



EMERGENCY SCHOOL CLOSING

The Superintendent (or designee in the Superintendent's absence) shall determine if and when schools shall be closed. Notification of school closings will be given to employees, students, parents, and the community as soon as practical and depending on the circumstances involved. For each school cancellation, the Superintendent shall determine if E-Learning will be implemented.

School closings affecting after school and weekend activities will be made on a case by case basis, depending on the activity, people/organizations involved, and situation(s) causing school closings.

Buildings and Grounds employees are required to report to work in order to maintain the safety of sites and facilities for employees who do report to work. Extenuating circumstances that may prevent Buildings and Grounds employees from reporting to work need to be approved by the employee's supervisor.

EA's, Food Service and Transportation staff do not come to work and can work from home during the Emergency School Closing days in a school year or be absent from work and either utilize a paid personal day or utilize an unpaid day if paid personal days are exhausted. A "Task for Working from Home" list will be provided to EA's, Food Service and Transportation staff in the Emergency School Closing communications on the day of the Emergency School Closing.

Administrators, non-certified full year employees, school year clerical and all professional exempt employees may work remotely with supervisory approval.

Certified staff will work at home or at work using the District E-Learning program should the Superintendent determine the school cancellation day be utilized as an E-Learning day.

If the Superintendent determines that it is not an E-Learning day certified staff can work from home during the Emergency School Closing days in a school year or be absent from work and utilize a paid personal day or utilize an unpaid day if paid personal days are exhausted.

Should the District exceed the number of school closing days without E-Learning days built into the school year calendar, teachers and school year staff will be directed not to report to work as make-up days with students will be scheduled for another time.

Certified staff who had pre-scheduled approved FMLA time off or a medical leave of absence may not cancel the pre-scheduled approved FMLA time off or medical leave of absence in the event of an emergency closing.

During summer school, summer school staff should not report to work if there is an emergency closing. Employees who are paid hourly will not be compensated for time not worked.

Reference: *Board Policy 8210* School Calendar
 Board Policy 8220 School Day

Revised 10-23-17, 9-17-19, 12-20, 11-2022, 01-2024, 08-2024
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