

## MISCELLANEOUS

### Emergency Closings

The Superintendent or designee, after consultation with the Coordinator of Transportation, will make the decision about school closings. The Coordinator of Transportation consults with designated “spotters” in various parts of the school district to ascertain conditions district-wide. Parents are encouraged to listen to the local media because schools can close for a variety of reasons. (The most common reasons for school closings are: no heat, water or electricity at a school, road conditions, storms, weather so cold diesel busses do not operate and conditions are unsafe for parents, students and staff.)

#### I. General

- A. In the event of inclement weather or some other emergency condition, which would require school to be canceled prior to the start of the day, all nine month staff employed to work days scheduled as “student days” should not report to work. Emergency employees; defined as: maintenance and custodial personnel, building administrators and supervisors, and designated district transportation personnel; must report to work to insure the maximum safety of students and district facilities. Twelve month employees not designated as “emergency employees” may choose to (1) report to work, or (2) not report to work and use accrued vacation or available salary deduct for the day. Emergency employees unable to safely report due to the emergency condition must contact their supervisor and may be granted authorization to not report to work and use accrued vacation or salary deduct.
- B. When school is closed for emergency conditions, all activities (curricular and co-curricular) and all Community Education classes will normally be suspended.
- C. When school starts late because of emergency conditions, all staff are expected to report to work at the regularly scheduled time unless there is an announcement to the contrary, or a condition exists making it unsafe to arrive at the regularly scheduled time.
- D. When school is canceled after the start of the school day, all regularly scheduled staff are expected to remain at their work stations unless released by the Superintendent or designee.
- E. Should the scheduling of make up days become necessary, the school calendar may be adjusted and/or the school year may be extended beyond the last scheduled work day to provide the appropriate number of student days/instructional hours.

#### II. Bus Drivers

- A. Each bus driver must keep on file, in the office of the Coordinator of Transportation Services, current information concerning the driver’s telephone number and where the driver may be reached during the school day.
- B. In transporting children home when emergency conditions prevail, bus drivers will make certain that all children are accounted for before leaving the school, and insure that no children are discharged from the bus when there is a real and apparent danger the children might not reach safe shelter.

III. Parents

- A. When it appears that emergency conditions exist, individual parent(s) should consider local conditions and determine whether or not their child(ren) should be sent to school. If, prior to the start of school, the parent(s) or guardian(s) consider conditions are such that a genuine cause for concern for the safety of the child(ren) is warranted, the child(ren) should be kept home.
- B. All parents are encouraged to have a family strategy for times when schools start late, end early, or are canceled because of emergency conditions.

IV. Employee Compensation

- A. Cancellation Before the Start of the Day
  - a. Nine Month Employees will work alternate days that may be added at the discretion of the district. There will be no deduction in the compensation for nine month staff if no alternate day is added.
  - b. Twelve Month Employees reporting for work will be compensated according to the appropriate collective bargaining agreement or Board policy. Those exercising their discretion to not report to work are authorized to use accrued vacation or salary deduct.

V. Extraordinary Emergencies

- A. The Superintendent is hereby authorized to suspend any of the provisions of this policy in the event of an extraordinary emergency that cannot reasonably be anticipated (i.e., bomb threat, acts of violence, etc.).