

## NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

**TO:** North Putnam Community School Corporation Administrators & Staff  
**FROM:** Mary Sugg Lovejoy, Superintendent  
**DATE:** November 20, 2009  
**RE:** UNSCHEDULED SCHOOL CLOSING FOR THE 2009-2010 SCHOOL YEAR

1. Mary Sugg Lovejoy will check roads and weather conditions during periods of inclement weather. The National Weather Service, State Police, County Sheriff, the County Highway Department and the State Highway Department will also be consulted. The decision whether or not to close school will be made by Mary Sugg Lovejoy.
2. Close School: The decision to close school for an entire day will be made as early as possible but no later than 6:00 a.m. on the given day.
3. Delay School: If questionable conditions exist due to dense fog, snow, or other hazardous conditions that may subside relatively soon, the decision may be made to delay the opening of school for two hours. The procedure used for canceling school will be utilized in notifying employees and patrons of a delay in the opening of school. There will be no morning Pre-school classes. Classes will begin at 10:30 a.m. at the elementary level, 10:25 a.m. at the middle school level, and 10:20 a.m. at the high school level. Teachers will report to their buildings at 9:50 a.m.
4. If school is to be dismissed early, the following methods will be utilized:
  - A. If the dismissal decision is made after 9:00 a.m., the following dismissal times will be observed: Elementary schools - 12:50 p.m.; Middle School and High School – 1:10 p.m. Lunch will be served at all buildings if schools are dismissed at these times. There will be no afternoon preschool. Staff members may leave their buildings at 1:30 p.m. Ms. Huber, transportation secretary, will contact the bus drivers.
5. Instant Alert will be the preferred method of communication, however every facility should develop an internal phone tree for emergency purposes.

The following radio and television stations will be notified:

FM RADIO	AM RADIO	TELEVISION STATIONS
WREB 94.3 Greencastle WGRE 91.5 DePauw - Greencastle WVXI 106.3 Crawfordsville WIMC 103.9 Crawfordsville WAXI 104.9 Rockville MIX 100.7 Terre Haute	WCVL 1550 Crawfordsville WIBC 1070 Indianapolis	WRTV Channel 6 Indianapolis WISH Channel 8 Indianapolis WTHR Channel 13 Indianapolis WXIN Channel 59 Indianapolis WTWO Channel 2 Terre Haute WTHI Channel 10 Terre Haute WTIU Channel 30 Bloomington