

EMERGENCY SCHOOL CLOSINGS

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply; breakdown of the heating system; etc. The safety, welfare, and health of students and employees are the basic factors to be considered. The superintendent shall have the responsibility to continue or suspend the normal school day activities.

To assure the orderly suspension and resumption of school activities, the following procedures shall apply:

1. The superintendent shall announce the decision to continue or suspend activities during an impending emergency. In case the superintendent is unavailable, the superintendent's designee shall act in announcing the decision.
2. The decision to continue or suspend activities is to be communicated by the superintendent or a designee to all commercial broadcasting media which serve the school district area.
3. The decision to continue or suspend activities is to be announced, if possible, by 6:30 a.m. of the day involved. A decision is to pertain to one day unless otherwise specifically stated.
4. If an emergency occurs after schools have begun activities for the day, every possible consideration shall be given to the continuance of school activities until the regular dismissal hour. In the event an early dismissal becomes probable, the decision to dismiss school early or to continue operations is to be communicated to the local radio stations with a request that announcements be made at least every 30 minutes from the time of the decision until 1:00 p.m. or until the time of dismissal, whichever is earlier. In the event there is less than one hour of warning time prior to an extreme emergency, staff and students will be retained at the school buildings, as many parents may not be at home. Parents may come to the school premises to pick up their children, if they so desire.
5. The superintendent or a designee will immediately notify the director of transportation who shall make all necessary arrangements regarding bus transportation.
6. Decisions pertaining to the suspension of activities are to be relayed immediately to building principals.
7. The absence of a publicized decision is to be interpreted as a decision to continue operations.
8. All 12-month employees are expected to be on duty when activities are suspended in the schools. If one or more 12-month employees cannot report for work, excuses for the day will be a matter of individual request for consideration. The Superintendent or designee may determine that employees be

granted up to five (5) days of paid emergency absences in the event of emergency closures Principals have a responsibility for their schools, and emergency conditions require that principals be available to handle unanticipated situations. Principals should report to their schools if possible. A decision about early dismissal of 12-month employees shall be made on the basis of the needs of the system.

9. Compensatory time or additional pay is not authorized for services performed while activities are suspended.

10. If fewer than the required number of educational days or hours remain after the days of suspended activity are deducted, the time lost is to be made up as directed by the superintendent.

11. If the required number of educational days or hours remain sufficiently intact after days of suspended activity are deducted, students will not be required to make up days lost.

12. If it is required that the days be made up in order to meet state requirements of planning days, all teachers and other school assigned personnel are to report and observe regular hours for the designated makeup days.

CROSS-REFERENCE: Policy 6124 Warning Systems: Inclement Weather
Policy 3102 School Day

Adoption Date: November 13, 2000

Revised: March 9, 2023