

**INSTRUCTION**

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 6:00 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 and 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 Administrators, 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

If schools are closed for weather or other conditions, classified employees (excluding lead custodian(s), maintenance coordinators and support staff associated with the school office) are not expected to report for duty, unless directed otherwise. Classified employees who do not report to work shall complete a District Leave Form to declare the full or partial “emergency” day as either personal leave, vacation or leave without pay, according to provisions of employee handbook(s) and/or collective bargaining agreement(s), as applicable.

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.

Procedure History:

Adopted on: January 14, 2003

Revised at PNP on: October 28, 2009

Adopted on: December 8, 2009