

	ABERDEEN SCHOOL DISTRICT	NEPN Code: EBCE-R
	POLICIES AND REGULATIONS	

SCHOOL CLOSINGS AND CANCELLATIONS REGULATIONS

In making the decision to close schools, the Superintendent or designee will consider many factors relating to the safety and health of children. Conditions which would prompt consideration to close schools could be:

1. Inclement weather conditions, both existing and predicted.
2. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous.
3. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

Students, parents and staff will be informed early in each school year of the procedures which will be used to notify them in case of emergency closings.

When inclement weather hits the area or is forecast, the Superintendent or designee will begin the decision making process. Contacts will be made with the National Weather Service, city and county road crews, and the District's Operational Services Department. The District's bus contractor will be consulted as to the company's capability to staff its buses and navigate the routes.

When an emergency confronts the schools, notification of the closing of schools, starting late, dismissing early or restricted bussing will be made over local radio stations, the four (4) major television networks, the District's Parent Notification system, school district app, and the school district web page, www.aberdeen.k12.sd.us.

Parents' decisions as to the weather conditions will be honored at all times. If a parent decides that weather conditions are such that his/her child shall not go to school or is to be excused during the school day, a note to the Principal or a phone call will excuse the student for the time missed, although the student will still be marked absent.

Parents and teachers are requested not to call the schools for general information because calling the offices ties up the telephone lines that may be needed for emergency communications.

STAFF RESPONSIBILITIES IF THERE IS A SCHOOL CLOSING:

All employees are responsible for listening to appropriate announcements on days of inclement weather.

Administrators

Administrators are to report to work as soon as they are safely able to do so, using reasonable discretion in making their decision to report to work. In the event that employees of the district are told not to attempt to report to work by the Superintendent because of inclement weather conditions, this direction shall also apply to Administrators. In the event that an Administrator does not report to work because of inclement weather conditions, the time lost may be recovered by taking vacation time or by making arrangements agreed upon by the immediate supervisor. If the start of school is delayed due to inclement weather or other unforeseeable circumstances, Administrators should report to work as soon as is safely possible. In cases of early dismissal, Administrators should be expected to work a normal day, unless otherwise directed by the Superintendent.

Teachers

If school is not held because of inclement weather, teachers will not be expected to report for duty. Any school day that is cancelled will be made up later in the school year. In case of a delayed school opening or early dismissal, employees are to report for duty or remain on duty for normal school hours unless otherwise notified by announcement from the Superintendent.

Hourly Employees

Employees working less than 12 months will not report to work if school has been dismissed, and shall return to work when the students return to school. Time lost shall be made up on student/teacher makeup days. It shall be understood that twelve month full-time employees are to report to work as soon as they are safely able to do so, using reasonable discretion in making their decision to report to work. Only employees who work shall be paid. In the event a twelve month employee is told not to attempt to report to work by the Superintendent via the media because of inclement weather conditions, he/she shall be paid at the regular rate of pay for the specified time. Time lost by twelve month employees during inclement weather may be recovered in one of the following ways: 1) Deducted from vacation time or 2) Short Term Leave.

Custodial and Food Service Employees

Employees working less than 12 months will not report to work if school has been dismissed, and shall return to work when the students return to school. Time lost shall be made up on student/teacher makeup days. It shall be understood that twelve month full-time employees are to report to work as soon as they are safely able to do so, using reasonable discretion in making their decision to report to work. Only employees who work shall be paid. Employees who had sick, vacation, or short term leave approved in advanced or who began the day being on approved leave will be required to continue and be paid for that leave. In the event a twelve month employee is told not to attempt to report to work by the Superintendent via the media because of inclement weather conditions, he/she shall be paid at the regular rate of pay for the specified time. Time lost by twelve month employees during inclement weather may be recovered in one of the following ways: 1) Deducted from vacation time or 2) Short Term Leave.

School Activities

It is the practice of the district that when school is dismissed early or cancelled due to inclement weather, activities are cancelled or postponed. This is usually done for student/staff safety because of transportation during the winter season.

REVISED: September 11, 2000

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