



## Facility Policy Statement

**Policy Title:** School and Church Closing for Emergencies & Holidays

**I. Introduction:** To establish guidelines for facility usage during emergency closings and parish holidays

### **II. Policy Statement:**

#### **School**

Our Lady of Victory School may be closed for a day, delayed in opening, or dismissed early when severe weather conditions are present, building issues arise or the power is out. All OLV School student families will be notified of such a closing via a Facts communication (text or email), Facebook. The closing will also be communicated to radio stations WWJ 950 or WJR, as well as television stations Fox 2, WDIV-TV4, and TV-7(ABC). OLV School will be announced as Our Lady of Victory-Northville.

When there is a school closing or early dismissal for severe weather conditions, a building problem or power outage, and Holidays, all after-school/evening extracurricular and athletic activities are also cancelled.

#### **School Holidays**

Thanksgiving Holiday: Last full week of November  
December 22 through January 2  
Martin Luther King, Jr. Birthday  
Holy Thursday, Good Friday and the week after Easter  
Memorial Day  
Labor Day

#### **School Summer Gym Schedule**

School building will be closed during the summer starting the week after School Enrichment through July 31. Any and all exceptions will need approval from the School Administrative Staff.

#### **Parish/Church**

The decision to close the parish office/church and to cancel Mass, parish programs or events is independent of the school closing. The parish office will be open and all parish events will go on as scheduled unless otherwise notified through my Parish app, the website, OLV Parish Facebook page, and Mailchimp email blast.

#### **Parish /Church Holidays**

All campus buildings will be closed for the entire day on days designated as either parish or national holidays. No events or activities can be scheduled on these days. The parish will be closed for the following:

Martin Luther King, Jr. Birthday  
Good Friday and Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
½ day Wednesday, before Thanksgiving, Thanksgiving Day and Friday after Thanksgiving  
December 24 through December 26-December 31 through January 2

**Note:** If a holiday falls on a Saturday, the holiday is observed on the previous Friday. If a holiday falls on a Sunday, the holiday is observed the following Monday.