



Dear Parents, Patrons and Staff:

This communication is meant to aid you in your daily decisions to send your children to school. As the school, we check road and weather conditions many times during a day, or before events. It is impossible to determine exactly what weather conditions are going to be. We do our best to predict, but the only way you really know how bad the weather will be is after the fact. In reality, you make the decision every day as to whether your child will attend school or not. Here are some basic beliefs and guidelines for you to consider. We will make every effort to only have school if the weather is appropriate.

We do believe that School Bus Transportation is the safest way to get to school. Our drivers are very careful, and they take the time necessary to get the children to school safely. All buses are equipped with radios, so we are in constant contact in the event of an emergency.

If you are going to allow your son or daughter to drive to school, please make sure that they are aware of the road conditions. Normally the best route to school is to try to get to a major road or highway. These usually get the best treatment. Sit down with your child and plan a longer route if necessary. We would rather have them take a little extra time and be safe rather than just trying to get to school in the fastest way.

GUIDELINES FOR SCHOOL DELAYS AND CLOSINGS DUE TO INCLEMENT WEATHER

Beliefs

- Weather conditions are both variable and extreme in Indiana.
- Concrete rules do not exist for making decisions regarding variable and extreme weather, but these guidelines will serve as a reference for the Jay School Corporation (JSC).
- JSC believes the public expects schools to be open and to provide education, supervision, and other services (including meals) to its students.
- JSC believes all parents are committed to keeping children safe and these parents will dress their children appropriately for the weather when sending the children to school.
- JSC recognizes that it's first and foremost a parental decision to determine if a child should attend school on inclement weather days.
- JSC respects a parent's determination regarding their child's attendance at school during inclement weather. If school is open, or delayed, because of inclement weather, the school will respect the parent's decision to keep their child at home. Parents are expected to contact the school and inform school officials of their determination. The student will be counted as absent,

per state code, and students will be given an opportunity to complete their academic work in the same manner as an excused absence from school.

Communication

- On a normal school day, it will be announced no later than 6:30 AM if we are delaying and/or closing.
- Following a delay, it will be announced no later than 8:30 AM if we are closing.
- Our schools are equipped with a phone messaging device. In the event of an early dismissal, we will send out a call to the phone number you have designated. Please also update the school with an accurate email account. We do not use Social Media to make announcements. It is simply too easily manipulated. If you want accurate information please contact the school or listen to our officially designated points of contact.
- Currently our weather related announcements are broadcast on the following radio and television stations:

Radio

WPGW 100.9 FM
WOWO 1190 AM
MIX 97.3 FM
K105 105.1 FM
WLDE 101.7 FM
WAJI 95.1 FM
WMDH 102.5 FM
WLBC 104.1 FM
IPR 91.7 FM
Talk Radio 1380 AM

Television

WRTV – Channel 6 – Indianapolis
WISH – Channel 8 – Indianapolis
WTHR – Channel 13 – Indianapolis
WANE – Channel 15 – Ft. Wayne
WPTA – Channel 21 – Ft. Wayne
WKJG – Channel 33 – Ft. Wayne
FOX 55 – Channel 55 – Ft. Wayne

Variables for Delaying or Closing School

- **Freezing Rain/Sleet:** The most unpredictable weather variable is freezing rain/sleet. Freezing rain/sleet is temperature sensitive and fast-occurring. It begins and ends with little notice. When freezing rain/sleet are predicted, the decision regarding school is delayed until the latest possible time in an effort to observe the most current and local conditions. Such a decision will generally be made in the morning.
- **Snowfall:** Snowfall is more predictable than freezing rain/sleet. Meteorologists generally give a 2-inch variable when predicting snow accumulation. Because of the variation in actual snowfall, when compared to predicted snowfall, the decision regarding school status is delayed until the snow accumulation indicates a need for action. Such a decision, except in extreme situations, will generally be made in the morning.
- **Extreme Snowfall Situations:** when snow has accumulated to a significant level, or is at such a level with more snowfall predicted, then the decision regarding school may be made the previous evening. A significant level is one in which local authorities have indicated it is unlikely streets will be passable by the following morning.
- **Extreme Cold (See Chart Below):** Temperature prediction is increasingly accurate. JSC uses the hourly temperature predictions for its zip codes from the National Oceanic and Atmospheric Administration (noaa.gov). In addition, JSC uses the Wind Chill Chart from the NOAA and the

National Weather Service showing when frostbite becomes a concern if bare skin is exposed to frigid temperatures for varying amounts of time.

