

School Closure

The Superintendent may order the closure of schools in the event of extreme weather, facility failures or other emergency, in compliance with established procedures for notifying parents, students and staff.

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 Superintendent to the contrary. Such notice will be given via automated phone call.

In the event that extremely cold temperatures, wind chill factors, snow, wind or other circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:30 a.m., broadcast to the community and will initiate the emergency communication procedure to all administrators.

Work Schedules and Responsibilities for School Closures

Superintendent

Only the Superintendent shall have the authority to close schools. The Superintendent 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 Superintendent.

Central Administrative Personnel

Central administrative personnel shall be expected to report for duty on their assigned shifts in the event of any school closure insofar as is safely possible. Additional hours may be required, especially of the Maintenance Supervisor, Business Manager and Personnel Director, depending on the nature of the emergency.

Building-Level Administrators and Key Support Staff

All building-level administrators 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 (1) secretary, insofar as is safely possible. The building 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 per district policy. The 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.

Teachers (Teachers, Librarians, Psychologists, 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.

Classified Employees

Emergency closures are declared by the district administration based on considerations of student safety. Therefore, there may be times when an employee does not control whether or not he or she reports to work. For this reason, all employees will be paid the applicable wage during emergency closures and will not be required to be at their respective work sites.

The District Office may have staff members report to work, if prevailing conditions allow, to answer phone calls and help make patrons aware of the closure day.

These expectations during declared emergency closure should not be seen as a requirement to ignore common sense and safety considerations dictated by prevailing conditions. In all instances, the immediate supervisor is the one authorized to make any exceptions to the above expectations during emergency closures.

Legal Reference: I.C. § 33-512 Governance of schools

Policy History:

Adopted on: March 15, 2012

Revised on: