

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 to be approved by the Board of Trustees.

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 closure days has been exceeded as allowed by the school calendar, the Board of Trustees will make a determination on make-up days to be scheduled and added to the calendar.
3. 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.
4. Following an emergency closure, required reports shall be filed with the State.

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 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 approved District/building calling trees.

Staffing Guidelines:

1. A District employee will be on duty to answer the phone and perform other necessary duties at each building site (a schedule will be developed by each building administrator and/or supervisor).
2. Maintenance/Custodians, District Service Center, Technology, Administrative, and Supervisory employees are to be on duty, if possible.
3. [Classified hourly employees will be paid for the first three days of emergency closure each year without having to come in to work. Custodians, mechanics, secretaries and District Service Center staff who are asked to come in, and can do so safely, Classified employees](#)

who do come in to work at the request of their supervisor will get double time for up to four hours. If aAn eight hour employee who works a full eight hours on an emergency closure day, they will get paid for twelve hours (double pay for the first four hours and regular pay for the next four hours).

4. If food preparation has begun at the time of school closure, Food Service employees will finish said product before leaving work. If bus drivers have begun their route they will return to the transportation office once notified of the school closure. These employees would also get double time for the actual time necessary to complete their work or route, not other duties.

3.5.For emergency closure days beyond the first three cClassified employees will be paid for actual hours worked and are expected to use good judgment concerning attendance on mud and snow days. Employees may choose to use personal leave (or vacation for twelve month employees) on these days. ~~If food preparation has begun at the time of school closure, Food Service employees will finish said product before leaving work.~~

In the event of an emergency closure day, sick and unpaid leave, previously scheduled, will be cancelled. On emergency closure days certified employees shall make efforts to attend work if they feel travel is safe and other extenuating circumstances, such as child care for minor children also not attending school due to emergency closures, do not exist. In the event the certified employee does not deem travel to be safe they may work from home. In the event of other extenuating circumstances that do not allow a certified employee to work, either at the school or from home, on an emergency closure day the employee may appeal to the superintendent.



LEGAL REFERENCE: Idaho Code §33-512

ADOPTED: November 15, 1982

AMENDED/REVISED: 12/16/1997; 08/16/1999; 05/20/2000; 10/17/05; 06/16/08; 02/21/11; 03/17/14