

Buildings and Sites

Closing of District Facilities Due to Hazardous Weather or Other Emergency Conditions

I. Purpose

This policy defines the procedures and public notification for the closing of school district facilities due to hazardous weather or other emergency conditions.

II. General Statement of Policy

The superintendent or designee is empowered to close any or all school district facilities or to alter the start or ending time of a school or program in the event of hazardous weather or conditions that threaten the health and safety of students or district employees.

III. General Factors

Factors to be considered in the decision to close a facility or to alter the starting or ending time of a school or program, include:

- A. Existing and predicted weather conditions.
- B. Advice of the transportation supervisor concerning driving, drivers, traffic, and parking conditions affecting all transportation, public and private.
- C. Actual occurrence or imminent possibility of any emergency condition that would make programs or facilities operation difficult or dangerous.
- D. Inability of employees to report to duty, which might result in inadequate operation of district facilities, or deficient supervision or instruction of students.
- E. Discussion with neighboring school districts experiencing similar weather or emergency conditions.

IV. Notification

- A. Emergency closing, late start, and early release (“emergency closing”) procedures will be publicized each school year, and actual emergency closings will be announced through school district communication mediums and local media outlets.

- B. When emergency closings occur, employees will observe the terms of their respective ~~contracts~~ [work agreements](#) concerning reporting for work.
- C. ~~Each school or district facility will develop a facility plan detailing procedures for facility-specific emergency closing. The facility plan will be in accord with overall district procedures and guidelines.~~

Cross Reference:
Policy 806 (Emergency Management)

Policy
adopted: 06/21/10
Revised: 11/18/13
Reviewed: 04/17/1

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Appendix I to Policy 807

GUIDELINES FOR CANCELLING AFTER-SCHOOL ACTIVITIES

1. When the school district is closed ~~prior to the start of the school day~~ due to hazardous weather, all buildings are closed to activities and building use, unless otherwise designated under paragraph 7 below. District offices and the district's **building and grounds** and transportation departments **may remain** ~~may need to be~~ open to facilitate **building cleaning, maintenance, and** the removal of snow and ice. ~~so that school can reopen the following day.~~
2. When an individual school **or program** is closed due to building-related problems, a determination about after-school activities **including community education programs** will be made **in consultation with the superintendent or designee,** ~~with the principal, superintendent or designee,~~ **the director of community education and strategic partnerships, and** director of buildings and grounds. ~~and the facility scheduler, as may be necessary.~~
3. On occasions when ~~school is in session but~~ weather concerns arise after school has begun, a decision ~~must~~ **will** be made about activities and/or building usage scheduled after school. ~~A~~ **The** decision will be made on a district-wide basis by the superintendent or designee. This decision will be made and communicated as early as possible but may not always be made by the close of the school day. Upon closure, notification will be initiated by the director of ~~business services~~ **finance and operations** or designee, **and distributed by the director of marketing and communication or designee.**
4. All school/building closure announcements will be posted as soon as practical on the district website and distributed via appropriate communication channels, and sent to local media outlets.
5. For county, state, or other multijurisdictional events, a separate determination will be made by the superintendent or designee.
6. Saturday and Sunday events may also need to be cancelled due to hazardous weather or building-related problems. The superintendent or designee will make a decision on a district-wide basis. Upon closure, notification will be initiated by the director of ~~business services~~ **finance and operations** or designee, **and distributed by the director of marketing and communication or designee.**
7. Offsite events and Minnesota High School League sponsored special events (e.g., hockey, skiing, tournaments) need special consideration because the venues have been reserved. The superintendent or designee and **assistant principal of activities** ~~director~~ will make a determination regarding these events. ~~An announcement~~ **Notification** will be initiated by the director of ~~business services~~ **finance and operations** or designee, **and distributed by the director of marketing and**

communication, and assistant principal of activities or their designees when activities are cancelled.

Appendix
Reviewed 04/17/17