

To All Kuumba Parents

This message is intended to provide you with an overview of the process that will be used when Kuumba closes either as a result of the weather or another emergency situation. In the event the action is required while we are out of school, the process will be as follows:

- Administrative team will contact Dr. Shippen (if she is not available in the immediate area) and apprise her of the situation
- In the event the school needs to close, the following will occur:

1. A message will immediately be placed on the **State of Delaware Website / DOE school closing information**
2. When possible this information will be made available by **6:00 a.m.** on the day of the event
3. A message will be placed on the Kuumba Academy telephone system- **main number** indicating the status – closed, opening two hours late, opening without transportation
4. Where possible, the reasons for the closing will also be given, heating, electricity, water problems, road conditions
5. School closing information will be given to appropriate radio stations –

WDEL <http://www.wdel.com/snowatch.php>

WPVI <https://register.go.com/ABCLocal/wpvi/schoolClosings/lists>

WILM <http://www.wilm.com/main.html>

Kuumba Academy PTA <http://www.neighborhoodlink.com/org/kuumbapta>

Delaware Information Services <https://diss.state.de.us/DWS/public.diss>

6. The internal telephone chain will be activated
7. Designated homeroom parents will also be contacted and asked to alert parents of children in their child's class
8. Classroom staff will be requested to call **all parents of children in your room**
9. In the event you are unable to contact a family, please inform an administrator so that additional numbers may be pursued for the family
10. Nurse Elliott will contact the bus company to alert them of the changed status
11. Following the calling process, a final call to the administrative team will be made to inform them of your calling status- all clear!

Suggestions to this procedure are appreciated.

Dr. Sondra M. Shippen,

Head of School

Kuumba Academy Charter School

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