

July 27, 2020

Dear Parents/Guardians of Palmyra R-1 Students,

Winter presents us with a lot of adverse weather and icy roads. In preparation for this winter the school district has prepared late start and hard surface roads only options during the winter season. We may use these options some days throughout the winter season or other emergencies.

The need to close school or delay the opening of school for the safety of our students and staff is a decision we take very seriously. Students are better served both academically and socially by being in school, however, student and staff welfare is our top priority.

The following procedures will be implemented for a **two-hour delay**:

1. The superintendent, in conjunction with other school officials, will strive to make a decision by 6:00 a.m. to either close or delay the opening of school and will announce it to the radio and television media.
2. When a two-hour delay announcement is made, continue to listen to the radio and television for updated information. If conditions deteriorate, a decision will be made to close school for the day by 7:30.
3. During a delayed-start situation, morning bus transportation will be delayed two hours from normal pick-up times. Students are required to be at their bus stop five (5) minutes early even though buses could be running slow due to weather conditions. Please be sure your children dress appropriately.
4. When school is delayed, it is important that you **DO NOT** send or drop off your children at school prior to the delayed start time. Building staff will not be available to supervise children before that time.
5. Morning preschool classes will be canceled for the day with afternoon classes remaining the same as scheduled.
6. Breakfast will be offered at PES and the middle school. The lunch program will run as usual with some possible changes in serving times and/or menus.
7. School dismissal will remain at the normal time when school is delayed.
8. Scheduled co-curricular activities will be adjusted accordingly to district needs.
9. Vocational students will not attend morning vocational classes when school is on a delayed schedule.

The following procedures will be implemented for **hard surface only**:

1. The superintendent will announce when the hard roads only policy will be used. Hard surface situations may occur when county roads are icy, or too soft, etc... for bus travel, but the main roads are safe for travel.
2. Parents will be notified using the same methods as we use when school is dismissed for weather-related reasons.

3. Children can be at any of the stops on your bus stop list that are most convenient for your family.
4. Bus drivers will pick up and drop off at the following times and locations when **hard surface only** situations are in effect:

Bus #	Hard Surface Only Pick-up/Drop-off Location	AM Pick-up Time	PM Drop-off Time
1	Highway 6 and Route V	7:10	3:45
1	18 Wheeler	7:30	3:30
2	East end of Highway 6 near Tic-Toc Motel dead end by the levee	7:20	3:30
3	Hidden Valley Subdivision	7:00	3:40
3	Junction of County Roads 275 & 258 (West Ely)	7:15	3:50
3	Junction of Highway 24 and County Road 426	7:23	4:00
4	County Road 339 and corner of Highway 168	7:20	3:40
4	County Road 401 and corner of Highway 168 (Next to Klocke Farms Business Office)	7:30	3:20
5	Junction of Route U and County Road 250	7:25	—
5	Junction of Route U and County Road 252	7:30	—
5	Junction of Route E and County Road 250	—	3:25
5	Junction of Route E and County Road 252	—	3:30
6	Pipeline	7:30	3:35
7	Little Union Church	7:25	3:32
7	Junction of Michael's Crossing and Route OO	7:30	3:36
7	Junction of County Road 185 and Highway 168	7:35	3:28
7	Junction of County Road 183 and Highway 168	7:38	3:50
8	Junction of Route A and County Road 153	7:20	3:53
8	Junction of County Road 329 and County Road 320	7:45	3:30
9	Regular pick-up and drop-off locations for all	—	—