

## NSBSD SCHOOL CLOSURE PROCEDURE

AR 6111(b-d)

### 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 superintendent or designee for all schools. Official closing is posted on the NSBSD website by ~~6:30~~ 7:00 am the day of school. NSBSD does not operate school when it is unsafe for students to travel to school. Considerations for determining safety are specific to each site locale and equipment and should be assessed thoroughly. Elements to consider include but are not limited to:

1. Temperature: Generally, school is canceled when Frostbite formation temperature is less than 5 mins per NOAA Wind Chill Chart.
2. Visibility: If visibility is less than 100ft School is canceled or delayed.
3. Road Condition: Drive roads for unsafe conditions, extremely icy areas, large snow drifts. Communicate with Public works to determine if snow plowing will occur.
4. Communication with Public Works: If the service area impacted is greater than 25% of student population impassable either cancel or delay. If it's less than 25 % of student population, then the school is delayed.

We will delay if Public works ~~s~~ advises us to do so.

~~Refer to the attached flow chart for specific information.~~

### Procedure

1. Plant manager, Transportation Supervisor or designee gets complete inspection of roads by ~~6~~ 6.30 am. Call to coordinate any plowing with NSB Public Works department, using the local contact person.
2. Transportation Supervisor Calls Superintendent and or designee to report road condition.
3. The Superintendent and Principal in village schools, or Superintendent and Transportation Coordinator in Utqiagvik shall decide when school is to be canceled or have a delayed start. Final decision will be made at ~~6:30~~ 7:00 am.

Emergency school closures will be announced by transportation via NSBSD website, School Messenger, the local Radio (KBRW or KOTZ), and VHF radio where possible. In most cases, the announcement will be made by ~~6:30~~ 7:00 am.

4. If school is closed, the Principal or Assistant Principal will report to the school for the first hour to I-ensure the safety of any student who may show up at school.

## Instruction

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 with approval from the Superintendent or designee. under special conditions.
  - » Classified hourly staff:
    - Essential classified hourly staff that are required to work by their supervisor will report to work.
    - Those classified hourly staff that are required to report to work will be paid for hours worked.
    - Those classified hourly staff that are not required to report to work ~~will fill out a leave slip for personal leave or leave without pay~~ may submit a personal leave request if they wish to be paid for the day. These staff can makeup the hours lost on the make-up day.
    - 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.
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-Student Records Manager-will update the site's calendar flyer and provide it to the principal for distribution.

Adopted 6/17

Revised 10/18

Revised     /24