

315 EMERGENCY CLOSING

I. GENERAL STATEMENT OF POLICY

Alexandria Public School District recognizes a need for establishing guidelines for emergency closings when necessitated by weather or school building limitations.

II. EMERGENCY CLOSING

- A. When emergency situations occur, including weather conditions or school building site limitations (i.e. water, heat, electrical), the decision to close the school will be made by the superintendent or his/her designee. The decision will be based on information provided by the transportation supervisor, building and grounds supervisor, emergency service providers, and other area school districts.
- B. The closing may include cancellation of the school day, a late school start or an early school ending.
- C. The decision on the closing will be shared with staff and the community through local media, Blackboard Connect, phone call, email, and/or text message and on the school website. Annually, the district will publish a listing of media that will receive a contact from the school when there is a change in scheduled school day.
- D. The decision on cancellation or postponement of co-curricular practices, events, and/or games will be made by the assistant principal of activities with the approval of the superintendent after consultation with the identified resources and the secondary school principals.
- E. The first three days of school cancellation during a given school year will not be rescheduled for students; all additional days will be made up. Student make-up days will be held on consecutive weekdays at the end of a school year or on other non-school days as determined by the school board.

III. EMERGENCY CLOSING AND STAFF DUTIES

- A. Decisions regarding staff reporting to work on emergency closing days are based on the needs of the school district. Provisions will be made so each staff member will have an option not to report if he/she feels the conditions are too dangerous. The district will attempt to treat all staff members fairly and equitably.

The following employee groups will report to work during their regular work schedules despite a school closing:

- ◆ Administrators/Principals
- ◆ Custodians
- ◆ Secretaries
- ◆ K-12 Classified Twelve Month Employees
- ◆ Confidential Employees

The following employee groups will not be required to report to work due to an emergency closing:

- ◆ Teachers and other certified staff
- ◆ Para-professionals
- ◆ Food Service Staff
- ◆ Bus Drivers
- ◆ K-12 Classified Employees Who Work Less Than 12 Months

B. ADMINISTRATIVE PROCEDURES

Emergency Closing Days:

- Administrators will report to work and work their regular hours unless they have safety concerns (see below).

Late Starts:

- Administrators will report to work and work their regular hours unless they have safety concerns (see below).

Early Dismissals:

- Administrators will work their regular hours unless they have safety concerns (see below).

Administrators who choose not to work their regular hours because of safety concerns may use a vacation day (if available) or choose a payroll deduction for the hours missed. Administrators will report to the superintendent which option they elect to use if they choose not to work their regular hours.

C. CUSTODIANS' PROCEDURES

Emergency Closing Days:

- All custodians will report to work and work a day shift on emergency closing days unless they have safety concerns (see below).

Late Starts:

- All custodians will work their regular shift unless they have safety concerns (see below).

Early Dismissals:

- All custodians will work their regular shift unless they have safety concerns (see below).

Custodians who choose not to work their hours because of safety concerns may use a vacation day (if available), use bank time, make up hours in the same pay period, or choose a payroll deduction for hours missed. Custodians will report to the building and grounds supervisor which option they elect to use if they choose not to work their regular hours.

D. SECRETARIES' PROCEDURES

Emergency Closing Days:

- All secretaries will report and work their regular hours unless they have safety concerns (see below).

Late Starts:

- All secretaries will work their regular hours unless they have safety concerns (see below)

Early Dismissals:

- All secretaries will work their regular hours unless they have safety concerns (see below).

Secretaries who choose not to work their regular hours because of safety concerns may use a vacation day (if available), use accumulated comp time hours, make up the hours in the same pay period, or choose a payroll deduction for hours missed. Secretaries will report to their supervising administrator/principal which option they elect to use if they choose not to work their hours.

E. K-12 CLASSIFIED AND CONFIDENTIAL EMPLOYEES' PROCEDURES

(1) K-12 Classified Employees and Confidential Employees who work 12 months will work as follows:

Emergency Closing Days:

- Employees will report to work and work their regular hours unless they have safety concerns (see below).

Late Starts:

- Employees will work their regular hours unless they have safety concerns (see below).

Early Dismissals:

- Employees will work their regular hours unless they have safety concerns (see below).

K-12 Classified and Confidential Employees who work 12 months who choose not to work their regular hours because of safety concerns may use a vacation day (if available), use accumulated comp time hours, make up the hours in the same pay period, or choose a payroll deduction for the hours missed. Employees will report to their supervising administrator which option they elect to use if they choose not to work their hours.

