

Adopted: May 12, 2014

Revised: September 14, 2015; October 22, 2018, January 27, 2020

307 Emergency Closure

I. PURPOSE

The purpose of this policy is to establish guidelines for emergency closings necessitated by weather or school building limitations or other such emergencies.

II. GENERAL STATEMENT OF POLICY

A. When emergency situations occur, the decision to close the school will be made by the Superintendent or his/ her designee. The decision will be based on information provided by the Operations Director, emergency service providers, and other area school districts.

B. If school is cancelled for the day, a notification will be made by 5:00 am whenever possible.

C. The closing may include cancellation of the school day, a late start or an early school ending.

III. EMERGENCY CLOSING

A. The decision on the closing will be communicated to the staff and the community through the media, school messaging systems, the school website, and/or other communication methods as determined by the district. Annually the district will publish a listing of media that will receive a contact from the school when there is a change in a scheduled school day.

B. The decision on cancellation or postponement of co-curricular practices, events, and or games will be made by the appropriate directors with the approval of the superintendent after the consultation with the identified resources and the principals.

C. The decision on cancellation of other out of school time programs or childcare programs will be made by the appropriate directors with the approval of the superintendent after the consultation with the identified resources and the principals.

D. Days that are rescheduled for students will be made up as required by the District or other appropriate authority. Two make-up days will be identified annually on the school calendar. Any other student make up days will be held on consecutive weekdays at the end of a school year or on other non-school days as approved by the school board.

IV. STAFF DUTIES

A. Decisions regarding staff reporting to work on emergency days are based on the needs of the district. Provisions will be made so each staff member will have an option not to report if he/ she feels the conditions are too dangerous. The district will attempt to treat all staff members fairly and equitably.

B. The following employee groups are considered Emergency Personnel and will report to work during their regular work schedules despite a school closing:

- Administrators/ Principals
- Custodians
- Transportation Management and identified staff
- Any other identified staff deemed emergency

This includes emergency closing days, late starts and early dismissals. These employees will work their full shifts unless they have safety concerns.

C. Employees other than listed above (Non- Emergency Personnel) will not be required to report to work due to the emergency closing (unless otherwise determined by the district).

The following information applies to all non- emergency employees:

Emergency Closing Days:

- Non- Emergency Personnel will not report to work on emergency closing days but will report on the staff makeup days and/or the staff and student make-up days as determined by the School Board. The district reserves the right to direct any such employees to report to work on an emergency closing day (or portion thereof). The district will notify the affected staff of such a determination.

Late Starts:

- Non- Emergency Personnel will adjust their work schedule according to the change in the school start time (i.e. two-hour late start of school, report to school two hours later). Administrators or managers may reschedule the missed work hours due to late starts.

Early Dismissals:

- Non- Emergency Personnel will work their regular hours unless they have safety concerns (see below). Employees may be required to remain at school beyond their regular hours on early dismissal days until all transportation routes are completed. Employees may be required to assist in supervising students if students are unable to leave for home in a timely manner.

V. REPORTING OF TIME AND PAYMENT FOR EMERGENCY CLOSURE

Employees are expected to perform work on days of emergency closure according to the outlined options. Employees will be paid up to their regular scheduled hours or daily minimums as applicable. If student make up days will be used or scheduled, employees will be notified at the time of the emergency closure as those make up days will be work days instead of the work from home options on the school closing day.

A. Employees who were scheduled to work during the regular school day on a day that school is closed due to severe weather conditions and who are told not to report to the building will be paid for work performed from home or completed online professional development.

B. If an employee has approved sick leave already registered in the leave system scheduled for the date of the emergency closure, their paid leave will be deducted. Employees who have previously been approved for vacation will be charged for a vacation day. Employees on unpaid leave will be on unpaid time.

C. Emergency Personnel who choose not to work their hours because of safety concerns may be approved to use a vacation day (if available), use a personal day, or choose a payroll deduction for hours missed. Employees will report to their supervisor which option they elect to use if they choose due to safety concerns not to work their regular hours. Since Emergency Personnel are essential to the ongoing operations of the school, this will be considered and approved on a case by case basis.

D. Non-Emergency Personnel who choose not to work according to these procedures may use personal leave, make up their hours in the same week, if possible (as approved by the supervisor) or choose a payroll deduction for hours missed. They will report to their supervising administrator which option they elect to use if they choose not to work their regular hours.