

EMERGENCY SCHOOL CLOSURE

Emergency School Closure:

All students, parents, and school employees should assume that school will be in session and buses running as scheduled, unless there is official notification from the Superintendent to the contrary. Such notice will be given via public media.

In the event that weather conditions or other emergency circumstances require a modification of the normal routine, the Superintendent will make the modification decision prior to 6:30 a.m. and contact the public media for broadcast to the community and will initiate the emergency decision tree communication procedure to all administrators.

Work schedules and Responsibilities for School Closures:

Superintendent: Only the Superintendent or the designated representative, if the Superintendent is absent or unavailable, shall have the authority to modify school starting or ending time or to close schools. The Superintendent will be on duty throughout any existing or potential emergency situation.

Central Administrative Personnel: Central administrative personnel, as determined by the Superintendent, shall be expected to report for duty on their assigned shifts in the event of any school closure insofar as is safely possible. Additional service may be required, especially of the Executive Regional Directors, Executive Director of Business Operations, Director of Operations and Maintenance and Director of Human Resources and Labor Relations depending on the nature of the emergency. If it is absolutely impossible for a central administrator to report for duty, the administrator may take the day as a personal leave day or vacation day with the permission of the Superintendent.

Building-Level Administration, Non-Teaching "Exempt" Personnel, and Key Support Staff: All building-level administrators and non-teaching "exempt" personnel shall report for duty per their normal shifts or as otherwise directed each day during the school closure, together with lead custodian(s), maintenance coordinator(s) and support staff associated with the school office, insofar as is safely possible.

Classified Employees: In the event that the closure is later determined to be a state of national emergency and the District is not required to reschedule the lost day, employees who were notified not to report to work will suffer no loss of pay or benefits for that day.

When schools are closed or opening is delayed due to inclement weather or other emergency, the District shall use various media sources to notify employees by 6:30 a.m. of the closure. Employees will be paid for their scheduled work hours and all accompanying benefits for the actual hours schools are closed, operating hours are reduced, or opening is delayed.

Certified Employees: If schools are closed for weather or other conditions, certified employees are not expected to report for duty unless directed otherwise. Certified employees do not submit a District Leave Form. In cases of school closures, certified employees will fulfill their contract day(s) with "make-up" day(s) as determined by the Board of Trustees.