

DISTRICT/SCHOOL CLOSINGS, E-LEARNING DAYS, ACTIVITY RELATED CANCELLATIONS, DELAYED STARTS AND EARLY RELEASES

Responsibilities

The Superintendent or designee, in consultation with staff, local authorities/agencies, and/or other sources, is responsible for making the decision on all school/District closures, e-learning days (see Regulation EBCE-R-2), delays or early dismissals.

The Executive Director of Facilities, Operations and Transportation is responsible for the daily monitoring of weather conditions and keeping the Superintendent or designee advised of impending adverse weather. The Executive Director will be the primary point of contact with the National Weather Service, City of Colorado Springs and other area school district administrators responsible for assessing the impacts of adverse weather.

A District Adverse Weather Conditions Team will be constituted when warranted and responsible for evaluating weather and road conditions throughout the District and providing recommendations to the Superintendent or designee. The team will consist of the Superintendent or designee, District administrators and Security personnel.

A timely decision to cancel, move to e-learning, or delay the start of school shall be made to ensure announcements are provided to the public no later than 5:30 a.m., unless there are extenuating circumstances. A decision to implement an early release of school shall be made to ensure announcements are provided to the public no later than 11:00 a.m., unless there are extenuating circumstances. The decision to cancel community education classes, rental leases and extracurricular activities will be made by 1:00 p.m., unless there are extenuating circumstances.

The Office of Communications and Community Relations will be responsible for disseminating information on all closures, e-learning days, delays, early releases and cancellations to local media and publicizing such information on other appropriate forms of communication / media.

When schools are open, parents may choose to keep their children home or delay their arrival when conditions warrant. Such absences may be excused pursuant to Board Policy JH, Student Absences and Excuses.

Defined Options:

- 1) Regular Status Day:** this is a regular school day, and business as usual work day.
- 2) Delayed Start or Early Dismissal:** A delayed start, also called a late start, is typically a 2-hour delay at the start of the school day, unless otherwise directed by the Superintendent or designee. An early release is typically the release of students from school 2 hours earlier than normal, unless otherwise directed by the Superintendent or designee.

- 3) E-Learning Day:** an electronic learning (e-learning) day is an alternative to what was traditionally known as a “snow day”. An e-learning day is not a day off from work or school.
- 4) District Closure:** If the Superintendent or designee calls for a District closure, this means that all schools and business operations are shut down for the day. These are very rare events reserved for major catastrophes and/or emergencies. The Superintendent, in collaboration with the President of the Board or designee, can override a full cancellation and hold certain meetings as deemed necessary.

Delayed Start

- a) Schools in the event of a delayed start:
- All a.m. pre-school District wide will be cancelled, unless otherwise directed by the Superintendent or designee.
 - All schools will begin 2 hours later than each school's normal published start time, unless otherwise directed by the Superintendent or designee.
 - Breakfast may be provided at schools that have breakfast programs
 - If e-learning is implemented in addition to a late start, classes will begin remotely 2 hours later than each school's normal published start time.
- b) Employees (regular status budgeted staff) in the event of a delayed start:
- In the event of a delayed start (i.e. 2-hour delay), employees should plan accordingly and use their best judgment to ensure they can arrive safely and as close to their regularly scheduled work time as possible.
 - If the schools or other District buildings are open and an employee is not able to report for work, the employee may use paid leave or vacation time, if it is available, to account for the day's absence. If paid leave or vacation time is not available, the employee may be required to report leave without pay.
 - Personnel designated as essential will report to work as close to their normal start time as possible.

Early Release

- a) Schools in the event of an early release:
- Dismiss students two hours earlier than normal, unless otherwise directed by the Superintendent or designee.
 - Schools will make every effort to complete lunch service before dismissal.
 - All p.m. pre-school district wide will be cancelled.
 - All schools / buildings will remain open until all students have safely departed.
- b) Employees (regular status budgeted staff) in the event of an early release:

- If directed by the Superintendent or designee, staff may leave early for the day. Supervisors are required to communicate with their staff the details when an early release is implemented.
- Personnel designated as essential may be required to remain on their work premises while other non-essential staff are sent home.
- Designated staff members (determined by the principal or designee) shall stay until all students have been cleared from the building.
- The District will strive to make a decision and announce the implementation of an early release of school by 11:00 a.m., unless there are extenuating circumstances. The decision to cancel community education classes, rental leases and extracurricular activities will be made by 1:00 p.m., unless there are extenuating circumstances.

E-Learning Day

- a) Schools in the event of an e-learning day: Regulation EBCE-R-2 provides information on the provision of instruction on e-learning days.
- b) Employees in the event of an e-learning day: In the event the decision is made to move education to e-learning for the day, schools/offices will be closed to in-person, and staff should commence working as close to business-as-usual as possible, but in a remote fashion. Teachers, principals, District staff, and central administration staff will have full office/school hours on e-learning days. The various District-departments are responsible for developing e-learning day tasks for staff to perform on e-learning days. Each school should have a published communication of the expectations during an e-learning day for students.

Personnel designated as essential may be required to report to work.

The Director of Food Services and Executive Director of Facilities, Operations and Transportation will determine if employees working in these sections will report to work. It is the judgment of the Supervisor when employees deemed to be essential need to be on the work site on e-learning days.

Details of compensation are outlined in the applicable employee handbook or agreement.

If an employee required to report for work is unable to report for work, the employee may use paid leave or vacation time, if it is available, to account for the day's absence. If paid leave or vacation time is not available, the employee may be required to report leave without pay.

An employee with a scheduled/reported absence on a District e-learning day will have the absence stand as/is, and the reported leave will be deducted from the leave balance. If the employee does not take the reported time off and provides full office/school hours on that e-learning date, the employee must request an adjustment to their leave balance with Principal/Supervisor approval using an Absence Reporting form and submit to HR.

District Closure

When the Superintendent or designee closes schools and/or other District buildings, and there is no decision to move to e-learning for the day, all employees scheduled to work will not be required to report to work and will receive their normal pay in the same manner as if school buildings were not closed. The following exceptions will be made:

- a) Personnel designated as essential may be required to report to work.
- b) The Executive Director of Facilities, Operations and Transportation will determine if employees working in these sections will report to work. Details of compensation are outlined in the applicable employee handbook or agreement.
- c) The work to be performed by essential employees on "District Closure" days will be in response to District emergencies (e.g. responding to pipes bursting), not consisting of simple daily tasks.
- d) An employee with two or more consecutive days of scheduled/reported absences on a closure day will have the absence stand as reported, and the leave will be deducted from the employee's leave balance.
- e) If an employee is required to report for work, but is unable to report for work, the employee may use paid leave or vacation time, if it is available, to account for the day's absence. If paid leave or vacation time is not available, the employee may be required to report leave without pay.

These guidelines do not apply to temporary employees, Guest Staff Substitutes and Food Services Substitutes.

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LEGAL REFS.: C.R.S. 22-32-109 (1)(n)
C.R.S. 22-33-104 (1)

CROSS REFS.: AH, Application of Board Policy Manual
EBCE, District Closings, E-Learning Days, Cancellations, Delayed Starts,
and Early Releases
EBCE-R-2, Electronic Learning (E-Learning) Days
IC/ICA, School Year/School Calendar
JH, Student Absences and Excuses
JLIB, Student Dismissal Precautions

CONTRACT REFS.: Colorado Springs Education Association Master Agreement
Education Support Professionals Meet and Confer Handbook
Executive/Professional Meet and Confer Handbook