(2) K-12 Classified Employees that work less than 12 months will work as follows:

Emergency Closing Days:

- Employees will “not” report to work on emergency closing days but will report on the staff make-up days and/or staff and student make-up days as determined by the school board.

Late Starts:

- Employees will work their regular hours unless they have safety concerns (see below).

Early Dismissals:

- Employees will work their regular hours unless they have safety concerns (see below).

Any employees who choose not to work their regular hours may choose to make up their hours at a different time in the same pay period, or choose a payroll deduction for the hours missed. Employees will report to their supervising administrator/principal which option they elect to use if they choose not to work their regular hours.

F. TEACHERS AND OTHER CERTIFIED STAFF PROCEDURE

Emergency Closing Days:

- Teachers and other certified staff will “not” report to work on emergency closing days but will report on the staff make up days and/or the staff and student make-up days as determined by the school board.
- When an e-learning day is scheduled by the district, it will be counted as a day of instruction and included in the hours of instruction (Policy 602 Section III.A). On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Late Starts:

- Teachers and other certified staff will adjust their work schedule according to the change in the school start time (i.e. two hour late start of school, report to school two hours later). They will not be required to formally make up for the missed time due to late starts, as the district recognizes they work extra hours throughout the year.

Early Dismissals:

- Teachers and other certified staff will work their regular hours unless they have safety concerns (see below). Teachers may be required to remain at school beyond their regular hours on early dismissal days until all transportation routes are completed. Teachers may be required to assist in supervising students if students are unable to leave for home in a timely manner.

Teachers and other certified staff who choose not to work according to these procedures because of safety concerns may use personal leave, make up their

hours in the same pay period or choose a payroll deduction for hours missed. They will report to their supervising administrator which option they elect to use if they choose not to work their regular hours.

G. PARA-PROFESSIONALS' PROCEDURES

Emergency Closing Days:

- Para's will "not" report to work on emergency closing days but will report to work on the staff and student make-up days as determined by the school board.

Late Starts:

- Para-professionals will adjust their schedule according to the change in the school start time (i.e. two hour late start of school, report to school two hours later). The school district and/or principal will re-schedule the missed work hours due to late starts.

Early Dismissals:

- Para's will adjust their work schedule according to the early dismissal time. Para's will remain at work (unless they have safety concerns – see below) until all students have been dismissed and then para's may leave. The school district and/or principal will re-schedule the missed work hours due to early dismissals.

Para-professionals who choose not to work their scheduled hours or the optional hours identified by the school district may choose a payroll deduction for the hours missed or use personal leave. Para-professionals will report to their supervising administrator which option they elect to use if they choose not to work their hours.

H. BUS DRIVERS' PROCEDURES

Emergency Closing Days:

- Bus drivers will "not" report to work on emergency closing days but will report on student make up days as determined by the school board, but not on staff make-up days.
- Bus drivers who are not contacted prior to their route start-time on emergency closing days will follow contract language in their work agreement for compensation .

Late Starts:

- Bus drivers will adjust their work schedule on late school starts. Drivers who are unable to drive will have a payroll deduction for missed hours.
- Bus drivers who are not contacted prior to their route start-time will follow contract language in their work agreement for compensation.

I. FOOD AND NUTRITION SERVICE EMPLOYEES' PROCEDURES

Emergency Closing Days:

- Food Service employees will not report to work on emergency closing days but will report to work on student make up days as determined by the school board, but not staff make-up days. Food and Nutrition Service staff will follow contract language in their work agreement for compensation.

Late Starts:

- Food and Nutrition Service employees will arrive at their regular time on late starts and will remain for their regular hours unless they have safety concerns (see below). Food and Nutrition Service staff will follow contract language in their work agreement.

Early Dismissals:

- Food and Nutrition Service employees will remain for their regular hours on early dismissals unless they have safety concerns (see below).

If they choose not to work their regular hours because of safety concerns, they may use personal leave, make up hours in the same pay period, or choose a payroll deduction for hours missed. They will report to the Director of Food and Nutrition Service which option they elect to use if they choose not to work their hours.

Cross References:

Policy 602 (Organization of School Calendar and School Day)

Policy Adopted: 10-16-00

Policy Revised: 2-23-04, 3-16-09, 6-15-15, 2-26-18, 4-15-19

Alexandria Public Schools - No. 206

Alexandria, Minnesota