

Adopted: May 12, 2014

Revised: September 14, 2015; October 22, 2018, January 27, 2020, February 23, 2026

## **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. DEFINITIONS**

- a. E-Learning day: "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- b. School Closure: A school district that alters its calendar due to a weather event, public health emergency, or any other circumstance.

### **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.
- D. Either an E-Learning day or School Closure may affect all school district buildings or be limited to specific sites and/or programs.

### **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**

Decisions regarding staff reporting to work on emergency days are based on the needs of the school district. The following employee groups are considered emergency personnel and must report to work during their regular work schedules despite a school closing:

- Principals/ Administrators
- Custodians

During e-learning, non-emergency school employees are allowed to work from home to the extent practicable. Employees may be assigned to an alternative location based on school district needs.

When any emergency closing occurs, employees will follow the outlined expectations in the Emergency Closure Personnel Plan.

#### **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.

**Legal References:** Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.416 (Paid Leave For School Closures)