

NSBSD School Closure Procedure**Introduction**

Given the statutory (AS 14.03.030) and regulatory (ACC 05.090(e)) requirements governing school closures, coupled with safety and scheduling issues, the following guidance and procedure is established.

Purpose

The safety of students, staff and guests is the foremost concern in the operation of NSBSD schools, particularly with regards to inclement weather. It is also our firm commitment to quality education to achieve the state required instructional time each year.

Guidance on Closure Decision

Closing school is a judgment call made by the principal of each village school and by the superintendent or designee for all schools in Utqiagvik. NSBSD does not operate school when it is unsafe for students to travel to school. Considerations for determining safety are specific to each site's locale and equipment and should be assessed thoroughly. Elements to consider include, but are not limited to:

1. Temperature – Generally, school is cancelled when temperatures dip below 40 degrees below zero because of decreased performance of bus operations at these temperatures. However, it can be -43F with no wind and be sensible to have school. Or, it can be in the teens with extremely high winds and school might need to be canceled.
2. Wind Speed – Again in combination with temperature, visibility and drifting conditions.
3. Wind Direction – Different villages have different drifting patterns and visibility issues depending on wind direction.
4. Road conditions – It can be the day after a storm and the temperature, and wind conditions are not an issue, but the drifts on the road make it impassable.
5. Equipment availability – Is the bus operable? Is there alternative transportation?
6. Other considerations – What do the bus driver, plant manager or other staff recommend from their perspectives?

NSBSD School Closure Procedure (continued)

Procedure

1. The Principal or designee of each village school (or in Barrow, the Director of M&O and Superintendent or their designees) shall decide when school is to be cancelled, have a delayed start or an early release on any given day.
2. Emergency school closures will be announced via local radio (KBRW or KOTZ), and VHF radio where possible. In most cases, the announcement will be made by 6 AM in Utqiagvik.
3. The principal will activate a phone tree or other site specific communication method to notify staff of the school closure.
4. If school is closed, the Principal or designee will report to the school to insure the safety of any student who may show up at school.
5. Staff attendance on Emergency Closure Day. Generally, if it is unsafe for students, it is unsafe for staff to travel to school. Exceptions that require or allow staff to come to work can be made by the principal under special conditions.
 - Classified staff:
 - Essential classified staff that are required to work by their supervisor will report to work.
 - Those required to report to work will be paid for hours worked.
 - Those not required to report to work will fill out a leave slip for personal leave or leave without pay.
 - Substitute and temporary hourly employees do not report to work unless specifically authorized by a supervisor and will not receive compensation if they choose to report to work without authorization.
 - Certified staff:
 - Do not report to work unless required by supervisor. Certified staff will not be compensated if they choose to report to work if not required. If an approved leave slip is on file, the leave will be counted unless the staff works the makeup day.

NSBSD School Closure Procedure (continued)

Procedure (continued)

6. The Principal (or their designees) of the affected school(s) shall designate the day to make up the missed time and shall be reported on the attached form.
 - Non-student make-up day- Certified staff will report to work. In rare instances classified employees may be required by their supervisor to work. Those employees will be compensated for hours worked and will not complete a leave slip for those hours.
 - Student make-up day – All school staff will be required to work. Classified staff will not be required to complete a leave slip for time missed.
7. The Principal will complete the electronic form found on the assessment webpage and email or fax it to the superintendent's office, data specialist and director of financial services as soon as practicable, but soon enough to meet the state 24 hour notice requirement.
8. The Superintendent shall notify the Commissioner's Office, Department of Education and Early Development (DEED) within 24 hours of the closure as required.
9. The data specialist will update the site's calendar with the Department of Education and Early Development. Susan Hope will update the site's calendar flyer and provide it to the principal for distribution.

Adopted 6/17