

POLICY TITLE:	Emergency Closure Days Minidoka County Joint School District # 331	POLICY NO: 854.00 PAGE 1 of 2
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It is the policy of the Minidoka County Board of Trustees to comply with the state rules for emergency closure days and to promote safety for students, patrons, and staff. The Superintendent/designee has the responsibility to authorize emergency closure days, ~~to determine if remote learning will be used during the emergency closure,~~ and to submit a report of school closure days ~~in which remote learning is not used, to be when~~ approved by the Board of Trustees ~~and submitted~~ to the Department of Education.

Definitions

1. ***Emergency Closure Day:*** A day in which schools are closed due to extreme circumstances such as severe weather or threats. ~~and the day is reportable to the State as an Emergency Closure Day.~~
2. ~~***Remote Learning Day:*** A day in which schools are closed due to extenuating circumstances such as staffing shortages, and there is time to pre-plan for online courses or learning packets for students. All staff are required to work, and the day does not require a report to be submitted to the State.~~

Notification

1. ~~The Minidoka School District “REMIND” system will be the primary means to communicate accurate and authentic school closure information. In the event of an emergency closure day, details will also be promptly posted on the District website at www.minidokaschools.org, and shared via social media~~
2. ~~Staff will be notified via the district/building emergency notification system and/or building calling tree.~~

General Guidelines

1. Schools may be closed with no make-up requirements for students up to the maximum number of days allowed by the school calendar. ~~(i.e. emergency closure days without remote learning).~~
2. After the maximum number of built-in emergency closure days ~~without remote learning,~~ has been exceeded, the Board of Trustees will make a determination on make-up days to be scheduled and added to the calendar.
- 1.3. ~~Classified staff will be paid for the first three (3) days due to an emergency closure. If days of closure exceed three (3) days, leave will need to be taken.???? Equality in staff.~~
4. ~~Maintenance, transportation, technology, and food service staff may be asked to come in early to reopen buildings after an emergency closure or stay late to close schools due to an early release emergency closure. Extra hours worked will be assigned and approved~~

by their supervisor and any hours beyond their regularly scheduled work schedule will be compensated accordingly.

2.5. During any emergency closure of District facilities, District employees who are paid with federal funds shall be compensated or given unpaid time off in the same manner as similarly situated District employees paid with District funds.

~~3. Following an emergency closure **without** remote learning, required reports shall be filed with the State.~~

~~4. **Early dismissal** will result from conditions that arise after the start of school that compromise the safety and well-being of students and/or staff. Every reasonable effort will be made to inform parents of the need to dismiss school early. In case students are bussed home earlier than scheduled, and if the bus driver cannot verify that there is a responsible person at home to supervise elementary students, the bus driver will return the student or students to Acequia Elementary, Heyburn Elementary, Paul Elementary, and Rupert Elementary or to an approved alternative site where the students will be supervised by school personnel until parents can take custody of their children.~~

~~5. Emergency closure days **with** remote learning are the preferred method of closure due to the very limited number of emergency days allowed by the State. Remote learning days require that administrators and supervisors provide all staff with the opportunity to work on assignments either at the building site or remotely, whichever is best suited to protect the safety and well-being of the employee.~~

Notification

~~1. The Minidoka School District website will be the primary means to communicate accurate and authentic school closure information. In the event of an emergency closure day, details will be promptly posted on the District website at www.minidokaschools.org, including contact cell numbers for patrons and parents with questions or concerns, and shared via social media and the District emergency notification system. Radio and television stations will also be notified of any school closures.~~

~~2. Staff will be notified via the district/building emergency notification system and/or building calling tree.~~

Early Release Dismissal and Emergency Closure Days without Remote Learning

1. **Early dismissal** will result from conditions that arise after the start of school that compromise the safety and well-being of students and/or staff. Every reasonable effort will be made to inform parents of the need to dismiss school early. In case students are bussed home earlier than scheduled, and if the bus driver cannot verify that there is a responsible person at home to supervise elementary students, the bus driver will return the student or students to Acequia Elementary, Heyburn Elementary, Paul Elementary, and Rupert Elementary or to an approved alternative site where the students will be supervised by school personnel until parents can take custody of their children

- ~~2.—If a full emergency closure day is declared **without** remote learning, no district staff shall be required to report to work and will be compensated fully.~~
- ~~3.2. In the case of an **early release** emergency closure day, all staff should remain at school until ALL students are picked up unless otherwise directed by building administration. Classified staff will be paid their regular hours worked, compensated for actual hours worked. It will be at the employee's discretion to determine whether or not to complete the remainder of their workday after students have been dismissed.~~
- ~~4.3. If food preparation has begun prior to notification of an emergency school closure day food service employees will finish said product before leaving work.~~
- ~~5.4. If bus drivers have started their route they will return any students already picked up to their homes and report back to the transportation office once notified of the school closure.~~
- ~~6.— In the event of an emergency closure day without remote learning, previously scheduled sick and unpaid leave will be canceled.~~

Remote Learning Days

- ~~1.— Maintenance/Custodians, District Service Center, Technology, Administrative, and Supervisory employees will ensure that all staff in their departments/buildings are provided direction as to assignments and expectations for working either at their building site or remotely. The employee will coordinate with their supervisor to determine which option is best suited to protect the health and well-being of the employee.~~
- ~~2.— A District employee will be on duty to answer the phone and perform other necessary duties for each building site.~~
- ~~3.— Certified employees shall provide online coursework or learning packets to students, unless otherwise directed by the superintendent. Certified employees who are unable to perform the duties assigned to them on an emergency closure day from home or at the building due to illness or other extenuating circumstance, will be required to take leave.~~
- ~~4.— Unless otherwise directed by the superintendent, all classified employees will work on assignments either at their building site or remotely as directed by their supervisor. Assignments may include working with students, special projects, computer work, cleaning, professional development, etc. The employee may be required, at the discretion of their supervisor, to provide documentation and/or evidence of work performed. Classified employees who are unable to perform the duties assigned to them on an emergency closure day from home or at the building due to illness or other extenuating circumstances, will be required to take leave.~~



LEGAL REFERENCE: Idaho Code §33-512

ADOPTED: November 15, 1982

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