



## **School Closings and Cancellations**

Snow Days, Inclement Weather, or Emergencies

### **All Situations**

The decision to implement an early dismissal or to close schools and/or facilities within the district because of inclement weather or other emergencies will be rendered by the Superintendent or designee.

When weather conditions exist or situations occur that could lead to district-wide closings, the Assistant Superintendent of Operational Services will consult with appropriate district transportation and maintenance staff to gather information in order to advise the Superintendent or designee. Once the Superintendent or designee has made a final decision, the Assistant Superintendent of Operational Services will notify the designated central services personnel and the appropriate administrator for communications services who will contact the media by 5:30 a.m., if possible.

In some cases, facilities may be closed but employees will be expected to report to work. This information should be determined and clearly communicated at the time the closure is announced.

### **Weather Related Closures**

When weather conditions exist that could lead to district-wide closings, the Assistant Superintendent of Operational Services will consult with appropriate district transportation and maintenance staff prior to contacting the Superintendent who will make the decision to close school.

### **Mountain Schools**

Mountain schools include Jamestown, Gold Hill, Nederland Elementary and Nederland M/Sr. High School. The Assistant Superintendent of Operational Services will follow the process described above for all situations to gather information and contact the Superintendent and other appropriate personnel.

When the decision is made to close mountain area schools, selected routes providing student transportation from mountain area residences to non-mountain area schools will also be canceled (even though these schools and terminals will remain open). The Transportation Department will notify these families at the beginning of each school year, as well as new families who move in during the course of the year.

### **School Activities and Athletic Events**

When schools are closed due to inclement weather or emergencies, all student activities, athletic events, and practices will be canceled. Exceptions may only be made by agreement of

the Assistant Superintendent of Operational Services, Assistant Superintendent of Schools and School Principal.

### **Activity and Athletic Special Trips**

When schools are closed on a scheduled school day, all special trips related to those schools will be canceled unless specific arrangements are made between the Principal, the Assistant Superintendent of Operational Services, Assistant Superintendent of Schools, and the Director of Transportation.

The Director of Transportation may cancel/modify evening and weekend special trips as necessary if they determine weather or road conditions pose significant risk to passenger safety or district liability by contacting the school Principal and the sponsor.

When schools are open but a sponsor determines a special bus trip they have requested should be canceled/postponed, they may modify transportation services by contacting the appropriate bus terminal.

### **Community Schools**

All Community School programs will be monitored and the decision regarding canceling programs or activities will be made by the Executive Director of Community Schools in consultation with the Assistant Superintendent of Operations.

### **Closings for Reasons Other Than Inclement Weather**

The Assistant Superintendent of Operational Services will be notified of the need to close a school(s) and the same procedure for decision-making and notification outlined previously will be followed.

Should schools be closed for non-emergency reasons, staff may still be expected to work and if so, this will be communicated to affected staff.

### **Two-hour Delay**

A two-hour delay may be announced if temporary adverse weather conditions exist in the morning, including but not limited to high winds, cold temperatures, or unfavorable road conditions during morning travel time.

In the event of an announced delayed start, morning bus pick-up times and the school day will start two (2) hours after the normal start time at every grade level and the following items shall be in effect:

- School will end at its normal time;
- Afternoon bus departure times will not be adjusted;
- Morning bus pick-up will be two (2) hours after the normal pick-up. For example, if on a normal day, bus pick-up is 7:35 am, on a two-hour delay, bus pick-up time will be 9:35 am;
  - If the delay occurs on a Wednesday (typical one-hour late-start), buses will run as described above. Schools will start 2 hours after their normal (non-Wednesday) start time as described above.

- **Community Schools**
  - Early Connections (EC): Opens at 9:00 a.m.
  - School Age Care (SAC): Morning SAC programs are canceled.
  - Preschool Enrichment (PSE): Morning PSE programs are canceled.
  - Lifelong Learning (LLL) Enrichment: Morning programs are canceled.
- **Food Service Protocol**
  - Breakfast will be canceled at all schools
  - Lunch will be served at their normal times.
  - Snack and other after-school food programs will proceed as usual
- **PK-12 Programming**
  - Morning half-day integrated preschool is canceled.
  - Morning athletic practices will be canceled.
  - Morning classes at Boulder TEC are canceled. Afternoon session will run on a normal schedule.
  - Morning Arapahoe Ridge classes are canceled. Afternoon session will run on the normal schedule.
  - Mid-day buses from the high schools to Arapahoe Ridge/Boulder TEC will run on their normal schedules.
- **Staff Information for a delayed start**

District employees shall report for work as follows:

Unless otherwise designated below, employees\* are expected to report to work one hour after their school/department's regularly scheduled start time.

\*Note: If an employee's shift normally starts after the above one-hour staff delay, the employee will report at their normal start time.

- Essential Employees will report at their normal start time.
  1. Principals or designee
  2. Security Operations Center staff and Security Agents
  3. Custodians
  4. Maintenance Supervisors
  5. Maintenance Staff
- Food Service employees will report at their normal start time.
- Transportation employees will report according to the department's protocol.
- Community Schools employees will report according to the department's protocol.
- Itinerant/part-time teachers
- Itinerant teachers should report to whichever building they would normally be at the time that schools will be opening.
- If a school changes its bell schedule for the day, and this change affects an employee's ability to get to another regularly-scheduled class in a different

building on time, the school that modifies its bell schedule is responsible for finding coverage so that the teacher can get to their regularly-scheduled class.

- Unless otherwise worked out with building administrators, teachers should report to buildings according to the time that they are regularly scheduled, rather than the period that they are scheduled.

### **Early Dismissal**

If during the day severe weather conditions develop that necessitate sending students home early, all efforts will be coordinated through the office of the Assistant Superintendent of Operational Services. Appropriate communications with parents regarding their student(s) being released early must be accomplished before dismissal. Building administrators must ensure that sufficient staff remains on site until all students have been released to a parent/guardian or emergency contact.

### **Pre-approved Time Off**

Pre-approved vacation, personal, and sick time will be charged during district closings.

### **Closings Due To Inclement Weather or Other Emergencies**

The following personnel should make every effort to accomplish essential and required work by reporting physically to work. Additionally, departments shall determine annually any essential personnel and work activities that must occur in the event of school/district closings and ensure all personnel understand their responsibilities:

1. Superintendent and Cabinet
2. Principals or designee
3. Security Operations Center Staff and Security Agents
4. Custodians
5. Maintenance Supervisors
6. Maintenance Staff