



## **Protocol for School Closing Notification**

1. School board members will be notified of the superintendent's decision to close schools.
2. Directors and principals will be notified by the superintendent.
3. Staff will be notified with an email and alert.
4. Families will be notified with an alert.
5. Closings be posted on the school website and Colonial Beach Public Schools Social Media accounts
6. Notice of school closings will be made before 8:00 pm the evening before the closure or after 5:00 am the morning of the closure.