

BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE B2P: Snow Day Decision and Communications (Internal)

Summary

This procedure is intended for internal use and outlines the steps the Superintendent follows when deciding whether to close school due to snow or other weather-related conditions, as well as the steps for communicating that decision to staff and the community.

Initiating Decision Making and Making a Determination

1. The Property Services Director is responsible for keeping track of the forecast to determine if we should be on alert for a snow day.
 - a. Property Services Director (or assistant director) should flag any alerts for the following day as soon as possible, but by the end work day before the anticipated storm (no later than 4:30 pm if possible).
 - i. Send notice via text to superintendent, athletic director, ELO director, superintendent's assistant, and communication specialist.
 - ii. The Athletics department should alert the team of any impact closures would have on activities.
2. The Property Services Director consults with Grounds Crew and BSD Bussing Department as soon as storm information is received.
3. The Property Services Director provides an evening update (9:00) via text to the superintendent, athletics, ELO director, superintendent's assistant, and communication specialist.
4. The Property Services Director consults with Grounds Crew, Department of Public Works, BSD Bussing Department, and GMT early morning, and then consults superintendent at 5:00 am to provide an update with a recommendation.
5. The Superintendent determines whether or not to close buildings by 6 am if possible, and no later than 6:30 am.
 - a. Determination is based on the conditions of roads in Burlington, sidewalks, parking lots, total snowfall, and timing, with consultation from regional Superintendents.
 - i. If multiple districts directly surrounding BSD are closed, we may consider closing due to staffing concerns.
 - b. If high school sports or other large district activities are happening in the late afternoon or evening, the superintendent will decide whether or not to allow those activities by Noon on the day of the Snow Day.
 - i. The Athletic Director will consult with regional ADs and make a recommendation to the superintendent.
6. If determination is made to close schools, the superintendent informs the communication specialist to provide notice.
 - a. Communication specialist follows the list below.
 - b. Superintendent sends the cabinet a text message.

For storms that hit during the school day and before the end of afterschool (5:30), the ELO team will monitor the weather and consult with the Director of Property Services and ELO directors in Winooski and Colchester, and bring the Executive Director of Teaching and Learning recommendation for closing the program early, staying open, and/or asking parents to pick up early.

Dissemination of Information in Case of Snow Day

The Communications Specialist (or the Superintendent's designee in case of vacation/illness) will make the following:

- A. Vermont Association of Broadcasters (VAB) contacted via web to relay info to TV and radio stations
- B. SchoolMessenger call to all families, staff, and community partners, with translated messages.

- C. Post to all BSD websites, using the “Alert” function so that the orange bar appears at the top of the website.
- D. Post to Facebook
- E. Post on X
- F. Email FROM SUPERINTENDENT account sent to staff and Board. CC Tom, BCC staff and board. (This means that some staff get the email twice, but it is the only way to ensure we reach all staff.)
- G. Emails to additional stakeholders: Send email to City for Crossing Guards.

Clerical Information

<i>BSD Version:</i>	<i>BSD B2 Procedure</i>
<i>Date Adopted:</i>	<i>Friday, November 21, 2025</i>
<i>Legal Reference(s):</i>	<i>N/A</i>
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