

8221 EMERGENCY CLOSINGS

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members. The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules procedures for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

A. Inclement Weather

When schools are closed, the following are automatically excused from attendance: pupils, nurses, teachers, librarians, guidance counselors, aides, and secretaries. Absence of other personnel will be treated in accordance with the Rules and Regulations Regarding Employees' Absences.

B. Notification

A decision to close school because of inclemency of the weather will usually be made between 5:00 and 6:00 a.m. The Superintendent or designee will notify the Police and Fire Departments, television and radio stations. The district's emergency alert system will notify administrative personnel and members of the Board of Education.

All personnel and pupils should be advised to check the district's website. Area network television stations, the local cable company and local AM radio station will also provide school closing information.

C. Principals

When schools are closed because of inclement weather or emergency conditions, it is the responsibility of the Principals to resolve the emergency condition and to prepare the school and grounds to be in readiness for a reopening as soon as possible. Administrators will be on duty if the emergency condition in question so warrants.

In the accomplishment of those goals, both the Maintenance Supervisor and the Custodial Staff Coordinator must be on duty. When schools are closed, the Superintendent will determine what administrators shall remain on duty.

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D. Duration

In case schools are closed more than one day, every effort will be made to advise personnel the night before. Procedures will be as above.

E. Other Reasons

When all schools are closed for any reason, the Superintendent or designee will notify the Police Department. Principals will notify the Police Department of the early closing of a single school. This should be done in writing if sufficient time is available.

F. Early Closing

In case of an early closing, principals/administrators and/or teachers will remain until all students in grades K-5 have been picked up by a designated adult.

Approved: May 20, 2003
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