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307 EMERGENCY CLOSING OF SCHOOLS

I. PURPOSE

The purpose of this policy is to clarify the procedures and public notifications for closing of school district facilities due to hazardous weather or other emergency conditions.

II. GENERAL STATEMENT OF POLICY

The superintendent or designee is empowered to close any or all school district facilities or to alter the start or ending time of a school or program in the event of hazardous weather or conditions that threaten the health and safety of students or district employees.

III. GENERAL FACTORS

Factors to be considered in the decision to close a facility or to alter the start or ending time of a school or program, include:

- A. Existing and predicted weather conditions
- B. Advice of the transportation contractor concerning driving, drivers, traffic and parking conditions affecting all transportation, public and private.
- C. Actual occurrence or imminent possibility of any emergency condition that would make programs or facilities operation difficult or dangerous.
- D. Inability of employees to report to duty, which might result in inadequate operation of district facilities, or deficient supervision or instruction of students.
- E. Discussion with neighboring school districts experiencing similar weather or emergency conditions

IV. NOTIFICATION

- A. Emergency closing, late start, and early release (“emergency closing”) procedures will be publicized each school year, and actual emergency closings will be announced through school district communication mediums and local media outlets.

- B. Whenever possible, the decision to close school for the day will be made by 5:30 AM. In the event of a school delay or early dismissal, decisions will be made as soon as possible to provide appropriate notification to staff and families.
- C. When emergency closings occur, employees will observe the terms of their respective contracts concerning reporting for work.
- D. Each school or district facility will develop a facility plan detailing procedures for facility-specific emergency closing. The facility plan will be in accordance with overall district procedures and guidelines.

V. EMERGENCY CLOSING IMPLEMENTATION

- A. Late start
 - 1. If a late start is declared (i.e. two-hour delay), staff, students, and parents should continue to monitor media reports and/or district website for additional announcements, change in status or possible closing.
 - 2. When a late starts is declared:
 - a. All morning Adult Basic Education (ABE) classes are cancelled
 - b. All morning Kids’ Choice is cancelled
 - c. All morning Early Childhood (ECSE and ECFE) and Community Preschool classes are cancelled
 - d. After-school and evening activities, including ABE, ECFE, Kids’ Choice and Preschool Care will take place as scheduled.
- B. School Cancellation
 - 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 (see Appendix II).
- C. Early dismissal:
 - 1. Whenever possible, the District will avoid calling for an early dismissal that results in sending students home school early (either by bus or foot), recognizing the additional challenge or burden such a decision can place on families.
 - 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.

3. When an early dismissals is declared, the following programs are cancelled:
 - a. Afternoon and evening Adult Basic Education (ABE) classes are cancelled
 - b. Afternoon and evening ECFE and preschool programs may be cancelled
 - c. After-school Kids' Choice will remain open, but parents/guardians are encourage to pick up their child as soon as possible.

EMPLOYEE RESPONSIBILITIES FOR EMERGENCY SCHOOL CLOSINGS

1. 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:

For each of the sites/departments noted below, the district will ensure that one pre-designated administrator, clerical and custodial staff member (one from each group) will report to work:

- Secondary Building
- Kaposia Education Center
- Lincoln Education Center
- Community Learning Center (designee)
- District Office
- Family Education Center (designee)
- Technology Department (designee)

Custodial and Maintenance Employees

Full-time employees will report to work as designated by supervisor. Full-time employees who not report to work will use available time off or take leave without pay. Part-time employees do not report to work and are not paid, unless designated by supervisor.

Directors, Principals, Teachers, Assistant Directors/Coordinators, and Clerical, District Support, Technology and Student Support 12-month employees

Employees have the option to report to work, work from home, or use available time off. Employees are to work obtain pre-approval from supervisor identifying which option they will select and the respective work plans.

Paraprofessionals (all employees), Clerical, District Support, Technology, Student Support and Nutrition Services less than 12-month employees

Employees do not report to work, but have the following options:

- Make-up time by attending staff development day(s) within a designated timeframe
- Use vacation or personal leave time
- Take leave without pay

Substitutes

Substitute employees do not report to work and are not paid.

2. 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 may 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:

For each of the sites/departments noted below, the district will ensure that one pre-designated administrator, clerical and custodial staff member (one from each group) will report to work:

- Secondary Building
- Kaposia Education Center
- Lincoln Education Center

- Community Learning Center (designee)
- District Office
- Family Education Center (designee)
- Technology Department (designee)

Custodial and Maintenance Employees

Full-time employees will report to work as designated by supervisor. Full-time employees who not report to work will use available time off or take leave without pay. Part-time employees do not report to work and are not paid, unless designated by supervisor.

Directors, Principals, Teachers, Assistant Directors/Coordinators, and Clerical, District Support, Technology and Student Support 12-month employees

Employees have the option to report to work, work from home, or use available time off.

Kids Choice Paraprofessionals (12-month employees)

Employees do not report to work, but have the following options:

- Make-up time by attending staff development day(s) within a designated timeframe
- Use vacation or personal leave time
- Take leave without pay

Teachers, Paraprofessionals (except Kids Choice), and Clerical, District Support, Technology, Student Support and Nutrition Services less than 12-month employees

Employees 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

Substitute employees do not report to work and are not paid.

Appendix II to Policy 307

GUIDELINES FOR CANCELLING AFTER-SCHOOL ACTIVITIES

1. When the school district is closed prior to the start of the school day due to hazardous weather, all buildings are closed to activities and building use, unless otherwise designated under paragraph 7 below. District offices and the district buildings and grounds department may need to be open to facilitate the removal of snow and ice so that school can reopen the following day.
2. When an individual school is closed due to building-related problems, a determination about after-school activities will be made with the principal, superintendent or designee, director of buildings and grounds, and the facility scheduler, as may be necessary.
3. On occasions when school is in session but weather concerns arise after school has begun, a decision must be made about activities and/or building usage scheduled after school. A decision will be made on a district-wide basis by the superintendent or designee. This decision will be made and communicated as early as possible but may not always be made by the close of the school day. Upon closure, notification will be initiated by the director of communications or designee.
4. All school/building closure announcements will be posted as soon as practical on the district website, distributed via appropriate district communication channels, and sent to local media outlets.
5. For county, state or other multijurisdictional events, a separate determination will be made by the superintendent or designee.
6. Saturday and Sunday events may also need to be cancelled due to hazardous weather or building-related problems. The superintendent or designee will make a decision on a district-wide basis. Upon closure, notification will be initiated by the director of communications or designee.
7. Offsite events and Minnesota High School League sponsored special events (e.g. hockey, skiing, tournaments) need special consideration because the venues have been reserved. The superintendent or designee and activities director will make a determination regarding these events. An announcement will be initiated by the director of communications or designee if activities are cancelled.