

## EMERGENCY SCHOOL CLOSINGS

The District Administrator, or an administrative-level designee in the temporary absence or unavailability of the District Administrator, shall make decisions regarding school closings, delayed starts, early releases, and any program or activity cancellations due to inclement weather or due to other health or safety concerns. Examples of other health or safety concerns include a communicable disease outbreak, a credible threat to safety, or a utility failure.

In certain circumstances, a decision to close school due to a health or safety concern for a full or partial day may apply only to one or more individual schools. In such a situation, the applicable building principal or a designee who is currently in charge of the supervision and operation of the facility has the authority to make such a decision if it is impractical to consult with the District Administrator on a timely basis.

If any District school is closed by an order of a local health officer or by an order of the Wisconsin Department of Health Services, the administration shall implement the order.

When any District school is closed under this policy for a reason other than inclement weather, the administration shall ensure that the Department of Public Instruction is promptly notified of the closing and reopening of the school(s) and of the reason(s) for the closure(s).

### **Make-Up Days/Hours for Students**

When any District school has been closed for a full or partial day under this policy and scheduled instructional time has been lost, additional school days or extended hours for students will not be added to the school calendar/schedule unless at least one of the following applies:

1. Additional instructional time is required to meet a state or federal requirement;
2. A specific procedure or standard for making up days or hours was incorporated into the school calendar/schedule that was adopted for the school year in question; or
3. Such an adjustment is otherwise directed or approved by the Board of Education.

### **Before-School and After-School Activities and Programs**

When any District school is closed for a full or partial day due to inclement weather:

1. For a delayed start, all before-school activities and programs at the affected schools shall be cancelled for the day. After-school and evening activities and programs will be held as scheduled unless specifically cancelled by a separate announcement.
2. For an early release, all after-school and evening activities and programs that were scheduled to take place at the affected schools(s) shall normally be cancelled for the day, except that the administration shall clearly specify any exceptions in the announcement(s) of the early release (e.g., for an after-school child care program).
3. When District schools have been closed for the full day due to inclement weather, all before-school activities and programs shall be cancelled for the day. After-school and evening activities and programs shall also normally be cancelled for the day, except that any exceptions shall be approved by the District Administrator or his/her designee and expressly identified in a notice or announcement as early in the day as practicable. An exception to hold an after-school or evening event on such a day should only be made if weather conditions have substantially improved, the administration determines that there is a strong justification for holding the event, and affected persons can reasonably be notified of the decision to hold the event.

The standards listed immediately above for inclement weather situations apply to all District-sponsored activities and programs involving students, all community education and community recreation activities or programs that are scheduled to take place at a district facility, and to all previously-approved third-party use of District facilities.

When a school building or other District facility is closed for a reason other than inclement weather, the holding of previously scheduled activities and programs shall be addressed by the administration is on a case-by-case basis. In addition, regardless of whether school was held for students on a particular day, the administration may decide to cancel any District-sponsored activity or program, or any event that is scheduled to take place at a district controlled facility in order to address concern with health or safety or with the condition of specific property.

This policy does not address or apply to the cancellation of Board of Education meeting or meetings of Board committees.

LEGAL REF.:	s.s. 115.01(10) 118.215 121.02(1)(f) PI 8.01(2)(f), Wisconsin Administrative Code
CROSS REF.:	723.4 RULE 1 Guidelines for Emergency School Closings Current Employee Handbook
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