have the telephone lines open so that those employees responsible for making the decision can communicate with each other. In past weather emergencies, our announcements of a decision have been hampered because of excessive telephone calls.

## **B. ANNUAL PRELIMINARY PREPARATIONS**

1. Superintendent Fowler distributes procedures for inclement weather to key personnel in October.
2. Rodney Goode and Greg Mack discuss procedures for inclement weather at the annual October Principals Meeting.
3. Tag Houck and principals distribute the procedures to parents on or before November 30 annually through school newsletters, webpages, Facebook, Twitter, and parent briefings.
4. Eddie Wyatt and maintenance personnel check the cell phones, and district staff and principals check all devices. Mr. Wyatt and Reggie Summey verify all transportation radios are working on an ongoing basis.
5. If school is canceled or delayed, principals will ensure that snow horses block school drop-off lanes until the appropriate time.
6. If school is canceled, there will be no after-school programs. Principals will notify parents by Apptegy, Facebook, and webpage.
7. If school is delayed or canceled, the status of daycare programs and Kids Clubs will be determined by the principals. Principals will notify clients by Apptegy, Facebook, and webpages.
8. If school is canceled, Hal McManus, athletic director, will determine the status of scheduled games and contact Tag Houck. He will communicate these cancellations with all media tools.

## C. EMERGENCY WEATHER PROCEDURES – BEFORE SCHOOL HOURS

1. Superintendent Fowler, Reggie Summey and Greg Mack will decide before 10:00 p.m. if roads need to be checked in the evening before a possible closure.
2. Reggie Summey, Greg Mack, and Eddie Wyatt will talk at 4:00 a.m. to determine if inspection of roads is necessary. If so, Greg Mack will be on the road by 4:30 a.m.

### 3. Action Sequence

- **Greg Mack, Eddie Wyatt, and Superintendent Fowler** Check roads and confer with law enforcement, county and state road officials as needed.
- **Greg Mack** Calls Superintendent Fowler by 5:15 a.m.
- **Superintendent Fowler** consults with other county superintendents to coordinate decisions.
- **Reggie Summey** If a decision is not made by 5:30 a.m., the transportation staff directs bus drivers who have long routes not to begin until a decision is made.
- **Superintendent Fowler** Makes the decision to delay or cancel school and notifies Greg Mack.
- **Greg Mack** Notifies Rodney Goode and Eddie Wyatt.
- **Rodney Goode and Eddie Wyatt** Notify principals of the decision.
- **Superintendent Fowler** Notifies Tag Houck of the decision, and he publicizes the decision using all media tools.
- **Superintendent Fowler** Calls all county superintendents about closings or delays.
- **Greg Mack** Notifies Auden Joseph, Director of Food Service, of the decision.
- **Eddie Wyatt** Coordinates with custodians and maintenance staff to remove snow from parking lots and driveways, as necessary.
- **Reggie Summey** Checks with county and state road supervisors to obtain schedules for clearing roads. The most dangerous state and county roads receive priority review.

**\* NOTE: *If weather conditions cause more daily cancellations, all personnel will repeat the above action sequence steps.***

#### **D. EMERGENCY WEATHER PROCEDURES – DURING SCHOOL DAY**

1. Reggie Summey notifies Greg Mack of road conditions. (Begin “Emergency Weather Procedures”)
2. All district administrators and principals will monitor official weather updates.
3. Reggie Summey and Greg Mack will check weather forecasts and roads as necessary. County officials will be contacted as needed.
4. Greg Mack reports road conditions and forecast to Superintendent Fowler.
5. Superintendent Fowler calls other superintendents per *Emergency Weather Procedures* and makes a decision regarding dismissal of school.
6. Superintendent Fowler notifies Greg Mack, Rodney Goode, Windy Hodge, and Tag Houck. Greg Mack notifies Eddie Wyatt and Reggie Summey, who then notifies bus drivers of route changes.
7. Tag Houck sends Aptegey alerts and e-mails to all staff and the School Board. He also notifies TV and radio stations of closing and any afternoon/evening program and after-school daycare cancellations.
8. Rodney Goode, Windy Hodge, Josh Fowler, and Nikki Honeycutt will make a decision about the schedules of Daniel Morgan Technology Center students, workplace/service learners, and alternative school students.
9. Greg Mack notifies schools and Auden Joseph of early dismissal. Mr. Joseph advises cafeteria managers of lunch types and serving deadlines.
10. Principals cancel afternoon/evening programs and activities as authorized by the district administration. Principals send Aptegey, Facebook, Twitter, and webpage messages to parents.
11. Hal McManus cancels interscholastic events as needed, and Tag Houck publicizes via all media outlets.
12. Reggie Summey monitors all bus traffic until the last bus has completed its route and notifies Greg Mack.