

## Operational Services

### Administrative Procedure – Emergency Closing/Cancellation of Sponsored Functions

When schools are closed as per policy 4:170, all District #9 sponsored functions, including extra curricular activities scheduled within the District, shall be deemed cancelled for the date(s) of the closing.\*\*\* The cancellations are subject to the terms and conditions set forth by the Illinois High School Association.

The policy for elementary and middle schools will be to cancel all activities in the event of a school cancellation, including practices of any nature.

The following applies to High School only:

In the event that the conditions for which school was cancelled have changed and does not affect the safety of specified student groups or activities, the Superintendent or designee (Director of Secondary Education, Assistant to the Superintendent) working in conjunction with the High School Principal and the Vice Principal/Athletic Director may, upon the request of the above high school administrators, permit the activity to proceed without respect to general attendance. Communication with the opposing schools administration will also be part of the decision making process.

If the High School Principal and/or Vice Principal/Athletic Director desires consideration to hold sponsored functions (including athletic practices), he/she must:

1. Contact the Superintendent or above noted designee with complete information about the requested activity, event, practice, etc. These requests will apply to varsity sports only, which would limit the number of students involved. All underclass practices and events would be cancelled.
2. Confer with the Superintendent or designee concerning the request.
3. Abide by the decision of the Superintendent or designee.
4. Communicate the decision to affected parties, namely the coaches who will need to know whether practices or games will be played. This information will be communicated by the Vice Principal/Athletic Director.

If weather conditions change in regard to holding extra curricular activities, the decision will be made on a case-by-case basis. Factors in making the decision will be changes in:

- Wind Chill
- Heat Index
- Weather Forecast
- Precipitation (rain or snow)
- Road Conditions

Under no circumstances shall any party circumvent the specified procedures as outlined in this administrative procedure.

\*\*\*Should the school closing occur on a Friday (or the last attendance day before a holiday or other non-attendance day), activities will be cancelled on the weekend and non-attendance days as well.

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