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307 EMERGENCY CLOSING OF SCHOOLS

I. PURPOSE

The purpose of this policy is to clarify the process for emergency early dismissal, delayed opening, or canceling of school.

II. EMERGENCY EARLY DISMISSAL, DELAYED OPENING, OR CANCELING OF SCHOOL COMMUNICATION

- A. Decisions to cancel or shorten the regular school day and after-school activities shall be made by the superintendent in consultation with other staff as appropriate. Although severe weather conditions are the most common reason for change of a school schedule, other events could necessitate the delay, cancelation, or early dismissal of school.
- B. All delays in school openings, early dismissals, or emergency cancelation of school, will be posted on the homepage of the District's website and communicated through the District's automated phone system. In addition, announcements will be made on the following news stations: KSTP – Channel 5, KMSP – Channel 9, KARE – Channel 11, and WCCO – Channel 4 (television and radio) by 5:30 AM or within a reasonable amount of time prior to school starting; however, the District cannot control when the announcement will actually be broadcast.

III. EARLY DISMISSAL, DELAYED OPENING OR CANCELING OF SCHOOL PROCESS

- A. Delayed opening of school:
 - 1. When there is a delay in the school start time, the school starting time will always be delayed at least two (2) hours. All buses will operate on a normal, but delayed schedule.
 - 2. All staff should report for work as soon as possible to prepare for the revised school start time.
 - 3. If a late start has been announced (two-hour delay), staff, students, and parents should continue to monitor media reports and/or district website for later announcements or possible closing.
 - 4. All morning Adult Basic Education (ABE) classes are cancelled

5. All morning Kids' Choice is cancelled
6. All morning Early Childhood (ECSE and ECFE) and Community Preschool classes are cancelled
7. After-school and evening activities, including ABE, ECFE, and Kids' Choice will take place as scheduled.

B. School is cancelled:

1. When conditions are so adverse that travel and normal school operations are most difficult if not impossible or other emergencies occur, the schools will be closed for the entire day.
2. In general, all student and public activities in the district buildings will be cancelled when schools are closed. Exceptions are to be cleared by the Superintendent of Schools.

4. **SCHOOLS CLOSED: DAYS 1- 3**

If school is cancelled between one and three days within the same school year, employees follow the parameters listed below:

One pre-designated employee group representative(s) from each of the following sites/departments must report to work:

<u>Employee Group</u>	<u>Sites/Departments</u>
Administrator	Secondary Building
Clerical	Kaposia Education Center
Custodial	Lincoln Education Center
	Community Learning Center (designee)
	District Office
	Kid Connections (designee)
	Technology Department (designee)

Custodial and Maintenance Employees – full-time employees will report to work as designated by supervisor. Part-time employees do not report to work and are not paid, unless designated by supervisor.

Directors, Principals, Teachers, Coordinators, Clerical 12 month employees, Meet & Confer 12 month employees – have the option to report to work or work from home.

Paraprofessionals, Meet and Confer less than 12 month employees, Clerical less than 12 month employees, Full-time Custodial and Maintenance employees (who are not required to report to work) – do not report to work, but will have the following options:

- Make-up time by attending staff development day(s) at a later date
- Use vacation or personal leave time
- Take leave without pay

Substitutes – do not report to work and are not paid.

SCHOOLS CLOSED: DAY 4 AND BEYOND

Due to state requirements and at the discretion of the School Board, school closing days of four days and beyond will require a make-up day. If school is cancelled four days or more within the same school year, employees shall follow the parameters listed below:

One pre-designated employee group representative(s) from each of the following sites/departments must report to work:

<u>Employee Group</u>	<u>Sites/Departments</u>
Administrator	Secondary Building
Clerical	Kaposia Education Center
Custodial	Lincoln Education Center
	Community Learning Center (designee)
	District Office
	Kid Connections (designee)
	Technology Department (designee)

Custodial and Maintenance Employees – full-time employees will report to work as designated by supervisor. Part-time employees do not report to work and are not paid, unless designated by supervisor.

Directors, Principals, Coordinators, Clerical 12 month employees, Meet & Confer 12 month employees, have the option to report to work or work from home.

Teachers, Paraprofessionals, Meet & Confer less than 12 month employees, Clerical less than 12 month employees, Full-time_Custodial and Maintenance employees who are not required to report to work, do not report to work and will be expected to work on the designated make-up day(s) as determined by the School Board.

Substitutes – do not report to work and are not paid.

4. Special provisions stated in the master agreements and contracts that cover situations other than those enumerated above shall be adhered to.

C. Early dismissal:

1. If adverse weather conditions or other emergencies should develop, it will be the normal practice not to close schools early and send students home by bus or on foot. The reason for this is there are many working families where no one is home and this generally creates more hazards and problems than the risk of retaining students until the regular dismissal time. Parents who call expressing a concern for having their children dismissed earlier should be advised that they may pick them up at their own discretion.

2. If it is determined by the Superintendent of Schools that it is a more prudent decision to send students home early, it will be done by the advancement of all building dismissal and bus schedules on an hourly time basis. Each principal or designee will maintain on file in the administrative office of that school, information from parents relative to their emergency contact information in the event an emergency or early dismissal should occur.

D. After School and Evening:

1. The Superintendent may decide to cancel all or some after-school and/or evening activities. The decision to cancel will be made within a reasonable amount of time prior to the start of the activities.