

## **Emergency School Closings**

The decision to cancel or close a daily school sessions because of inclement weather, furnace breakdown, and similar common emergencies shall be at the discretion of the Superintendent of Winston County Schools or designee.

If it becomes necessary to cancel a daily school session caused by an emergency, the following notification procedure will be used:

1. Every effort will be made to notify parents, students, and school personnel at the earliest possible time.
2. The local radio stations, WJBB- Haleyville; WFMH- Cullman; and WARF- Jasper will be requested to announce the cancellation of school during their early morning broadcasts.
  - A. The announcements will identify the school or schools that will have daily activities canceled.
  - B. The announcement, if possible, will identify expected date school or schools will be re-opened.
3. Local school administrators will take the necessary precautions to ensure the safety and well being of students during and after dismissal procedures are initiated.

## **Office Telephone**

The office telephone is not to be used by students unless special permission is granted by the principal or office secretary. Such permission will be granted only for urgent calls. Students are not to come to the office to call their parents to see if they can go home with friends. These issues must be determined before students come to school so that parents can write the appropriate notes. Students will not be called out of class for phone calls unless the call is an emergency.

## **Trading, Swapping, and Selling**

Students are not permitted to trade, swap, or sell items among themselves. This creates a nuisance and often causes hurt feelings. Parents should be certain that elementary students fully understand that trading cards cannot be brought to school.

## **Fundraising Projects**

All fundraising projects must have the approval of the school principal. Selling of any kind will not be allowed on the school campus without permission of the principal.

## **Purchasing**

All purchases made in the name of the school must be cleared through the principal's office. A bill cannot be paid out of school funds unless this procedure is followed and a purchase order issued.