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ADOPTED: 01/5/68
REVISED: 12/13/73
REVISED: 05/26/81
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REVISED: 06/12/84
REVISED: 07/24/89
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REVISED: 04/08/91
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REVISED: 11/27/06
REVISED: 01/28/08

INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota 55076

SCHOOL CLOSING AND EMPLOYEE RESPONSIBILITY

I. Purpose

This policy is meant to specify authority for closing schools early, for not opening schools, and opening schools late when such actions are required as a result of adverse situations and to define the basis for making such decisions. The policy is also meant to specify the responsibility of staff to be on the job when any of these actions is taken.

II. General Statement of Policy

A. School Closing.

1. School in Session - When emergencies occur while school is in session, the Superintendent must determine if school should be closed earlier than the usual school closing times. The decision to close school early is to be made considering the following:

- a. Student and staff safety.

- i. Consideration of safety problems created for students when school is closed early.
- ii. Availability of student transportation for students who are bused.
- iii. Availability of supervision of children when they arrive home.

If the Superintendent is not available, the decision to close school is to be made by school officials in the following order: business manager, high school principal, and middle school principal.

2. School not in Session - The order of responsibility for the decision not to open school when school is not in session or to delay the opening of school to a time later than the scheduled times is the same as the order outlined in the above paragraph. The decision should be made as early as possible and early enough to notify those responsible for student transportation and communicated to appropriate radio station or stations for broadcast.

B. Responsibility of Personnel.

When schools are closed for a full day for emergency reasons, responsibility of personnel is as follows:

1. Faculty members are not expected to be present on days when school is closed for emergency reasons with the following exception: Emergency closed school days which are to be made up by students to avoid the loss of foundation aid to the school district must be made up by faculty on the day or days determined by the School Board.
2. Administrators are expected to be present on emergency days as usual. Conditions of the emergency may cause confusion and questions. It is essential that administrators be present to answer questions and to make necessary decisions.
3. Secretaries. Secretarial duties do not depend on the presence of students. Secretaries are expected to be present on days when school is closed for emergency conditions. If the emergency conditions make presence impossible, the absence can be made up by using vacation time for the absence, with the approval of the secretary's immediate supervisor. Any secretary who determines that he/she will not be able to be present must notify their immediate supervisor before normal scheduled hours.
4. Custodians. Presence of custodians is essential on emergency days. If presence is impossible, the absence can be made up by using vacation time for the absence, with the approval of the buildings and grounds director. Any custodian who determines that he/she will not be able to be present must notify their immediate supervisor before normal scheduled hours.
5. Other hourly employees are not expected to be present on days when school is closed for reasons of emergency.

6. When the opening of school is delayed, all staff are expected to report to work at the usual times. The morning kindergarten and pre-school programs will be canceled; however, afternoon kindergarten session will be held as scheduled. When schools are closed early all staff are expected to remain at work until the usual times. In the event of a late start, the Kids' Choice program will be delayed an equivalent number of hours; however, Kids' Choice staff are to report to school at the usual time in order to address the needs of students who may arrive early. If danger to staff is created by delaying staff departure to the usual times, the Superintendent or in his/her absence the next assigned administrator will make the decision to permit staff to leave early.
7. When the district dismisses early in order to close due to an emergency, the Kids' Choice program will also be canceled for the remainder of the day. In the event that schools are closed prior to the completion of the normal school day, but Kids' Choice students are at participating schools, Kids' Choice staff will contact parents to make arrangements for students. A-Kids' Choice staff member will remain at the school until all Kids' Choice students have been picked up.
8. When school is closed all after school activities will be canceled (extra curricular activities, community education youth and adult programs, school events such as concerts or programs, meetings, etc.) In addition, community use of school facilities will not be available when school is closed due to weather or other emergency.

Cross Reference: Employee Contracts