

Emergency School Closing

1. DECISION TO OPEN OR CLOSE SCHOOL IN THE MORNING

The participating districts will utilize the "Superintendents' Snow Buddy Conferencing System." The Director will participate in this system. The decision to cancel classes at EASTERN will be made in accordance with Board Policy:

- a) The Director is authorized to cancel classes at EASTERN in the event any combination of sending districts equaling 60% or more of the total enrollment are closed or not providing transportation.
- b) If a school district elects to open in a manner different than the majority of the other districts (5 of 8) the district will notify its high school of EASTERN's status.
- c) A decision by a district to delay opening means that the local high school will not send students to EASTERN for the morning session. Therefore, it is important to notify EASTERN of delayed openings as well as school closings.

2. DECISION TO ABBREVIATE OR CANCEL A SESSION

If it becomes necessary to cancel the afternoon session at EASTERN, school districts will be notified before 10:30 a.m. to be assured that all students are placed on buses at the conclusion of the morning session.

The Director will contact the Superintendents, and the Assistant Director and Supervisor of Career and Technical Education will contact the High School Principals.

CLASSIFIED STAFF SNOW DAYS

When the school is closed due to emergency conditions, classified employees will be afforded the same consideration as the administrative staff.

a. Opening of School

Employees will be expected to report for work unless they are otherwise notified by telephone.

The options to regular opening will either be to close the school for the day or to open offices one to two hours later than the regular hour.

b. Closing of School

Employees will be expected to work their regular hours unless they are otherwise notified.

If the school is to close early, it will be on the basis of a shortened workday (e.g., two hours earlier than a normal end of work shift).

CONTINUING EDUCATION DEPARTMENT EMERGENCY CLOSING PROCEDURE

1. DECISION TO CLOSE THE SCHOOL IN THE AFTERNOON OR EVENING

The decision to cancel classes is made in accordance with Board policy. This decision will be made by 3:00p.m. on Monday through Thursday and 7:00a.m. on Saturday. Due consideration will be given to the weather and road conditions and the status of the day- time classes if applicable.

The Supervisor of Adult Education will consult with the Director during the day to determine if and when this procedure will be implemented. If the decision is to cancel classes, the Supervisor of Adult Education will first contact KYW station for announcement of the closing number and post notice of the closure on EASTERN's website.

A list of instructors by night will be maintained and, in the event of a complete closure, the list will be distributed to available staff so that the affected faculty may be notified of the school's closing.

In the event of a complete closure, the instructional calendar will be suspended and classes will follow a revised calendar in order to achieve the required number of class hours.

2. DECISION TO CLOSE THE SCHOOL ONCE CLASSES HAVE STARTED

The decision to close the school after the start of classes will be made in accordance with Board policy. The decision to close the school before the appointed hour will be made by the administrator on duty in consult with the Supervisor of Adult Education. Again, due consideration will be given to the weather and road conditions, and the status of the daytime classes, if applicable.

A decision to suspend the instructional calendar will be made on the basis of the amount of time the class has been held until closing.

Since canceling classes or closing early has a direct effect on the number of class hours afforded to the students, or refunds for seminar classes, such decisions will not be made hastily. These decisions will be made with the safety and interest of the students and staff in mind.

When Evening School is officially closed, make-up nights must be arranged.

The evening programs are NOT AUTOMATICALLY canceled when day school classes are closed.

PRACTICAL NURSING DEPARTMENT EMERGENCY CLOSING PROCEDURE

1. DECISION TO CLOSE THE SCHOOL IN THE MORNING

The decision to cancel classes is made in accordance with Board policy. This decision will be made jointly between the Director and the Coordinator of Practical Nursing to determine if and when this procedure will be implemented. If the decision is to cancel classes, the Coordinator of Practical Nursing will first contact KYW station for announcement of the closing number and post notice of the closure on EASTERN's website.

A list of instructors by day will be maintained and in the event of a complete closure the list will be distributed to available staff so that the affected faculty may be notified of the school's closing.

In the event of a complete closure the instructional calendar will be suspended and classes will follow a revised calendar in order to achieve the required number of class hours.

2. DECISION TO CLOSE THE SCHOOL IN THE AFTERNOON/ EVENING/WEEKEND

The decision to cancel classes is made in accordance with Board policy. This decision will be made by 3:00 p.m. Monday through Thursday and 5:00 a.m. on Saturday and Sunday. Due consideration will be given to the weather and road conditions and the status of the day-time classes if applicable.

The Coordinator of Practical Nursing will consult with the Director during the day to determine if and when this procedure will be implemented. If the decision is to cancel classes, the Coordinator of Practical Nursing will first contact KYW station for announcement of the closing number and post notice of the closure on EASTERN's website.

A list of instructors by night/weekend will be maintained and, in the event of a complete closure, the Coordinator of Practical Nursing will notify faculty of the school's closing.

In the event of a complete closure, the instructional calendar will be suspended and classes will follow a revised calendar in order to achieve the required number of class hours.

3. DECISION TO CLOSE THE SCHOOL ONCE CLASSES HAVE STARTED

The decision to close the school after the start of classes will be made in accordance with Board policy. The decision to close the school before the appointed hour will be made by the Director in consult with the Coordinator of Practical Nursing. Again, due consideration will be given to the weather and road conditions, and the status of the daytime classes, if applicable.

A decision to suspend the instructional calendar will be made on the basis of the amount. Since canceling classes or closing early has a direct effect on the number of class hours afforded to the students, or refunds for seminar classes, such decisions will not be made hastily. These decisions will be made with the safety and interest of the students and staff in mind.

When Evening School is officially closed, make-up nights must be arranged.

The evening programs are NOT AUTOMATICALLY canceled when day school classes are closed.