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307 EMERGENCY CLOSING OF SCHOOLS

I. PURPOSE

The purpose of this policy is to clarify the procedures and public notifications for closing of school district facilities due to hazardous weather or other emergency conditions.

II. GENERAL STATEMENT OF POLICY

The superintendent or designee is empowered to close any or all school district facilities or to alter the start or ending time of a school or program in the event of hazardous weather or conditions that threaten the health and safety of students or district employees.

III. GENERAL FACTORS

A. Emergency Closing Definitions

1. Emergency Closing: Non-Instructional Day
2. Weather Related Closing
    a. Day 1: Non-Instructional Day
    b. Days 2-6: E-Learning Days

B. Factors to be considered in the decision to close a facility or to alter the start or ending time of a school or program include:

1. Existing and predicted weather conditions.
2. Advice of the transportation contractors concerning driving, drivers, traffic, and parking conditions affecting all transportation, public and private.
3. Actual occurrence or imminent possibility of any emergency condition that would make programs or facilities operation difficult or dangerous.
4. Inability of employees to report to duty, which might result in inadequate operation of district facilities, or deficient supervision or instruction of students.
5. Discussion with neighboring school districts experiencing similar weather or emergency conditions.

IV. NOTIFICATION

A. Emergency closing, e-learning, late start, and early release ("emergency closing") procedures will be published each school year, and actual emergency closings will be announced through school district communication mediums and local media outlets.

B. Whenever possible, the decision to close school for the day will be made by 5:30 a.m. and notification to students and families will occur at least two hours prior to normal K-12 school start time. In the event of a school delay or early dismissal, decisions will be made as soon as possible to provide appropriate notification to staff and families.

C. If a student e-learning day is declared, it will be included in the communication to families, and staff.

D. Student and/or staff make-up days may be declared as needed.

E. When an emergency closing occurs, employees will observe the terms of their respective contracts and/or Appendix I of this policy concerning reporting for work.

F. Each school or district facility will develop a facility plan detailing procedures for facility-specific emergency closing. The facility plan will be in accordance with overall district procedures and guidelines.

V. EMERGENCY CLOSING IMPLEMENTATION

A. Late start

1. If a late start is declared (i.e. two-hour delay), staff, students, and parents should continue to monitor media reports and/or district website for additional announcements, change in status or possible closing.

2. When a late start is declared:

   a. All morning Adult Basic Education (ABE) classes are canceled.

   b. Kids' Choice will start late, in accordance with the emergency announcement (e.g. two hours late).

   c. Central Square Community Center/Community Education will start late, in accordance with the emergency announcement (e.g. two hours late).

   d. All morning Early Childhood (ECSE and ECFE) and Community Preschool classes are canceled.

   e. After-school and evening activities, including ABE, ECFE, Kids' Choice, and Central Square Community Center/Community Education activities will take place as scheduled.

B. School Cancellation

1. When conditions are so adverse that travel and normal school operations are difficult, if not impossible, or other emergencies occur, the schools will be closed for the entire day per section III.A of this policy.

2. In general, all student and public activities in the district buildings will be canceled when schools are closed. Exceptions are to be cleared by the Superintendent of Schools (see Appendix II).

C. Early dismissal:

1. Whenever possible, the District will avoid calling for an early dismissal that results in sending students home from school early (either by bus or foot), recognizing the additional challenge or burden such a decision can place on families.

2. If it is determined by the Superintendent of Schools that it is a prudent decision to send students home early, it will be done by the advancement of all building dismissal and bus schedules on an hourly time basis.

3. When early dismissal is declared, the following programs are as noted:

    a. Afternoon and evening Adult Basic Education (ABE) classes may be canceled.

    b. Afternoon and evening ECFE and preschool programs may be canceled.

    c. After-school Kids' Choice will be canceled.