

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

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.
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. Classified Employees: In the event of a school closure, classified personnel may report for duty or not report for duty, as directed by their immediate supervisor or the Superintendent; however, if a classified employee is unable to or does not report for duty, the employee will still complete a leave request form.~~
- ~~4.3.~~In extreme hazardous weather conditions or other extenuating circumstances, where school may be closed ~~several days~~, the Superintendent at his/her discretion has the authority to allow classified employees to be paid all/part of those days without using leave.
- ~~5.4.~~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.

6.5. 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.

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.



LEGAL REFERENCE: Idaho Code §33-512

ADOPTED: November 15, 1982

AMENDED/REVISED: December 16, 1997; August 16, 1999; May 20, 2000; October 17, 2005; June 16, 2008; February 21, 2011; March 17, 2014; September 18, 2017; May 20, 2019; May 18, 2020; March 14, 2022