

## Procedure 2210-P(1): School Closure - Weather-Related School Closure

Status:

Original Adopted Date: | Last Reviewed Date:

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 public media.

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 6:00 AM and contact the public radio stations for broadcast to the community and will initiate the emergency fan-out 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, Non-Teaching "Exempt" Personnel, and Key Support Staff:** All building-level administrators and non-teaching "exempt" personnel 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 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. 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. An administrator or exempt employee who does not work a normal day shall then adjust his or her work year by memorandum to the Superintendent by the number of hours not worked on the day or days of school closure.

**12 Month Classified Employees:** In the event of a school closure, 12 month classified personnel may report for duty or not report for duty, as directed by their immediate supervisor or the Superintendent. Building secretaries and secretaries to the key central administrative personnel who are required to be on duty are expected to report for duty. If a 12 month classified employee is unable to or does not report for duty, the employee shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

**Ten and 11 Month Classified Employees:** Ten and 11 month employees may report for duty or not report for duty as directed by their immediate supervisor or Superintendent. If such employees do

not report for duty, they shall complete a District leave request form to declare the day as either personal leave, vacation, or leave without pay.

**Aides, Food Service Workers, and Other Nine Month Classified Employees:** These employees work only those days when school is in session and are not expected to work when school is not in session. If school has been closed, nine-month employees should not report for duty unless otherwise directed by their immediate supervisor or the Superintendent. Nine-month employees shall complete a leave request form to declare the day as either personal leave, vacation, or leave without pay.

**Teachers, Including Teachers, Librarians, Psychologists, and 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. In cases of school closures, it is customary for the days to be made up at another time; thus teachers will typically still fulfill their contract days.

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, and to submit a report of school closure days when approved by the Board of Trustees to the Department of Education.

## **Definitions**

**Emergency Closure Day:** A day in which schools are closed due to extreme circumstances such as severe weather or threats.

## **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](http://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.
2. After the maximum number of built-in emergency closure days has been exceeded, the Board of Trustees will make a determination on make-up days to be scheduled and added to the calendar.
3. In extreme hazardous weather conditions or other extenuating circumstances, where school may be closed, the Superintendent at his/her discretion has the authority to allow classified employees to be paid all/part of those days without using leave.
4. Specific 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.

5. If leave was submitted for a closure day and staff is not required to come in, your leave will be reinstated.
6. 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.

### **Early Dismissal**

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
2. In the case of an early release, 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.
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.
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.

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### **Legal References**

IC § 33-512

### **Description**

District Trustees - Governance of Schools