

Procedure for School Closure During Emergency Closures, Inclement Weather

Should weather or other conditions be sufficiently severe as to require closure, delay or early release of school the following procedures shall apply:

Emergency Closure or Inclement Weather Communication Plan

The district's Connect 5 notification system will be the first communication delivery system used in the event of emergency or inclement weather closure, delay or early release. Building administrators and district supervisors will also use schoolwide announcements, email and/or phone trees to communicate with students and/or staff regarding emergency or inclement weather closure, delay or early release.

Local media outlets will receive communication regarding emergency or inclement weather closure, delay or early release. Local television stations to be notified are provided below. The channel number may vary according to viewing area.

KTVB- Ch. 7 KBOI- Ch. 2

Communication will also be posted on the district and individual school websites in both English and Spanish. (www.ontario.ki2.or.us)

Procedure for Announcing Closure, Delay or Early Release

It may occasionally be necessary to close, delay or release school early due to inclement weather or other concerns. Should one of those actions be necessary, the district will notify students, parents or guardians and staff using the communication plan listed above.

The decision as to whether schools will be closed or delayed due to inclement weather or other concerns will typically be made by 5:30 a.m. by the superintendent or his/her designee. If school is to be closed or delayed, notification will be disseminated using the communication plan (see above) before 5:30a.m. If an early release is necessary, parents or guardians, staff and students will be notified as soon as possible.

Administrative Emergency Telephone Tree

When schools are to be closed, delayed or a possible emergency condition is developing which will involve schools, administrators will be notified by the following procedure in addition to electronic and broadcast announcements:

1. The superintendent or designee will deliver a message to the administrative staff:
2. Each principal and supervisor will start a Connect 5 message for their school or department.

Schools Closed All Day

No staff member except for a district emergency crew (see below) will report to work. The emergency crew will report as close to their assigned time as consistent with safety. Salaries will not be docked for time lost due to closure; however, such lost time may be made up at the option of the district without additional pay.

The district emergency crew that will report to work on school closure days will be comprised of the following positions:

1. Administrators (licensed/non-licensed);
2. Custodians;
3. Maintenance/Grounds/Mechanics;
4. Technology Specialist II
5. Technology Systems Operator
6. Home School Consultants
7. Book Keeper

Late Start or Early Release of Schools

All employees except transportation drivers will report to work as close to their normal work schedule as is consistent with safety. Transportation drivers shall report to work as to match the arrival and/or dismissal schedules of schools. Staff members shall not have their pay docked due to late start or early release.