

## **South Central BOCES Inclement Weather Closure Procedures**

The traveling conditions across the South Central BOCES can vary widely, so the inclement weather closure procedures allow for consideration of differences from one area to another.

- Closure of BOCES Offices and suspension of services is the decision of the Executive Director, based on an assessment of conditions in and around the satellite areas. The executive director will call the BOCES directors with closure information, and in turn, the directors will use a calling tree to notify staff members in their respective departments.
- When offices are to be closed, staff members are notified by telephone calls to their home. Closure information is also provided on the BOCES voice mail system:  
***Dial 719-647-0023 and enter extension 806.***  
Generally closure information will be available prior to 6:30 a.m. In addition, staff members are encouraged to check snow closure announcements on local television and radio stations.
- The Satellite Offices in an area will be closed when the host district has closed school for the day (e.g. Fremont RE-2: Florence; Huerfano RE-6: Walsenburg; Trinidad School District 2; and Crowley RE 1-J)
- The Pueblo Office will be closed only when Pueblo District 60 has announced school closure for the day. Staff members in adjacent areas may be directed to report to the Pueblo Office when other satellite offices are closed.
- When the Satellite Office is open but an outlying school district is closed for the day, staff members will report to the satellite for an office day and/or serve students in open districts if possible.
- Migrant education staff in districts outside the SC BOCES will follow the closure procedures in their host school district or BOCES.
- Adult Basic Education/GED staff will be notified of cancellation of their evening classes by the director.
- Individual staff members who want to request an exception for these procedures must contact their director personally for permission.