

**DaVinci Academy of Science and The Arts**

**Policy Number: 303**

**Policy Section: 300- Student Services**

**POLICY TITLE: Emergency and Inclement Weather Policy**

**Revision History**

Effective Date	Action Date	Revised
17 November 2004	New Policy	New Policy

Emergency and Inclement Weather Policy

Effective Date: 17 Nov 2004

Revision Date:

1. SCOPE

1.1 During the school year there are occasions when general emergencies and inclement weather emergencies make it necessary to delay the opening of school, conduct early dismissal or close the school. When it becomes necessary to change the normal operations of schools in Weber and Davis Counties, DaVinci will attempt to avoid confusion by keeping employees, pupils, parents, and the general public as well informed as possible concerning possible changes in school schedules. These are the procedures that will be used if it becomes necessary to temporarily change regular school schedules due to general emergencies or inclement weather emergencies.

1.2 General Emergency Situations

1.2.1 The following emergencies are classified under general emergency situation:

- a. Loss of water in the building.
- b. Loss of electricity in the building, greater than one hour in duration.
- c. Loss of heating or cooling in the building, greater than one hour in duration.
- d. Other emergencies, as declared by public safety officials, affecting the area.

1.3 Inclement Weather Emergency Situations

1.3.1 The following emergencies are classified under inclement weather emergency situations:

- a. Ice causing unsafe travel conditions.
- b. Snow causing unsafe travel conditions.
- c. Severe cold weather causing heating unit failure in a school facility.
- d. Flooding causing unsafe travel conditions.

1.4 Criteria used in making a decision to adjust the normal school day will be as follows:

- a. Safety of students involved with the extensive transportation system
- b. Safety of students within the school facility
- c. Safety of employees traveling to and from work
- d. Safety of employees within the school facility

1.5 Conditions within the school complex:

- a. Access roads cleared
- b. Sidewalks cleared
- c. Heating environment satisfactory

## 2. RESPONSIBILITIES AND EXPECTATIONS

2.1 Faculty should discuss the information contained in this policy with their pupils. Discussing this information with pupils will be helpful in enabling the handling of emergencies or inclement weather problems with a minimum of confusion and delay.

2.2 Students.

2.2.1 During school hours, your best source of information will be directions from your teacher. The DaVinci Director of Academic Services or his/her designee will notify the faculty of any changes to school schedules. If during other than school hours, your best source of information will be AM radio or TV announcements if during other than school hours. Phone trees or chains may also be used. Refer to paragraph 2.3.

2.3 Public Notification of Changes in School Schedules

2.3.1 Should it become necessary to delay the opening of schools, dismiss the schools early or to close the schools completely due to emergencies or inclement weather, public notification will be given as follows: While you are in class, your teacher will have current information. After or before school, you and your parents are advised to listen to the AM radio station, especially 1430, KLO for up to the minute announcements. DaVinci Academy will follow the delay, closing and opening announcements, which are being followed by all public and private schools in Weber and Davis counties. Additionally, check the DaVinci Web for current information. Announcements will be broadcast by radio and television stations; posted on the DaVinci's website ([www.davinciacademy.org](http://www.davinciacademy.org)), and recorded on the DaVinci switchboard (801) 389-3905 beginning at 6:00 a.m.

2.4 In the event of an emergency or inclement weather situation, faculty, key personnel and employees shall:

2.4.1 Faculty members shall follow the student schedule unless specifically notified to the contrary by the Director of Academic Services or his/her designee. Such notification to deviate from the student schedule shall be from the Director during work hours or by phone chain if during other than work hours.

2.4.2 Key personnel shall report to work as scheduled, unless specifically notified to the contrary by the DaVinci Director of Academic Services or his/her designee. The Director or his/her designee will notify key personnel of any deviations to approved work schedules during work hours or by phone chain if during other than work hours.

## 3. AUTHORIZATION FOR CHANGES IN SCHOOL OPERATIONS

3.1 The Director of Academic Services is responsible for all decisions relating to the early dismissals, the delayed opening or closing of the school, other than those initiated by Ogden City or Weber County Public Safety Officials during emergency periods to include winter storms. In instances where the Director of Academic Services may be out of contact, this responsibility will be delegated to these individuals in the following order: The acting Director of Academic Services, Director of Business Services and the Board President.

3.2 Emergency Call Tree:

3.2.1 The Director of Academic Services shall direct an individual to develop and maintain an emergency call system for purposes of informing key personnel of conditions of physical facilities, emergencies, and/or inclement weather conditions. Call trees will be developed and tested.

### 3.3 Transportation

3.3.1 If school is closed due to severe inclement weather, no transportation will be provided. UTA busses may or may not be operational or on delayed schedules.

## 4. SCHOOL ATTENDANCE AND ANNUALLY REQUIRED DAYS.

4.1 Sufficient inclement weather days are built in to the DaVinci annual schedule and should preclude any end of year make up days for students and faculty. In the event that the Director or his/her designee specifically directs key personnel to deviate from an approved work schedule during an emergency or inclement weather situation, the staff employee shall be paid for any lost time or have the opportunity to make up time.

4.2. If during an emergency or inclement weather situation, individual employee decides not to report to work or to depart work prior to the scheduled end time, the employee, subject to approval by an immediate supervisor, may choose one of the following options to reconcile lost time: Vacation leave (1 hour increments) or unpaid leave of absence. Make up of lost time as approved by an immediate supervisor. Lost time must be made up within the current pay period or within the next immediate pay period if the lost time occurs during the last week of the current pay period. Any make up of lost time that is not completed within the foregoing timeline will then be considered either annual leave or unpaid leave of absence at the employee's discretion.

## 5. KEY PERSONNEL

5.1 The Director of Academic Services determines who are the key personnel and notifies them in writing.