

The Village Charter School No. 473

INSTRUCTION

2210P

School Closure

All students, parents, and school employees should assume that school will be in session and buses running as scheduled unless there is official notification from the School Administrator to the contrary. Such notice will be given via public media. School may operate on a late schedule if emergency conditions are temporary, or, may be dismissed early in the day if emergency conditions develop. The radio stations will be notified of any of these conditions and requested to announce them to the community.

School closure decisions are made by the Boise and West Ada School Districts. If either school district closes, the School shall also close. This closure will be broadcast via local radio and television stations. The Village Charter School will follow the decision of these school districts for school closures due to inclement weather. If the School Administrator makes an independent decision to either close or keep open The Village Charter School, parents and students will be specifically notified via Infinite Campus, Class Dojo, and/or Constant Contact. The School shall announce the closure by 6:00 AM.

Work Schedules and Responsibilities for School Closure

School Administrator: Only the School Administrator shall have the authority to close The Village Charter School. The School Administrator will be on duty throughout any existing or potential emergency situation, day or night. All orders that are of doubtful origin should be confirmed with the School Administrator.

Non-Teaching “Exempt” Personnel, and Key Support Staff: All non-teaching “exempt” personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with the head custodian and at least one secretary, insofar as is safely possible. The School Administrator shall ascertain that the building has been adequately secured and that any child who mistakenly reports to school, in the event that school has been closed, is properly and safely cared for and returned home. The School Administrator and this minimal support staff shall notify other staff and/or other support employees of the situation, and shall respond to telephone questions. When the situation has been stabilized, the personnel who reported to work may choose to return home. An administrator or exempt employee who does not work a normal day shall then adjust his or her work year by memorandum to the School Administrator by the number of hours not worked on the day or days of school closure.

12-Month Classified Employees: In the event of a school closure, 12 month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor or the School Administrator. Building secretaries who are required to be on duty are expected to report for duty. If a 12 month classified employee is unable to or does not report for duty, the employee shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

10- and 11-Month Classified Employees: Ten and 11 month employees may report for duty or not report for duty as directed by their immediate supervisor or the School Administrator. If such employees do not report for duty, they shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

Aides, Food Service Workers, and Other 9-Month Classified Employees: These employees work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, nine month employees should not report for duty unless otherwise directed by their immediate supervisor or the School Administrator. Nine month employees shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

Teacher, Librarians, Psychologists, and Counselors: If schools are closed for weather or other emergency conditions, teachers are not expected to report for duty unless directed otherwise. Teachers do not need to submit an absence form. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

Procedure History:

Promulgated on: April 16, 2020

Revised on:

Reviewed on: