

## EMERGENCY SCHOOL CLOSINGS PROCEDURES

1. Should inclement weather or other emergency situations require the District to close, delay or dismiss schools early or close the full District, the following procedures shall occur:
  - a. Schools Closed: School(s) may be closed by the Superintendent or designee whenever the roads cannot be traveled safely by school buses, excessive cold or heat indicates a potential danger to students, or other emergency situations arise. When schools are closed, all administrators and 52-week employees are expected to arrive at work as soon as they can safely do so. Schools will be closed for instructional purposes but may remain open and staff members will continue to perform related duties. District Offices will remain open.
  - b. District Closed: The district may be closed by the Superintendent or designee when weather conditions present a clear danger, have closed major roads, or other emergency(s) arise. When the district is closed, emergency duties will be performed by custodial and maintenance staff.
  - c. Employees are expected to work the number of days included in their contract unless on an approved leave. Under extraordinary circumstances, the Superintendent may make some accommodation as she/he sees fit.
  - d. The Superintendent or designee shall consult with the weather station, city department of public works, the bus company and the facility services director when determining whether or not to close the district due to hazardous weather or other emergency situations.
  - e. Factors to be considered in winter weather-related closings, delays or early dismissals shall be wind chills at or below negative 25 degrees Fahrenheit, drifting and blowing snow, accumulation of "black" ice, and the ability of buses to start and safely maneuver road conditions.
2. Upon reaching a decision to close or delay schools or close the District, the Superintendent or designee shall notify area radio and television stations and have an announcement place on the home page of the district website and Facebook page prior to 6:00 a.m. or as soon as practicable. Whenever possible, closings and delays will be announced the evening before the delay or closure; however, due to rapidly-shifting weather conditions, final announcement may not be made prior to the morning of the event. Closure information will also be announced by automated calls and emails to District families and staff.

APPROVED: February 22, 2005

REVISED: January 27, 2009  
January 24, 2017  
March 26, 2019

REVIEWED: July 1, 2014