

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](http://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. All classified employees will be paid up to three (3) emergency school closure days, at their regularly scheduled hours and rate, 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, will get double time for up to four hours. An 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). In the event of early release employees who chose to stay will be paid at their regular rate for actual hours worked. Employees who chose to leave early will have the remainder of their regularly scheduled hours deducted from the three days of emergency closure days mentioned above. Employees who are scheduled to come to work after the early release time will be paid double time up to four (4) hours. Actual hours worked must be recorded on the time sheet and District Office will account for snow days.

4. If food preparation has begun prior to notification of an all-day emergency school closure day 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, according to #3 above, for the actual time necessary to complete their work or route, not other duties.

4.5. 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. Such employees shall continue to perform their grant-funded duties during the closure, to the extent possible. This may include, to the extent practicable, working by phone, email, and video conference. Employees supported with federal grant funds who are intended to provide direct services to students may maintain contact with students during the period of the unexpected or extraordinary closure using the alternative, appropriate methods

~~5.6.~~ For emergency closure days beyond the first three, classified employees will be paid for actual hours worked. Employees are expected to use good judgment concerning attendance on these days. Employees may choose to use personal leave (or vacation for twelve month employees) on these days.

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: December 16, 1997; August 16, 1999; May 20,2000;**

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March 17, 2014; September 18, 2017; May 20, 2019**