

## Emergency Closure of Schools

### Notification

Following the decision to close, the first priority will be safety of students. The superintendent's office will immediately notify the local radio stations. Announcements should be worded clearly and concisely, and, if appropriate, should give an estimated time for reopening. An example of such an announcement follows:

"All classes at \_\_\_\_\_ school(s) are canceled today due to the inordinately heavy snowfall we are experiencing. It is expected that classes will resume tomorrow; however, students and faculty of \_\_\_\_\_ school should remain available to this or other local media announcements regarding this closure."

When the circumstances dictating the closure no longer prevail, the superintendent's office will notify the media regarding the time and date that normal operations will resume. Managers and administrators involved should refer media questions regarding district policy to the superintendent's office.

### Determining Alternatives

When extreme weather conditions are forecast or present, the bus supervisor will investigate the routes before the buses are scheduled to start. He/She will phone his/her recommendations to the superintendent, for a decision.

### Alternatives

1. Delayed opening of school and bus routings;
2. Closure of some routes to school buses;
3. Complete school closure.

### Procedures

1. Upon the superintendent's authorization of 1., 2., or 3. above, the following will occur:
  - a. Notify radio station(s) and release the information necessary before 6:30 a.m., if possible.
  - b. Notify all principals and district administrators.

2. Supervisor of plant/operations will determine need and use of custodians for building maintenance and protection due to severe weather. He/She shall also designate priorities for use of snow removal equipment.
3. In the event that early dismissal of students becomes necessary, the district will notify local radio station(s), and allow students to use school telephones to contact parents, guardians or relatives.

### **Make-Up Procedures for Complete School Closure**

1. Teacher attendance shall not be required when all students are excused because of inclement weather. When students are required to make up days missed, teachers shall also be required to make up these days. In the event that make-up days are not required of students, teachers shall fulfill their contract year by participating in designated curriculum or district in-service days prior to June 15 of each year.
2. Educational assistants will not be required to work on days when students are excused because of inclement weather.
3. Cooks will be paid for actual hours worked.
4. Custodial and maintenance staff will report to work as directed by the supervisor of plant and operations.
5. Secretarial staff will report to work as determined by the building principal.
6. Nonexempt employees (district staff paid an hourly rate) who do not work under the above guidelines can choose to use available leave, such as personal leave, previously recorded comp time, and/or vacation time, or to take leave without pay on the day(s) of school closure. If an employee has already filed a leave request (prior to school closure) for sick leave, this type of leave may be granted. Individual administrators also have the option of scheduling make-up time upon the approval of the superintendent.
7. Administrators will be expected to report as usual on these days. Exceptions will require the approval of the superintendent.

### **Extracurricular Activities**

1. Recognizing that high school students receive a substantial part of their education through extracurricular activities, practice sessions may be held during periods of school closure provided they are of a critical nature as determined by the principal and weather conditions permit access to the building by these students.

## 2. Competition

Competitive events at the high school will be handled in a similar manner, except that the concurrence of the official in charge of opposing teams or group must be obtained prior to holding such an event.

After reviewing weather and travel conditions, the principal or designee shall determine whether or not conditions exist for participation in out-of-district activities.