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Revised: 1/27/2022
Rescinds: EBCD

Burnsville-Eagan-Savage School District Policy 602.5

602.5 SCHOOL CANCELLATION

I. PURPOSE

The purpose of this policy is to provide for closing, delay, and early dismissal of school.

II. GENERAL STATEMENT OF POLICY

The superintendent or designee is responsible for determining when the safety of students, staff or patrons warrants closing school for the day or days, delaying the start of the school day, or dismissing school early. The closing, delay, or early dismissal may apply to all buildings and activities or may be specific to a particular building(s) or activity. The superintendent or designee shall establish rules and practices for school closing, delay, and early dismissal.

A. Delayed Starts

When the start of a school day is delayed due to an emergency, and unless directed otherwise, staff members are expected to report to work at their usual time or as soon as practical thereafter. Employees are not excused from any portion of their normal workday as the result of a late start unless expressly dismissed by the superintendent or designee. Leave provisions contained in respective employment agreements may be used as applicable and with appropriate notification on approval. All other school activities, including childcare, will be delayed or altered due to the delayed start of the school day.

B. Early Dismissals

Upon receiving notice that school will be dismissed early, the building principal or program director shall notify staff members of the impending dismissal. The type of emergency and student departure schedule will determine how long personnel shall remain in the building and the duties they will perform. In general, employees are expected to work if they are to be compensated for that day. If authorized by the applicable employment agreement, employees may utilize various leave provisions, if they wish to leave before the end of their normal workday. Most school activities, including childcare, are to be discontinued as soon as practical.

C. School Closing

Unless expressly dismissed with pay by the superintendent or designee, compensation for the day is governed by the respective employment agreement. Makeup days, if any, shall be scheduled by the school district and compensation paid according to applicable employment agreements.

In general, employees providing direct service to students will work on alternate days to be determined by the school district. Other employees are expected to work if they are to be compensated for the day. Leave provisions contained in respective employment agreements may be used as applicable and with appropriate notification and approval.

III. GENERAL INFORMATION ON DISMISSALS AND CLOSINGS

In general, when schools are dismissed early or closed for the day, all other activities and programs in district buildings or involving Independent School District 191 students are canceled, including community education programs. Exceptions are permitted when conditions change or if the event is scheduled to occur at another location not affected by the emergency. Exceptions may be granted by the superintendent or designee. Delayed starts, early dismissals, and school closings will be communicated through all district communication channels both to the broad community and directly to the parents and guardians.

If the emergency is of sufficient duration, the school calendar may be extended to maintain the number of instructional days. No additional compensation shall be provided for this extended time unless the respective employment contracts dictate otherwise.

Legal References:

Cross References: Burnsville-Eagan-Savage School District Policy 602 (Organization of School Calendar and School Day)