



Mitchell School District 17-2 POLICY

Category	Approval	
Series 300: Foundations and Basic Commitments	Adopted	Revised
	2/24/97	9/22/03
	Reviewed	
	1/08/01, 9/22/03, 9/24/07, 6/27/11, 6/22/15, 6/10/19, 10/10/23	

EMERGENCY CLOSINGS ADMINISTRATIVE PROCEDURE

MSD 321R

The superintendent or his/her designee shall make the decision if school is to be changed from a normal school day due to weather, poor road conditions, or other emergency situations. The decision to close school will be made as soon as information is available and it is known that school must be cancelled or dismissed early. The decision will be based on actual conditions, weather reports, and information received from local authorities such as the Sheriff's Department, Police Department, County Highway Department and State Department of Transportation.

When road and weather conditions are such that consideration is given to changing the normal school day or cancellation of school, the superintendent or his/her designee will consult with the business manager to review the options for rural bus transportation.

The chain of command to follow when the superintendent is out of the district is as follows:

Business Manager
High School Principal
Middle School Principal

When calling off school the decision should be made by 6:00 a.m., if possible, and media notified. Buses normally start routes at 6:45 a.m.

When calling off school during the day, the following things need to be considered:

1. Bus drivers need one hour advance notice in most cases.
2. Private schools need to be notified.
3. MTI needs to be consulted on their desired actions.
4. Media will be notified as soon as a decision has been finalized.

The above are for consideration purposes only. The safe transport of students is the primary concern and decisions need to be made with that in mind.

When school dismissal occurs that is not district wide due to reasons other than weather, such as certain utility outages that do not prohibit staff occupancy of the building, certified staff from that building may be called to report to work and classified staff may be called in at the discretion of the principal.

When school is altered due to weather conditions the following actions may apply:

1. Buses may operate on emergency snow routes only. If possible, parents will bring their child/children to meet the bus to be transported to school.

2. It is permissible for a principal to release any children from school (such as to individual parental custody) because of inclement weather during the day.
3. The decision as to whether or not an individual student goes to school during inclement weather is the responsibility of the parent. If the parent decides weather conditions are such that the child should not go to school, a note to the principal will excuse the child for the time missed.
4. When school is in operation and the buses are operating on emergency snow routes, teachers and administrators recognize some rural students are absent not because of their choosing and that school work and related activities will be adjusted as needed. (Refer to administrative guidelines on attendance and make up work.)

Cancellation or postponement of school activities will follow the same guidelines as school closings. However, if conditions change after school is closed, permitting the activity to take place, then the activity may remain as scheduled, or adjustments made in the starting time or site, at the discretion of the activities director after consulting with the superintendent or designee.

Calling off school is often times a judgment call based upon the best information available at the time. It is necessary that persons responsible for the decision remain calm and make the decision based upon the objective information available at the time and not emotion, hysteria, or collective behaviors that are often manifested during the winter weather conditions that are a normal part of life in South Dakota.

ADMINISTRATIVE GUIDELINES ON ATTENDANCE
AND MAKE UP WORK RELATED TO INCLEMENT WEATHER

On those days when full bus routes do not run, the following guidelines will be in effect:

MAKE-UP WORK

Students who miss school will be required to complete make-up work. The staff will use reasonableness as a guide in determining the amount of work assigned and the time granted to complete assignment.

ABSENT-PRESENT

When full bus transportation is not provided, students who are not on emergency bus routes, will be counted as an excused absence. Senior High and Middle School students will be coded with a weather absence and will not receive a "count" for the absence.

Elementary students who go home at their parents' request will be counted present for the remainder of the half--day in which they left school. Middle School and Senior High students who go home at their parents' request will be counted present for the period in which they leave and will be coded with an excused weather absence for the remaining periods school is in session. Senior High and Middle School students will not receive a "count" for the periods missed.

Students who are kept home at parents' request, due to inclement weather, will be counted absent if school is in session but Senior High and Middle School students will not receive a "count" for such absences.

TARDINESS

Students will not be counted tardy if the bus they are riding is late.