

P2305 EMERGENCY CLOSING OF SCHOOLS

BOARD POLICY:

It shall be the responsibility of the Superintendent, or an administrator designated by the Superintendent, to declare that because of extreme weather conditions or some other emergency, all or selected schools throughout the district shall not be convened or shall be dismissed during a school day scheduled on the official annual calendar. As a general policy, schools that can reasonably expect to carry on a satisfactory instructional program will remain in session.

Administrative Implemental Procedures:

1. Procedures for the Superintendent or designee to follow in implementing a decision to close schools:
 - a. Notify immediately the Division Director of Marketing & Communications about the details of the decision.
 - b. Contact the news media through the Division Director of Marketing & Communications to make public announcements. Employees will generally be informed via news media. A limited number of employees may be notified by telephone, if possible.
 - c. Notify the president of the Board of Education regarding the decision.
 - d. Notify central office line administrators about the particulars of the decision.
 - e. Declare a condition of emergency if the weather warrants.
 - f. Direct that additional equipment and/or services be contracted if needed.
 - g. Notify appropriate administrators if operations such as the Nutrition Services and Transportation Services are altered or canceled.
 - h. Announce changes if school bus route times are modified.
 - i. Decide if subsequent public announcements are needed.
 - j. Consider the necessity for special Board meetings to keep the Board of Education informed or to seek policy direction.
2. Responsibilities of the building principal during emergencies
 - a. The principal of a building involved in a major emergency will assume primary responsibility for securing the facilities, equipment, and supplies under his/her control by being in attendance. He/she should take necessary steps to provide security, to examine the facilities for potential hazards, and to take whatever emergency measures are necessary to prevent damage. If it is impossible for him/her to be physically present, the principal will notify his/her immediate supervisor.
 - b. School administrators are authorized to take necessary emergency measures to assure the safety and welfare of pupils and employees of the school district.
 - c. Principals are encouraged to provide shelter to school patrons as provided in the BOE Policy 2313 – *Safety Shelter Areas During Natural Disasters*.
 - d. Adjustments in the instructional program may be made at the building level. Decisions to cancel portions of the instructional program shall be cleared through district office administration. Decisions relative to extracurricular activities will be handled at the building level; however, those which involve a number of schools should be considered by appropriate supervisors and district administrators.

- e. If appropriate, the building principal should seek additional assistance through the central administrative offices or other community agencies. Emergency procedures which necessitate a deviation from Board policy or administrative implemental procedures should have prior clearance before implementation, if possible.
 - f. Necessary records should be kept with regard to use of personnel, financial encumbrances, disposition of school equipment, or extraordinary use of school facilities.
3. Factors to consider in making decisions related to snow conditions
- a. The latest current and predicted weather reports
 - b. Information regarding the current volume of vehicular traffic on major thoroughfares
 - c. Assessment of rural, suburban, and city street or road conditions
 - d. Information about city and county road clearance efforts
 - e. The capability of school maintenance personnel to clear walks, parking lots, and service streets during the time available
 - f. The time available to make public announcements prior to the next session of school
 - g. The possible need for closing central district offices as well as schools
 - h. The availability of school employees for overtime work
 - i. The number of makeup days not used and scheduled on the school calendar
 - j. The approximate financial costs entailed
 - k. Decisions regarding the status of other public and private institutions
4. Steps to be taken by appropriate administrative officials subsequent to reconvening schools
- a. Announce needed changes in the school calendar
 - b. Notify the Kansas State Department of Education of significant changes in the school calendar
 - c. Process the exceptions authorized in the preparation of payrolls

Administrative Responsibility: Superintendent

Latest Revision Date: April 2011

Previous Revision Date: July 1990 P2305