If air temperature is predicted by NOAA to be -10 degrees or below with calm wind (the starting point for severe wind chill concerns), the school will consider a delay for the start of school. If the air temperature is predicted to **remain** at -10 degrees or below at 8:30 AM, with calm wind, the school will consider closing. Such a determination will be made as early as possible, including the evening before.

- **Extreme Wind Chill (See Chart Below):** Wind chill prediction is not as accurate as temperature prediction because wind speed is more variable by time and location. While NOAA observations and predictions are based upon the open conditions of the Ft. Wayne International Airport, these conditions can vary from actual weather in Jay County. Local observations of wind speed will affect the decision regarding delaying or closing school.

Using the Wind Chill Chart, severe wind chill concerns or frostbite emerge at a predicted wind chill temperature at or near -20 degrees for 30 minutes.

If wind chill is predicted by NOAA to be at or near -20 degrees or below and if local wind conditions are predicted to mirror the airport wind conditions the school will consider a delay for the start of school. If the wind chill is predicted to **remain** at or near -20 degrees or below at 8:30 AM, the school will consider closing. The variability of wind speed will likely cause this decision to be made in the morning.

- **Fog:** From time to time we will experience isolated or blanket fog. In the event of predictable fog, we will follow the same guidelines that we do for Snow or Freezing Rain. Fog can be isolated, so you may not experience it in your area, but it may be present in the County. If we have areas of fog, we will delay or cancel. A rule of thumb for fog is that you can see at least 3/10ths of a mile.
- **Flooding:** In the past, we have had large areas of flooding in both Portland and Dunkirk. Much of our school corporation is agricultural in nature. If we find that roads are impassible, we will typically try to re-route into areas that they are not. In extreme cases, we may decide to delay or close school. If flooding begins after school is in session, students will be taken to a designated safe area, and individual schools may be closed and children sent home.
- **Ice Conditions:** Jay County has limited resources to deal with the miles of roads that we have in the County. Typically, we have many roads that are gravel, and they receive no outside treatment other than a snow plow. Our road conditions will deteriorate in a freezing rain or melting/re-freezing. For the most part, the roads are not salted or sanded. If you live in these areas, you know to take extra time, or to avoid those roads that may have large quantities of ice on them.

Delays

On some occasions the Superintendent will decide to delay the start of school rather than cancel the day. This is especially true when the forecast projects frigid weather, fog or snow that came late in the night. This gives the transportation department time to make sure that the vehicles are ready, and the county time to get out and open roads. In the case of fog, sometimes it will give the area a chance to clear and an opportunity for the sun to come up.

If weather conditions are poor you can anticipate that district will announce a **2 hour delay**. If necessary, the district may exercise an option to extend the delay to a **3 hour delay** to permit time for conditions to improve and thus prevent the necessity of cancelling school, thus adding a day to the end of the school year. This may be especially useful in times of foggy weather when time is needed to allow the fog to dissipate or if an additional hour will allow for ice to melt or roads to be plowed.

With a 2 hour delay the school day starts 2 hours from the normal start time and ends at the usual time. School bus schedules will run 2 hours later than the normal pick-up time, and deliver home at the normal time.

With a 3 hour delay the school day starts 3 hours from the normal start time and ends **1 hour later** than a normal day. School bus schedules will run 3 hours later than the normal pick-up time, and deliver home **1 hour later** than normal. Bus Drivers will adjust their schedules by three hours on the pick-up schedule and one hour on the delivery schedule.

The normal reporting time for all certified and non-certified employees will be delayed accordingly on delayed days. However, on 3 hr delay days the employee will work an hour later than normal.

Administrators and custodians will report at normal times to get things ready for school.

Cafeteria workers will adjust their schedule as needed to prepare for lunch. Lunch will be served as close to the projected start time as possible. Lunch will not be missed or skipped.

Athletics will go on as planned with the consent of the host or visiting team.

Timeline for Delay Decisions

2hr delay

Decisions will be made by **5:30 A.M.** / Buses start leaving home by 6:00 - Pick up first students at 6:30.

2hr delay to a 3hr delay or close

Decisions will be made by **7:30 A.M.** / Buses start leaving home by 8:00 - Pick up first students at 8:30.

3hr delay to close

Decisions will be made by **8:30 A.M.** / Buses start leaving home by 9:00 - Pick up first students at

9:30.